

Chapter 20: Legislation Committee

I. Purpose

The Legislation Committee shall identify issues requiring action; prepare or advise on resolutions for the membership, Steering Committee, task forces and committees; assist the ALA Washington Office on issues affecting federal government legislation; and assist and coordinate legislative action with other ALA bodies.

II. Organization

In accordance with the GODORT *Bylaws* (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

This committee is composed of six members appointed to staggered two-year terms, and the GODORT Councilor (ex-officio).

A. Chair –

The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

B. Members –

Six members shall be appointed by the GODORT Chair in consultation with the GODORT Steering Committee to staggered 2-year terms (3 in even years; 3 in odd years).

C. The GODORT Councilor serves as an ex-officio member of this committee.

D. External Liaisons –

1. Committee's Liaison to ALA Committees

- a. ALA Committee on Legislation, Subcommittee on Government Information – to be served by Legislative Committee Chair.
- b. ALA Legislative Assembly (ALA Committee on Legislation) – to be appointed by GODORT Chair from Committee membership (though usually served by the Committee's Chair.)

2. Liaisons from other Organizations

The American Association of Law Libraries (AALL) Washington Office Representative may be invited by the Committee Chair to serve as a liaison to the Legislation Committee. The AALL liaison serves as an ex-officio, non-voting member of the committee. (*PPM* Chapter 4, Article IV, Section B, Heading 3).

III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee.

A. Chair

1. Is required to have an active ALA Connect account for Steering communication.
2. Serves as an ex-officio member of the Legislation Assembly Subcommittee of the ALA Committee on Legislation.
3. Serves as an ex-officio member of the Government Information Subcommittee of the ALA Committee on Legislation.
4. Posts activity updates to committee and GODORT membership following the Steering communication schedule (*PPM*, Chapter 3).
5. Prior to Annual Conference or Midwinter Meeting: Post agenda for committee meeting to ALA Connect.
6. At conference: Submits committee's summary minutes in format as described in *PPM* Chapter 1: Conferences (Article II. Section D) to the GODORT Secretary by the deadline specified at Steering I

B. Secretary

While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM* Chapter 1: Conferences, Article III, Section D.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

C. Web Manager

In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

D. Intern

ALA allows interns to be appointed as one-year ex-officio members of a committee. This introduces them to the workings of the committee and Round Table.

IV. Meetings and Communication

- A. According to the *GODORT Bylaws* (Article V, Section 2), this committee will meet as necessary. Traditionally this committee meets four times during ALA Midwinter Meetings and Annual Conferences, with the second and fourth meetings held jointly with the ALA Committee on Legislation's Government Information Subcommittee.
- B. It is recommended that all committee members use ALA Connect for GODORT business.

V. Activities and Projects

A. Resolutions

1. GODORT Checklist of Resolutions

The text of all resolutions, in the form that they were passed at the GODORT Membership meeting, are included in the minutes of the GODORT Membership meeting and posted on the wiki.

The *DttP* Editor will publish a list of the titles of resolutions annually.

2. Guidelines for Preparation of Resolutions for Presentation to GODORT

The following guidelines are addressed to individuals and units preparing resolutions to come before GODORT:

- a. Proposed resolutions that instruct officers of GODORT to communicate with another ALA unit or officer, or to communicate with an individual or group outside of ALA, should be submitted to the Legislation Committee for comment. Proposed resolutions should be submitted to the Committee as early as possible, before or during the Midwinter Meeting or Annual Conference. Furthermore, proposed resolutions should meet all criteria listed in items (b) through (l) below at the time they are submitted.
- b. A resolution should be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the membership.
- c. The resolution should show clearly the initiating individual or unit.
- d. The resolution should address only one topic or issue.
- e. The terms used in a resolution should be readily understandable and have specific definition.
- f. The resolution should clearly indicate:
 - i. Action to be taken (write a letter, call, etc.)
 - ii. Who should take action (GODORT Chair, Chair of Federal Documents Task Force, etc.)
 - iii. Who should receive action (GPO---Public Printer, Superintendent of Documents; Congress-Committee-Subcommittee, etc.); who receives copies.
- g. If the resolution calls for a specific action or a course of action in certain circumstances, the resolution should specify the resources needed to carry out the directive.
- h. A copy of the resolution must be submitted to the GODORT Secretary at the time of presentation.
- i. All resolutions must be submitted by a member of GODORT.
- j. The mover of a resolution shall state whether the resolution amends or creates policy and shall identify the policy being changed and/or indicate the portion of the resolution to be cited as policy. If a policy sets forth conflicts with another policy, provision to resolve the conflict shall be made.

- k. If the resolution calls for a specific action or program with a timetable, the timetable shall be clear and achievable.
 - l. If the resolution is addressed to or refers to a specific group or groups, it must name the groups.
3. Procedures for Submitting Items for Action
- a. Guidelines for Preparation of Resolutions for Council (ALA Policy 5.3) are found on the ALA Council section of the ALA website:
http://www.ala.org/ala/aboutala/governance/council/resolution_guidelines/index.cfm
 - b. ALA Resolution Form:
http://www.ala.org/ala/aboutala/governance/council/resolution_guidelines/resolutionefor m1.pdf