RULES & GUIDELINES FOR ALA HYBRID COUNCIL SESSIONS

The following rules will be for adoption for all hybrid Council Sessions. When adopted these rules will govern the conduct of the session.

SESSION FOCUS & AGENDA

(1) With potentially more than 150 Council Members in virtual and in-person attendance, the logistical constraints will be substantial. The meetings must focus on action-oriented items to move the Association and the library profession forward.

(2) Changes to the agenda are usually made by general consent, and the agenda is then voted on by the Council.

(3) Informational and noncontroversial reports may be added under the "Consent Agenda". Councilors may request specific items from the Consent Agenda for more discussion.

(4) Meeting time must be treated as a precious commodity, to ensure that time is logically allocated based on the significance of the issues at hand.

(5) Housekeeping items such as announcements, updates, or items for informal consideration shall be considered permissible additions to the end of the final session agenda.

(6) Meetings will be adjourned at the published time unless the Council, by unanimous consent or a majority vote, decides to continue the meeting.

VIRTUAL ATTENDANCE

(7) Virtual Attendees must register for the webinar and is encouraged to be in attendance at least 15 minutes prior to the start of each Council meeting to help confirm quorum.

IN-PERSON ATTENDANCE

(8) In-person attendees must register for the ALA Conference to access the Council room and Councilors are encouraged to be in attendance at least 10 minutes prior to the start of each Council meeting to help confirm quorum via the voting tool. Members of the Council shall be identified by appropriate ribbons affixed to their registration badges which are required for admission to ALA activities at ALA Conferences. Current Council Members must sit in the designated area.

(9) Non-councilors and Non-members must sit in the audience section of the Council room.

RECOGNITION

(10) The Presiding Officer/Moderator will recognize speakers. Upon receiving recognition, Councilors must identify themselves using the following introduction template:
<First and Last Name>, <Insert type of Councilor>, <state the question or comment>.

(11) Non-councilors and non-Members who wish to observe the meeting must register as appropriate and are ineligible to speak, unless explicitly invited or authorized to do so by the Presiding Officer or by Council.

(12) Virtual Participation
Councilors who wish to ask a question or state a comment including a "Point of Order" shall use only one method, the "Question & Answer" box.

To verbally speak, please insert the request in the Q&A. For example: "I would like to speak pro", "I would like to speak against", "I would like to speak", etc.

Councilors will be virtually muted other than when recognized.

The chat space will be disabled with the exception for participants to chat directly with only the host/panelist for technical assistance.

(13) In-person Participation
A Councilor wishing to speak shall approach a microphone and await recognition by the presiding officer.

MOTIONS

(14) Secondary motions (such as amend, refer, etc.) must be submitted via this link:
http://www.ala.org/aboutala/governance/council/motionwebform

REPORTS & ACTION ITEMS

(15) Committee reports, including action items, must be submitted at least fourteen (14) calendar days prior to convening of the meeting.

(16) A committee representative who wishes to report recommendations to Council may move any action item in the Report. No seconding is required.

(17) The council must receive all relevant analysis (legal, financial, human resources issues, etc.) of the issues it is asked to comment on. It must receive such an analysis well in advance of a meeting, so each member can review it and be fully prepared.

RESOLUTIONS

(18) Draft resolutions must be provided to the ALA Resolutions Committee (alaresolutions@ala.org) and Governance Officer/Council Secretariat (Marsha Burgess mburgess@ala.org) at least 48-hours prior to the calling of the meeting to order. All final resolutions must be submitted 24 hours prior to the calling of the meeting to order. It is strongly encouraged that resolutions be submitted well in advance of the 24-hour deadline; Special Meetings may require additional lead times regarding submission of proposals.

i. Except for resolutions contained in committee reports, no resolution shall be presented at the meeting that has not been received through the Resolutions Process.
ii. Only the "Resolved" clauses of a resolution will be displayed and read.
iii. Resolutions that are not addressed are moved to the next segment or Meeting of Council.

(19) A resolution which has fiscal implications must be submitted in advance to the Executive Director, Dan Montgomery, (governance@ala.org) and the Finance Committee (formerly BARC) chair)from the Resolutions Committee at least (1) week before it is to be considered by Council. The Finance Committee (formerly BARC) will report to the Council on the fiscal implications in accordance with ALA Policy A.4.2.2.

DEBATE

(20) All efforts must be made to engage all Members and their insights in deliberations. Diverse discussion methods should be employed, to enable as many members as possible to participate. Deliberations must be at a high level.

(21) In the interest of good time management, minor amendments that do not alter the intent of a proposal must be delegated to the ALA Executive Director for processing.

(22) Each speaker will be allowed to speak for up to two minutes. No speaker shall have the floor a second time on the same question until all who wish to speak have spoken. In hybrid meetings, speakers will be recognized first in person, then virtually, in a cadence determined by the presiding officer that ensures fairness (for example: Microphone 1, Microphone 2, Virtual, Virtual – repeating).

(23) Council may end debate on a motion or resolution after a reasonable amount of time. Once debate is closed, a vote will be taken on the motion or resolution.

VOTES

(24) Given that the Council is a constituency-based body, it is crucial that Councilors serve in the best interest of ALA membership, not only serving solely as advocates for the constituency that elected them. The Presiding Officer should emphasize this at the start of every meeting.

(25) All Council votes will be conducted electronically via the voting link provided by the ALA Governance Office prior to the council meetings.

i. Councilors shall bring an electronic device to vote. Voting selections made following the close of that period will not be recorded. Votes will be tabulated based on the number of valid votes received.
ii. The council should generally make its recommendations by consensus. If needed, parliamentary procedures can be employed to resolve differences of opinion by a majority vote.

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THESE RULES SHALL GOVERN. By general consent, if there are no objections, or by a two-third vote, any rule may be suspended.