

Resolutions Committee Meeting on Saturday, 1:30-2:30pm, (OCCC, W224) Minutes

1. Call meeting to order

(Ed Sanchez, New Committee Chair, 5 min)

- a. Greeting, Member Introductions
- b. Adoption of Agenda
- c. Select Action item recorder – Rachel Rubin

2. Edit/Approve previous meeting minutes – (None available on ALA website)

3. New Business

(Committee members – 45 min)

- a. Reviewed Resolutions table (ALA Office) coverage schedule and identify members who will cover Resolutions table at Membership meeting.
- b. Reviewed Council and Membership Resolution Process and Committee Procedures to ensure that committee members understand the resolution writing process and procedures.
- c. Discussed conference attendance requirement for committee appointment as suggested by previous Chair, Larry Romans. There was no consensus that all of the work of the committee has to take place during the conference although it was clear that in previous conferences it was very difficult for the Chair to fill the slots for the hours that committee members must serve on the resolutions table, which is the main responsibility of the members other than the Chair. This difficulty was directly related to the small number of committee members attending conference whose responsibility it is to assist the mover with the resolution.
The committee decided that the Guidelines for Committee Appointment include, “the expectation is that you will be present at annual and midwinter” but nothing more stringent.
- d. Discussed redundant language in the e-form and resolutions guidelines and proposed the removal from one of the guidelines.

i. **Item no. 6 in the e-Form:**

<http://www.ala.org/aboutala/governance/council/resolutionwebform>

Impact on ALA Policies and Positions: *Explain how the resolution supports ALA’s Strategic Plan, its mission, and/or its core values.*

ii. **Item no. 4 in the Guidelines under Process:**

http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/governance/council/resolution_guidelines/council_resol_guidelines.pdf

A supplement explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating how the resolution supports ALA’s Strategic Plan as well as its mission and/or its core values.

To our knowledge the committee or Chair has never received a supplementary document with supporting text so we decided to use some of the language from the Guidelines, (delete Item 4 in the Guidelines); replace the e-Form item 6 with the combined language. (So this item ONLY appears in the e-form): "CLEARLY EXPLAIN HOW THE RESOLUTION SUPPORTS ALA'S STRATEGIC PLAN, AS WELL AS ITS MISSION AND CORE VALUES."

- e. Based on their experiences prior to and at ALA Annual 2016, the committee discussed the need for resolution writing training for ALA membership and Council in terms of content, format, and delivery. Such training could take the form of improved documentation, a webinar, online video clips, ALA Connect sharing and more including why a resolution would be appropriate and the mechanics of sponsorship and writing the document.

4. Action Items from meeting:

- a. Per ALA Policy Manual, A.5.5.4 - Committee Reporting, this committee will report out on our actions (see http://www.ala.org/aboutala/governance/council/cmte_info_report).
- b. Ed to follow-up with Lois Ann about putting the committee decisions into effect. Is there policy that must be approved by Council?
- c. Ed to meet with Lois Ann to review resolutions procedures at the ALA Office table and work toward developing a workflow for electronically submitted documents.
- d. Ed will check with Eli Mina and ALA Office about Eli's participation in developing online training for resolution writing.
- e. Committee will meet online before ALA midwinter to develop scope of online training.

5. Review Action items:

(Note-taker, 3 min)

6. Adjournment: 2:30 pm