

**YALSA Board of Directors Meeting
ALA Midwinter Meeting, Boston
January 8 – 12, 2016**

Topic: Confirmation of Updated Board Guidelines

Background: At Annual 2015, the [Board discussed the Board Guidelines](#), which have not been updated since 1999. After agreeing on some needed changes, Gretchen Kolderup, Jennifer Korn, and Carrie Kausch volunteered to revise the document. We present the proposed revisions for the Board's consideration. On Nov. 30th YALSA's Board voted to adopt the guidelines. Including the item as a part of this meeting simply ensures it will be entered into the official record of the association.

Action Required: Consent

Rationale

- Update the guidelines to reflect the current culture and practices of the board

Description of Changes

- Changed "Implications" to "Functions" to clarify the purpose.
- Added a norm addressing Robert's Rules, which was not previously included.
- Added a section about meetings being open, which was not previously included.
- Changed the order of norms to a more logical flow.
- Because the entire Board takes ownership of meeting agendas, we revised the norm to agree with that.
- Clarified the intention behind the "silence equals consent" statement.
- Added a statement about respectful behavior and speech.
- Added a statement about being present to discourage side conversations and use of technology for non-meeting business.
- Removed statement about responding to correspondence as that is not related to meetings.

Recommended Board Action

The Board adopts the revised Guidelines and directs the Executive Director to work with staff to ensure they are updated on the web site.

Additional Resources

- YALSA Handbook (which includes the Guidelines): www.ala.org/yalsa/aboutyalsa/yalsahandbook

GUIDELINES FOR YALSA BOARD MEETINGS

Context: YALSA Bylaws, Article IV, Sec. 1: The administration of the affairs of YALSA shall be vested in a Board of Directors.

Functions:

- The Board sets policy; it does not carry out policy.
- The Board establishes goals, objectives and anticipated outcomes. SMART objectives (Specific, Measurable, Aggressive yet Achievable, Relevant, Time-based) produce success.
- The Board sets a budget to enable goal/objective attainments.
- The Board monitors policy implementation and achievement of goals/objectives

Norms:

1. We will adhere to Robert's Rules of Order, in the latest edition, for the facilitation of governance meetings.
2. We will follow an open meeting policy. We will welcome all guests and their contributions with the same respect afforded to fellow board members as detailed in this document. Executive sessions may be held only for the discussion of confidential matters such as but not limited to the discussion of current or pending litigation, crisis management, major business transactions, alleged illegal or improper activities by an individual, succession planning, or job performance of a staff member or volunteer.
3. We acknowledge the responsibility, and accountability to us, of the Executive Committee and Executive Director for policy implementation and goal attainment.
4. We will identify and develop agenda items, seeking advice from the President, Executive Director, and Executive Committee as needed.
5. We will arrive on time and honor stated finishing times.
6. We will arrive informed and prepared, or so inform the chair before the beginning of the meeting.
7. We will address questions to the chair of the board meeting who may direct the question to another board or staff member.
8. We direct the chair of the board meeting to conclude each item with a consensus statement and intended action for confirmation.
9. We will take the initiative to ask questions and pose solutions.
10. We will focus on intended outcomes rather than specific details of achievement.
11. We will not engage in undue wordsmithing.
12. We will share relevant opinions, observations, and concerns during discussion; not contributing will indicate agreement with the majority opinion.
13. We will model professional and respectful behavior when both speaking and listening. We will speak calmly and respectfully about all individuals, groups, and organizations.

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14. We will be present and attentive during all meetings. We will use electronic devices only for purposes directly related to the YALSA Board meeting, and we will refrain from side conversations while others are speaking.
15. We will discuss ideas and issues without taking things personally.
16. We will make no assumption of motivation or hidden agenda on the part of a colleague.
17. We affirm that the association should be focused, fast, flexible, and friendly. We will model those behaviors.