

ALA Policy Manual Section A: Organization and Operational Policies

ALA Policy Manual
Section A: Organization and Operational Policies

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ALA Policy Manual Section A

A.1. (Mission **Old "u#ber 1.(\$**

The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all*

A.1., -ision **Old "u#ber 1., \$**

ALA is the leading advocate for&

- The value of libraries and librarians in connecting people to recorded knowledge in all forms*
- The public's right to a free and open information society* [, see Policy Reference :ileJ&ALA Ahead to 2010&2001K2005 ALA C8L31*2 C \\$8: , 2 \)%s.](#)

M

A.1.. Core Organizational Values **Old "u#ber 1., .1\$**

The Association is committed to&

- extending and expanding library services in America and around the world
- All types of libraries K academic, public, school and special
- All librarians, library staff, trustees and other individuals and groups working to improve library services
- Member service
- An open, inclusive, and collaborative environment
- ethics, professionalism and integrity
- excellence and innovation
- Intellectual freedom
- social responsibility and the public good

[, see Policy Reference :ileJ&ALA Strategic Plan 2011&2015, ALA C8L33*2.](#)

A.1.) Key Action Areas **Old "u#ber 1.. \$**

ALA is committed to seven Key Action Areas as outlined in the principles for investment of energies and resources&

Advocacy for Libraries and the Profession

The association actively works to increase public awareness of the crucial value of libraries and librarians, to promote state and national legislation beneficial to libraries and library users, and to support the resources, training and support networks needed by local advocates working to increase support for libraries of all types*

Diversity

Diversity is a fundamental value of the association and its members, and is reflected in its commitment to recruiting people of color and people with disabilities to the profession and to the promotion and development of library collections and services for all people*

Strategic Objectives:

1. Ensure that library education and training reflect the core values of the profession and the needs of the communities served by libraries of all types*
2. Increase the availability of and access to continuing education, career development and certification opportunities for librarians, library staff, trustees and library advocates*
3. Provide increased leadership and career development

1. Increase member and staff innovation and experimentation in the creation of new opportunities for face to face and virtual engagement*
2. Increase member engagement by identifying and eliminating barriers to participation and through

A. (C) Honorary ALA Members (Old "u#ber (.1\$

[See Policy Reference: Policy Monitoring Committee Report, 2013-2017 ALA C8L17, /item L2* Amended June 23, 2017.](#)

A.1.1.1 Executive Director **46**

The Executive Director shall be authorized to carry

A... (., Council ; esolutions: uidelines for Preparation !Old " u#ber)., \$
9he follo>in% %uidelines are addressed to individuals and units)re)arin% resolutions to come before Council*

8e6inition&A resolution is a main motion,)hrased 6ormally, >ith ,a.

10. All I J clauses within a resolution should use the objective form of the verb, e.g., I ,

A. . (.). (Council Executive & Board Members Information Session (Old "u#ber").). (\$

At each Midwinter Meeting, there shall be at least one session of Council with the Executive Board for information only, to be held prior to other meetings of Council. Any member of the Association may participate in the information session.

A. . (.)., Advance Distribution of Council Agenda and Other Documents (Old "u#ber").)., \$

The Executive Director, as Secretary of the Council, shall distribute the agenda for Council meetings, as well as such documentation as has been provided by members and units, to reach Council members not later than two weeks before such meetings.

A. . (.)., Reports (Old "u#ber").)., \$

Matters and reports of a purely informational nature will be distributed to Council in writing. Oral reports will be confined to matters requiring Council action or which are requested by the Council or by the Executive Board.

A. . (.)., Reports of Divisions (Old "u#ber").)., \$

Annual reports from ALA division residents shall be submitted to Council in writing for inclusion in the record of Council meetings.

A. . (.)., Reporting of Council Votes (Old "u#ber").)., \$

Results of recorded votes of Council shall be published in a widely available official outlet of the Association. Results of roll call votes shall be published promptly and in detail.

A. . (.)., Revisions to Council Minutes (Old "u#ber").)., \$

Minutes of Council meetings shall be approved for distribution by the Executive Director and distributed to Council promptly. Council members shall be requested to submit additions or corrections promptly after

directives* The committee will be responsible also for bringing to the attention of Council outdated items to be retired from the Manual, and actions in the presentation of policies upon which Council may wish to act* The committee will review and advise on all unit or organization policies to ensure that they are in compliance with Council's approved Association policies*

A... , 7 units, Committees, etc. **!Old "u#ber * 9eading\$**

A unit is any membership group within the American Library Association which has a distinct organizational entity* Committees and subcommittees which are advisory groups are excluded from this definition of unit* The ALA is one association, legally responsible for the actions of all its subunits* Divisions, other membership units, and committees are bound by the Association's Constitution, bylaws, and policies* The governing authorities, parent bodies, of divisions, other membership units, and committees that create subunits or subcommittees are responsible for orientation, training and guidance to ensure that such subunits/subcommittees are within the framework provided by the Constitution, bylaws, and policies of the Association*

If divisions, Round Tables, other ALA membership units, or committees are thought to have violated the ALA Constitution, bylaws, or policies, the Council is empowered to take actions to ensure compliance with established ALA policy* The Council, ALA executive board, or other designated body may investigate the actions of the unit or committee and recommend a course of action* Actions that may be taken include, but are not limited to, internal sanction, limiting communication and/or sending by the unit or committee, or disestablishment of the unit or committee*

If violations are found to be the result of an individual member purporting to act in the name of the Association without the approval of the parent body, the ALA executive board may, under the authority of the Constitution, Article III, Section I., suspend that individual's membership in the American Library Association* **!Old "u#ber *.) LA" 7A 4\$**

A... , 1 Chapters **!Old "u#ber *.1\$**

A... , 1.1 ALA responsibilities to Chapters **!Old "u#ber *.1.1\$**

A statement of summary of conditions governing Chapter affiliations as stated in various ALA policies and the Constitution and bylaws shall be sent to each Chapter

Each Round 9able shall bear a charge which shall cover the complete direct and indirect costs of services from ALA. ALA has adopted a schedule of charges based on a Round 9able's total dues income. The assessment of each Round 9able shall be based on the best estimate of services performed recently by Headquarters staff.

Round 9ables shall deposit at least two copies of all periodicals and other Round 9able publications in the ALA Library. Charges for data processing services, reproduction of materials, mailings, and similar support services shall be charged to the Round 9able at the same rate as to other units.

Staff liaison services are made available to Round 9ables to aid the officers and members in coordinating projects and programs with other units, in handling financial obligations and records, in orienting new Round 9able officers and groups, in determining procedures to be edited or conduct Round 9able projects and programs, in administrative or secretarial phases of Round 9able activities, and in planning activities.

A... : divisions Old "u#ber *.. \$

A...1 Policies of the American Library Association in relation to its Members : divisions Old "u#ber *...1\$

A... (Preamble ?@

The American Library Association, ALA, is unique among American associations in the manner in which it is structured. It is one association, with indivisible assets and a single set of uniform administrative, financial, and personnel policies and procedures. It is governed by one Council, from which its executive board is elected, and is managed by an executive director who serves at the pleasure of that board. It is also the home for eleven divisions, each of which has

- a statement of responsibility developed by its members and approved by ALA Council;
- a set of goals and objectives established by its members, which drive its activities;
- an executive director and other personnel as necessary to carry out its programs;
- responsibility for generating revenue to support staff and carry out its programs; and,
- a separate board of directors, elected by its members, and responsible to ALA Council.

Divisions and all other units of ALA are inextricably interrelated in structure, personnel, resources,

This policy document implies the need for a mutual understanding of the differences between Divisions and other ALA units, differences which are balanced by a similarity of interest and activity. It underscores the Divisions' willingness to support and contribute to ALA as a whole and their recognition of the interdependence of all ALA units.

These policies must be based on an appreciation by the total membership and by other ALA units of the Divisions' contributions to ALA as a whole. An activity carried out by a Division is an ALA

In addition to the ALA Constitution and Bylaws and other ALA Policies, this document provides a framework of guidelines (principles) for that relationship. As a policy document, its adoption and approval of revisions are the responsibility of the ALA Council. ALA has other policies and procedures that govern the relationships with other organizational units.

B.

Implementation of these policies will be carried out under the direction of the ALA Executive Director, in conjunction with the department heads and Division Executive Directors. Major operational decisions made in that implementation will be codified in documents referred to as Operational Practices.

C.

To make this Agreement responsive to the needs of the Association, it shall be reviewed on an annual basis by those responsible for the governance of ALA and its membership. Changes may be recommended by Division leadership, ALA staff and management, or other interested parties at any time; however, the ARC shall initiate the review process annually.

- "Those services made available to all ALA members at no additional charge beyond their ALA dues* 8ues provide the primary support for basic services* ; basic services may be supported by dues or other options as approved by the Executive Board* ; basic ALA services include& , information?advisory services, support for governance?member groups, public?professional relations,

Divisions have the right to establish their own personal and organizational dues structures and set membership prerequisites*
ALA Policy Manual, Article I Section 2; Article O Section 3.

Discount and special promotion dues authorized by the ALA Executive Board apply only to that portion of dues applicable to ALA membership* Divisions receive proportionate

b* :iscal ervices

- ' verhead on nonldues revenue%eneratin% activities* 9he rate >ill be set annually accordin% to an ALA ')erational \$ractice and >ill be assessed as e=)lained belo> on nonldues revenue at a com)osite rate*
- ' verhead >ill be assessed at 100S of the ALA com)osite rate ,at the end of a four/year)hase/in)eriod, be%innin% in 1##1 and endin% in 1##1. on revenue from&

- re%istration fees
- e=hibit s)ace rental
- meal functions, e=ce)t for se)arately/ticEeted events ,9he schedule for)hase/in of the ALA com)osite

The Divisions shall be kept informed about the Association's financial health and shall be involved in meaningful consultation when there is potential impact on Divisions, collectively or individually.

J. !

1. Credit and Collections

Management shall provide effective credit and collection policies and services to the Divisions. Divisions shall be charged for their bad debts in accordance with ALA policy.

2. Unrelated Business Income Taxes, et al.

To the extent that Divisions incur unrelated business income, they shall assume responsibility for paying the resulting taxes.

A. . . . Publishing Activities ~~?~~

The ALA Publishing Committee has the responsibility for control of the ALA imprint.

A Division may publish materials in three ways through ALA Publishing services, on its own, or through an outside publisher. Materials prepared by a Division for other than its own publication must be offered to ALA Publishing services for first consideration. A Division has the right to accept or reject ALA's offer and pursue other publishing opportunities.

Divisions exercise editorial and managerial control over their periodicals.

The ALA Publishing Committee shall be informed of plans for any new Division periodicals prior to publication.

A Division may purchase production and distribution services from ALA's central production unit.

A Division may also purchase marketing services from the Publishing Services Department.

ALA Publishing services pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing services on royalties and other variables of publishing. An

Intramural Agreement of Publishing Responsibility is signed by the Division Executive Director and the Director. 13963(c) - 6.014(u) - 6.01491(b) - 6.01491(l) - 1.4074(i) - 1.4074(o.254392(h) -

conferences, programs at ALA Annual Conferences that ALA chooses not to record, Division national conferences and regional institutes*

A... + Personnel ~~2-10~~

All ALA personnel are responsible to the ALA Executive Director and through the Executive Director to the entire membership* Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those Boards to the memberships of their respective Divisions*

All ALA employees are subject to ALA's personnel policies* Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees*

Each Division Executive Director serves as an ALA Program Director, a senior professional position, and is responsible for advising on ALA plans and recommending priorities and alternatives, especially as they relate to the Division's priorities, goals, and objectives* The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA units*

The assignment of the appropriate grade for Division

A. . . . 10 Division National Conferences, Preconferences, and Related Activities ~~2-1000~~

Divisions may conduct conferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities. ALA Policy A7*2*2.

Division National Conferences shall be defined as non-business conferences removed in time and place from the American Library Association's Annual Conference and Midwinter Meeting in order to view and explore areas of divisional concerns in depth.

Proposals for Division National Conferences should be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The Division shall contact the host Chapter prior to determining date availability with the host city. The Division shall contact the chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed divisional conference, the ALA Executive Board shall make the decision in consultation with the chapters.

A. . . . 11 Annual Conference and Midwinter Meeting ~~2100~~

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except financial support for staffing and equipment as described in ALA Policy A1*3*1*3, Section C1*b* Recognition that conference programming benefits all attendees, financial support in the form of general and special allocations from ALA to Divisions and other units for Annual Conference programming shall be provided; this support will be arrived at as the result of an equitable process in which the Divisions participate. Meal functions and special events must be self-sustaining.

A. . . . 12 Special Projects of Divisions ~~2100~~

Divisions may seek external, non-ALA funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for external funding. Additionally, all proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract. All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding.

A.1 (Planning)

Each Division has autonomy in its administrative processes within its area of responsibility as designated by ALA Council, subject to present and future ALA policies. They have the responsibility to develop and implement a planning process to guide their program and allocate their resources within the areas of responsibility assigned to them by the ALA Council.

Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multiyear financial plan consistent with ALA's existing financial policies and restrictions. Multiyear program plans reflect the priorities of the Division's members. Divisions have a responsibility to assist and inform the ALA Executive Board of their strategic plans on a regular basis, and to in

3.) * An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

A... (/inds of Committees **!Old "u#ber *.*.**(\$

The following kinds of committees will be one of the three types defined above: special, or ad hoc, depending on the life and objectives of the committee established

1. * An advisory committee evaluates programs, policies, or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.
2. * A coordinating committee receives information from two or more subunits and supervises the integration of the work of those units.
3. * An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.
4. * A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

A... Leaders3ip : e1elop#ent Progra# for ALA Committees **!Old "u#ber *.*., \$**

The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA Resident Elect. All ALA committees may have interns.

A...> Subcommittees **!Old "u#ber *.*.>\$**

Subcommittees in the ALA structure may be formed by a parent group to carry out specific duties related to the work of the parent group. Such subcommittees are appointed by the chair of the parent committee, but are not limited to members of the parent committee; they do not have a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

A...+ Co# #issions **!Old "u#ber *.*.+ \$**

A commission is a body of persons from ALA members and recognized authorities in other fields who are appointed by the ALA Resident or Resident Elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned. A commission may be created as in [Article 003\(r\)](#) 81.91773(t) 3.57951(a) - () 3373-4.43719(a) - 2922(n) - 6.01243(n) - 5.65

A. . . .1. Sections **!Old "u#ber *.1.\$**

A section is a formal membership unit within a division that focuses on areas of specific concern. Sections may provide education, advise the parent body regarding service guidelines and enhancements, promote awareness, and reproduce publications.

A. . . .1) Forums **!Old "u#ber *.1)\$**

A forum is a formal subbody of a section that allows for discussion, promotion, and improvement of library services for special populations.

A. . . .1* Open Activities **!Old "u#ber *.1>\$**

All activities of the committees, boards, etc. of the American Library Association and its units should be conducted as openly as is feasible. Therefore, it shall be the policy of the American Library Association that all governance related activities, sponsored by the ALA or one of its units, take place outside of official meetings should be accessible to the membership of the sponsoring body.

A. . . .1> Offices **!Old "u#ber *.1(B\$**

An ALA office addresses broad interests and issues of concern to the profession and the Association. Offices are diverse in their purposes but generally focus on issues that span most or all types of libraries, types of interests and constituencies within the Association and the profession. Offices may act in an advisory or consultative capacity to ALA members, by providing information, support, and advice. Offices do not have members, collect dues or elect officers. Offices may have an associated advisory or standing committee.

be limited to, matters such as accomplishments, planned activities, issues that affect the committees' work and their implications for the future, interactions with other units within ALA, relationship of the committees' work to the ALA strategic plan, current level of committee members' involvement, more substantive than an attendance roll, committee self-check on its value and viability, update charters, discontinue committee, consolidate with another, change structure, other observations.*

A.) * Conflict of Interest: Executive Board **!Old "u#ber . .*\$**

Members of the Executive Board shall not use their Board or Association relationships for their personal gain* No one ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter

coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting* These points shall be recorded in the Minutes of such meetings* [Policy Reference: file J for full statement adopted by Council, June 30, 1990, which is read at every first meeting of the next Board meeting.](#)

A.) > Members Serving as Independent Contractors **!Old "u#ber . .>\$**

ALA may secure the services of members on a fee for service basis as independent contractors* Members who serve as independent contractors will enter into

A.*.1.> 7restricted &e8uests !Old "u#ber +.1.>\$

@nrestricted %i6ts and be5uests that e=ceed T20,000 >ill be routinely added to the ALA :uture :und* 9he <=ecutive 8irector may recommend 6or <=ecutive ;oard a))roval an alternate dis)osition o6 unrestricted %i6ts and be5uests in e=cess o6 T20,000*

A.*.(Support for Officers and 45ecuti1e &oard !Old "u#ber +.(.\$

A.*.(.1 45penses of t3e ALA President !Old "u#ber +.(.1\$

9he annual ALA bud%et shall include an item su66icient to cover all travel and other e=)enses incidental to the dischar%e o6 the o66icial duties o6 the \$resident, includin% attendance at re%ular meetin%s o6 the Association*

A.*.(. (45penses of Me#bers of t3e 45ecuti1e &oard !Old "u#ber +.(.\$

9he American Library Association >ill)ay e=)enses o6 members o6 the <=ecutive ;oard to attend Mid>inter Meetin%s, Annual Con6erences, and interim meetin%s o6 the <=ecutive ;oard >hen such e=)enses are not)aid by the memberfs institution*

A.*.(., ;eleased Ti#e for t3e ALA President !Old "u#ber +.(.,\$

ALA a))roves in)rinci)le the)rovision by the ALA \$residentfs institution o6 u) to one65quarter released time includin% the cost o6 6rin%e benefits 6or the \$resident o6 ALA*

A.*., : isaster Aid !Old "u#ber +.,,\$

! hen a disaster occurs that a66ects one or more libraries, the sta66 or 6riends o6 those libraries are encoura%ed to contact the ALA 6or assistance* uch assistance shall include, at a minimum&, 1. the)rovision o6 in6ormation to the)ublic about the disaster, its e66ect on the library, and >here contributions can be made and ,2. in6ormation to the library on dealin% >ith disasters*

A.*.. Council ;eceipt of ALA &udgets !Old "u#ber +..,\$

Councilors >ill be)rovided >ith summary sheets o6 the ALA annual bud%et, >ith the understandin% that any Councilor >ill receive the 6ull bud%et u)on re5uest*

A.*.) LongTern# 4ndo<#ent 2unds !Old "u#ber +.)\$

Lon%9erm /nvestment :unds, collo5uially Eno>n as endo>ments, may be restricted, tem)orarily restricted, or unrestricted* uch 6unds have been)ro)erly donated to the Association and set aside 6or 6uture use o6 s)ecial)ur)oses* 9he ALA :uture :und is the ALA @nrestricted Lon%9erm /n.98555(a) -4.(r) -1.67067(l) -1.4074(y)

including employees of companies to which the convention center has contracted for services on the floor

A.1.1. * Placement Service at Conference and Midwinter Meetings !Old "u#ber >.1.*\$

The American Library Association shall provide a staffed placement service at Annual Conferences and Midwinter meetings, such placement services to be in, or immediately adjacent to, the official conference sites*

[See III Policy Reference : Placement Service Guidelines \(8:1\) %s.](#)

A.1.1.1. Annual Conference and Midwinter Meeting: Impact on Chapter Conferences !Old "u#ber >.1.1.\$

When ALA proposes sites for Annual Conferences and Midwinter Meetings, the Executive Board shall ensure open and prompt communication with state and regional chapters in the geographic area of a proposed conference, involving members in each step of the conference planning process, allowing them input in site selection or termination* These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board* Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible* ALA shall contact the host chapter prior to determining date availability with the host city* ALA shall contact the chapters in the geographic area immediately after determining date availability with the host city* In the event of a conflict with the ALA state or regional chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the chapters*

The host chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to a complimentary booth, mailing labels or a linden

Activities of other professional and nonlibrary organizations and government agencies may be accommodated as liberally as possible but not at the expense of those within the Association*

A.2.1 Regulations and Guidelines: Conferences and Meetings ~~Old "u#ber >..1\$~~

A.2.1.1 Meeting ~~Old "u#ber >..1\$~~

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate or recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions, and their equivalents, and in-person meetings are recognized as meetings subject to the open meetings policy, ALA Policy 7*1*1.*. Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time*.

A.2.1.1 Registration at Conferences and Midwinter Meetings **!Old "u#ber >...)"\$**

ALA members may attend general membership and council meetings, whenever and wherever held, by showing either a conference badge for the day of the meeting or a current membership card. Registration badges shall be shown for admission to all other meetings.

Registration at Annual Conferences and Midwinter Meetings is required of all those attending all other meetings of the Association, its units, committees, etc., except as specifically waived by action of the Executive Board.

A.2.1.2 Preferential Registration Fees **!Old "u#ber >...)"\$**

At Annual Conferences and Midwinter Meetings, there shall be a preferential registration fee for ALA members.

A.2.1.3 Distribution of Materials at ALA Council and Membership Meetings **!Old "u#ber >...)"\$**

Permission for the distribution of materials within the ALA Council and Membership Meeting areas, if the material is not official documentation, must be granted by the Executive Director or the ALA President.

A.2.1.4 Media Access to Information **!Old "u#ber >...)"\$**

Journalistic media, and other media upon request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association.

A.2.1.5 Annual Conferences **!Old "u#ber >...)"\$**

Annual Conferences of the Association are an Association-wide activity pertinent to all members regardless of divisional affiliation.

The ALA Annual Conferences shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association.

A.2.1.6 Membership Meetings **!Old "u#ber >...)"\$**

A membership meeting shall be held during the Annual Conference, including days when conferences are held, prior to the meetings of Council.

The membership meeting shall consist of:

- A session during which the Executive Board, Council, and members may provide information to one another. Any member of the Association may participate in this information session.

10. All **I** **J** clauses within a resolution should use the objective form of the verb, **I**, that the American Library Association, ALA, on behalf of its members, 1. supports, 2. provides and last resolved rather than the subjective form of the verb, **I**, that the American Library Association, ALA, on behalf of its members, 1. support, 2. provide and last resolved.
11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the resolved and hereafter clauses followed by the acronym in parenthesis whereafter the acronym may be used.

P; OC4SS:

1. All resolutions submitted must be sent to the ALA Resolutions Committee for review and be accompanied by a completed ALA Resolution Form. A supplemental 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.
2. Any member of the American Library Association may prepare and submit for consideration resolutions at a membership meeting.
3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and second. Cell phone or local telephone numbers must be given for movers and seconders.
4. Resolutions must be submitted for review by the Council Committee on Resolutions at least six hours prior to the convening of the membership meeting to allow time for reproduction and distribution. Members assembled at any membership meeting may waive the submission time requirements by a majority vote.
5. All resolutions approved by the membership shall be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair shall indicate which membership resolutions are clearly policy matters. The presiding officer of Council shall call for Council's guidance on the disposition of each membership item in turn.
6. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership

A.1 Presentation of Awards !Old "u#ber 11.1\$

Any award in a field covered by an ALA division shall be presented at a session of that division* –o recognition of these awards will be made at ALA general sessions*

General awards shall be presented at general sessions* The chair of the ALA Awards Committee shall read a citation of no more than 300 words; the award will be presented by ALAs residing in the area; there are no speeches of acceptance*

Honors of awards are not invited to present awards in person* Potential donors shall be notified of these policies before ALA accepts the award from the donor*

A.1.1 Awards and Mini-Awards !Old "u#ber 11.1(\$

ALA awards are of four types: Grants, Recognition, Scholarships, and Conference Sponsorships* Effective 1/1/5, the minimum amounts for all ALA Awards are:

- Grants: \$10,000
- Recognition: \$5,000
- Scholarships: \$3,000
- Conference Sponsorships: \$1,000

A.1.2 Administrative Costs of Awards !Old "u#ber 11.2,\$

Effective 1/1/5, the administrative fee for all ALA Awards, including awards, is 20 percent of the award amount, not to exceed \$1,000* The administrative fee would not apply to the award of a scholarship: or awards from an outside source, the standard overhead should be requested: or awards by a unit of ALA, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed* The purpose of the administrative fee shall be to pay for: a. costs of preparation, printing, and distribution of award criteria and nomination forms; b. publicity and promotion of the awards; c. costs for printing citations and/or plaques; and d. expenses for the award presentation ceremonies*

A.1B. Relationships to Other Organizations !Old "u#ber 11.1B,\$

A.1B.1 The Case of ALAs' Past and Present Relationships !Old "u#ber 11.1B.1,\$

The American Library Association is a nonprofit organization operated in the interest of libraries and to promote library service and membership*

All ALA units are responsible to Council which determines policies* Council's actions, however, may be overruled by the membership* Therefore, primarily and ultimately the responsibility for the use of the American Library Association name rests with the active membership*

The Association is governed by Council and administered by the Executive Board, which in its role as central management board, appoints the executive director, who is in charge of headquarters and its personnel*

The executive director delegates authority within ALA headquarters to ALA's department heads, who, in carrying out their assigned duties, are called upon to use ALA's name and, in that name, to commit the Association to programs, activities, and binding agreements*

The American Library Association's executive board, divisions, executive director, and department heads, consisting of the associate executive directors for the Washington Office, Communications, Finance, Member Programs and Services, Publishing, and Technical Support Services. Who must use ALA's name in executing their responsibilities or in entering into formal relationships with other organizations abide by stated ALA policies and principles* A formal relationship is an arrangement with another nonprofit organization if, a. the other organization is an ab

Executive Board and Council* /a) Approved by Council, the Committee on Administration identifies the appropriate ALA unit and makes a unit recommendation to the Executive Board*