

Association for Library Service to Children

# Division Leadership Manual

December 2006

## Introduction

This Manual is addressed to the ALSC division leadership and committee Chairs. It provides procedural information needed to assist committees in meeting their goals. Use this Division Leadership Manual, the *ALA Handbook of Organization* ([www.ala.org/handbook](http://www.ala.org/handbook)) and the Committee Roster as reference tools to answer basic questions on general information, responsibilities, and communication.

The Association for Library Service to Children (ALSC) is largely a composite of the work of committees. The ALSC Board establishes each committee, when a need is identified. Committees continue to exist for as long as is appropriate. The commitment, participation, and productivity of each committee determine the level of achievement of ALSC in meeting its goals. The leadership and management skills of each committee Chair are key factors in whether members - who voluntarily donate their time - find that ALSC meets their personal and professional goals.

Each committee is an operational unit of ALSC. Its work translates one or more purposes of ALSC into active programs. The Board of Directors has established each committee to carry out specific functions deemed essential to meet the goals of the association. The strength of ALSC depends upon the effectiveness of its committees, individually and collectively.

Each committee is placed within one of eight priority groups. These are listed in the *ALA Handbook of Organization* and section II, F, 2 of this manual. Each priority group is overseen by a Priority Group Consultant who helps administer the activities of committees within particular goals of the division's strategic plan. Priority Group Consultants serve as a liaison between the ALSC Board and committee Chairs and between the ALSC Office and committee Chairs. Priority Group Consultants support committee Chairs and help find answers to questions from committee Chairs.

## Quick Reminders

- Send copies of all committee correspondence to the ALSC President, Vice president/president-elect, ALSC Executive Director and your Priority Group Consultant. Media Award Committee Chairs should also copy the ALSC Deputy Director, staff liaison to media award committees, on correspondence.
- Always notify your Priority Group Consultant, the ALSC office staff, and all committee members if there is a cancellation or a time or location change for a meeting.
- *Children and Libraries: The Journal of the Association for Library Service to Children* has right of first refusal on all articles and lists generated as a result of ALSC committee activities. The Quicklists Consulting Committee is exempt from this due to the time critical and/or sensitive nature of its work.

- ALA Editions has first refusal rights on division-generated pamphlets and books.
- Notify the ALSC office immediately of any address or phone number changes on your committee, if a member has not done so (Use form I – Notification of Address Change – found in section IX of this manual).
- Adhere to all deadlines set forth in this manual for scheduling programs (Section II, C, 7), requesting funding (Section V, C), reporting on committee activities (Section VI, A), etc.
- Gain the necessary approval for any publications projects (Section II, C, 5).
- Attend division leadership orientation sessions on Saturday mornings at Midwinter Meeting and Annual Conferences.
- If you are planning an approved program for Annual Conference, submit copy for the preliminary program to ALA Conference Services via the on-line form by January 31 and copy for the final ALA Conference Program by March 15 (with copies to the ALSC Office). The ALSC Office is available to answer program questions and can be reached on-line, by phone or by mail (see How to Reach the ALSC Staff section of this manual).  
Current names and addresses:
- Press releases on committee activities should be sent to the ALSC office. (See How to Contact ALSC section of this manual). They will be sent from there to the ALA Public Information Office (PIO) for distribution to the press.
- Information on committee activities and accomplishments can be sent to the editors of the ALSCConnect newsletter and/or Children and Libraries: the Journal of the Association for Library Service to Children in January, April, July and/or October.  
Current names and addresses:

## Calendar of Activities

### **January:**

Board and Outgoing and Incoming Chairs attend the ALSC Division Leadership Meeting on Saturday morning at Midwinter Meeting. Incoming chairs are to attend so that they may speak with their Priority Group Consultant and consult with the outgoing chair and collect any information and paperwork.

Chairs prepare agendas for their committees meetings and conduct the meetings at the All Committee Meeting on Sunday morning and/or at other scheduled days and times.

Chairs submit Midwinter Meeting Report to President, Vice president/president-elect, Priority Group Consultant and ALSC office. (Form D, 2 can be obtained in Section IX of this manual, from ALSC office area or on the ALSC website.)

Priority Group Consultants conduct group meetings with the Chairs of their priority groups during the Saturday morning Leadership Meeting.

Priority Group Consultants attend as many meetings as possible of those scheduled for committees in their groups.

Priority Group Consultants meet with President at Midwinter Meeting.

Board members should try to attend the All Committee Meeting on Sunday morning.

If you are planning an approved program for Annual Conference, submit copy for the preliminary program to ALA Conference Services via the on-line form by January 31 and copy for the final ALA Conference Program by March 15 (with copies to the ALSC Office). The ALSC Office is available to answer program questions and can be reached on-line, by phone or by mail (see How to Reach the ALSC Staff section of this manual).

Chairs submit committee news to the ALSCConnect newsletter editor.

### **February/March:**

Vice president/president-elect begins making committee appointments. The award and evaluation committee appointments must be completed by the end of August. The ALSC Office will notify Chairs about new committee members.

Chairs welcome their new committee members and include a copy of the general committee member's responsibilities along with information about the committee charge and responsibilities in their correspondence.

Chairs submit committee sponsored program proposals for year after next's Annual Conference to the Program Coordinating Committee Chair, ALSC Office, and Vice president/president-elect, DEADLINE – February 15. (For instance, the deadline for

submitting program proposals for Annual Conference 2006 is Midwinter Meeting 2005.) Use form L, found in Section IX of this manual, or on-line on the ALSC website.

If you are planning a program at Annual Conference, submit copy for the preliminary program to ALA Conference Services via the on-line form by January 31 and copy for the final ALA Conference Program by DEADLINE - March 15 (with copies to the ALSC Office). The ALSC Office is available to answer program questions and can be reached on-line, by phone or by mail (see How to Reach the ALSC Staff section of this manual).

Submit committee news to the [ALSCConnect](#) newsletter editor.

**April/May:**

Election results are made available for ALSC Board of Directors, Chairs, the division councilor and elected members of Newbery, Caldecott, Sibert, and, when appropriate, Wilder committees.

**April:**

If applying, submit Children's Library Services Endowment Fund letter of application. DEADLINE – April 15<sup>th</sup> (Section V, C).

Send nominee suggestion forms to Nominating Committee Chair (use form F, found in Section IX of this manual or on the ALSC website). DEADLINE – April 30.

In April Chairs submit committee news to the [ALSCConnect](#) newsletter editor.

**May:**

Chairs submit Pre-Annual Conference Report forms to President, Vice president/president-elect, Priority Group Consultant and ALSC Office. (Use form D, 3 found in Section IX of this manual and on the ALSC website.) If Chairs wish the Board to take action, this section of the Pre-annual Committee Report must be completed. (Any action pertaining to committee function or structure must first be submitted to the Organization and Bylaws Committee.

Chairs contact committee members with information about upcoming meetings at Annual Conference.

Send proposals for committee sponsored publications to Publications Chair (See Appendix E, or use form J from Section IX of this manual).

**June/July:**

Board and Chairs attend the ALSC Division Leadership Meeting on Saturday morning at Annual Conference.

Chairs prepare agendas for their committee meetings and conduct meetings at the All Committee Meeting on Sunday morning and/or other scheduled days and times.

Board members should try to attend the All Committee Meeting on Sunday morning.

Priority Group Consultants conduct group meetings of the Chairs of their priority groups during the Saturday morning Leadership Meeting.

Priority Group Consultants attend as many meetings as possible of those scheduled for the committees in their group.

Priority Group Consultants meet with Vice president/president-elect at Annual Conference.

Incoming Chairs meet with retiring Chairs and receive committee files.

Incoming Chairs and members attend committee meeting as observers.

Outgoing Chairs submit Annual Report/Annual Conference Meeting reports (form D, 4) to the President, Vice president/president-elect, Priority Group Consultant and ALSC Office. (Forms can be found in Section IX of this manual, on the ALSC website and on file in ALSC office area.)

Outgoing Chairs submit requests for reimbursement of funds from committee budget, if applicable. Send completed form A (found in Section IX of this manual) to the ALSC Executive Director. DEADLINE - July 31.

In July, Chairs submit committee news to the ALSCConnect newsletter editor.

**August:**

President completes appointments to award and evaluation committees.

**Fall:**

Chairs of award and evaluation committees welcome their new committee members and include a copy of the general committee member's responsibilities along with information about the committee charge and responsibilities in their correspondence.

**October:**

Chairs submit committee news to the ALSCConnect newsletter editor.

**November:**

Chairs complete Pre-Midwinter Committee Report forms (D, 1 in Section IX of this manual); give copies to President, Vice president/president-elect, Priority Group Consultant and ALSC Office. Forms can also be found on the ALSC website and, once completed, submitted as an electronic attachment. If Chairs wish the Board to take action, this section of the Pre-Midwinter Committee Report must be completed. (Any action pertaining to committee function or structure must first be submitted to the Organization and Bylaws committee.)

Chair submits proposals for committee-sponsored publications to Publications Committee Chair. (See Appendix E, for details). Form J, Publication Proposal, can be found in Section IX of this manual and on the ALSC website.

**December:**

Chairs contact committee members with information about the upcoming meeting(s) at Midwinter.

## How to Reach the ALSC Staff

### Association for Library Service to Children

American Library Association  
50 East Huron, Chicago, IL 60611-2795  
Phone: 800/545-2433 ext. 2163 Fax: 312-280-5271  
[alsc@ala.org](mailto:alsc@ala.org)  
<http://www.ala.org/alsc>

#### **Diane Foote** -Executive Director

Ext. 2162

[dfoote@ala.org](mailto:dfoote@ala.org)

Administrative; Budget & Policy Matters; Board Issues; Newbery/Caldecott Banquet; Liaison to Partners; Agenda Items; Outreach Activities

#### **Aimee Strittmatter** - Deputy Executive Director

Ext. 2164

[astrittmatter@ala.org](mailto:astrittmatter@ala.org)

Continuing Education; Programs; Meeting Management; National Institutes; Preconferences; Media Awards Staff Liaison, General Administration

#### **Linda Mays** - Program Officer

Ext. 1398

[lmays@ala.org](mailto:lmays@ala.org)

Grants and Scholarships; Special Projects; Born to Read; Membership

#### **Laura Schulte-Cooper** - Program Officer

Ext. 2165

[lschulte@ala.org](mailto:lschulte@ala.org)

Communications; Publications; ALSC Website; Publicity

#### **Marsha Burgess** - Program Coordinator

Ext. 2166

[mburgess@ala.org](mailto:mburgess@ala.org)

Assistant to Executive Director; Professional Awards; ALA Handbook, ALA Ballot, Committee Appointments and Rosters; May Hill Arbutnot Lecture; General Information

#### **Angela Smith** - Administrative Secretary

Ext. 2167

[asmith@ala.org](mailto:asmith@ala.org)

Roster; ALSC publications fulfillment; General Information

## **I. Roles and Responsibilities of Elected Officers**

### **A. President**

#### **1. Roles and Responsibilities**

##### **a. Division Responsibilities**

The President is the chief elected officer of the division and chairs the Executive Committee and the Board of Directors. S/He oversees that the officers and members of the Board of Directors observe the Bylaws and that directives of the Board are executed. S/He recommends to the Board such actions as s/he deems to be in the best interest of the division.

The President presides at all meetings of the division, the Board of Directors, and the Executive Committee, is responsible for the continuing program of the division, and serves as an ex-officio member of all committees, with the exception of the Nominating Committee, without the right to vote, except in the case of a tie.

The President is responsible for appointing committee members or representatives according to the Fall and Spring appointment schedules, when their posts become vacant during his/her year of office, or when new committees and task forces are created.

In October, makes appointments for the Arbuthnot Honor Lecture; Batchelder, Caldecott, Carnegie, Newbery, Pura Belpre, Sibert and Wilder Award Committees; and Notable Committees.

##### **b. ALA Conference Program Responsibilities**

S/He has responsibility for planning, in consultation with the Deputy Executive Director, the division's President's program and business meeting for the Annual Conference held during the year of his/her presidency.

##### **c. ALSC Communication Responsibilities**

S/He prepares a message to the membership to be published in the Summer/Fall issue of *Children and Libraries: The Journal of the Association for Library Service to Children*. The next spring, mid-April, s/he prepares an Annual Report. This report gets included in reports to the ALA Council at the Annual Conference. Prepares quarterly column for the ALSCConnect Newsletter.

Customarily, the correspondence with the Board and committee Chairpersons concerning arrangements for meetings, notice of meetings, agenda, and preparation and submission of the budget is carried out by the ALSC Executive Director under the direction of the President. Copies of all presidential correspondence should be sent to the Vice president/president-elect

and ALSC Executive Director. Committee Chairpersons and Priority Group Consultants should be copied based on content. Regularly corresponds with the Board of Directors.

Communicates regularly with the Executive Director throughout presidency.

Throughout the year the President acts as the spokesperson for the division and children’s issues and is called upon to represent the division at various functions and for media interviews, and may be called upon to present programs at other ALA division conferences (such as PLA), national and/or international conferences.

**2. President’s Calendar**

<u>Annual Conference</u>	Assumes presidential duties at last ALSC Board meeting.
<u>July</u>	Submits article to <u>ALSCConnect</u> Newsletter.
<u>July-August</u>	<p>August 1: Submits message to the membership for publication in Summer/Fall <i>Children and Libraries: The Journal of the Association for Library Services to Children</i>.</p> <p>President might send a communication to the Board now, or at any time, regarding plans for the year or requesting special attention to current projects or problems.</p> <p>May also send instructions to committee Chairpersons for years’ program.</p> <p>By the end of August, sends to the ALSC Executive Director a complete list of fall appointments to ALSC committees based upon committee Chairpersons’ recommendations, volunteer forms, own knowledge of abilities and possible discussion with ALSC staff.</p> <p>Completes award and evaluation committee appointments by end of August.</p>
<u>September-October</u>	<p>Chairs the Executive Committee Fall Planning Meeting and reports to the ALSC Board results of the discussions.</p> <p>Submits article to <u>ALSCConnect</u> newsletter by Mid-October.</p>
<u>December</u>	President, Priority Group Consultants and committee Chairs receive a copy of all meetings scheduled for the division during the Midwinter Meeting.
<u>January</u>	<p>President prepares agenda for Midwinter board meetings in consultation with the ALSC Executive Director. ALSC office sends agendas, committee reports, and other background material to Board members preceding Midwinter Meeting.</p> <p>Submits article to <u>ALSCConnect</u> newsletter</p> <p>Plans Board Orientation for the Midwinter Meeting.</p>

<p><u>Midwinter Meeting</u></p>	<p>Tentative approval for ALSC budget and budget priorities for coming year given by ALSC Board.</p> <p>Shares detailed plans for division program at Annual Conference with the Board.</p> <p>Attends Division Presidents' Breakfast.</p> <p>Attends ALA President's function.</p> <p>Attends ALA Planning and Budget Assembly and Division Officers' meeting with BARC.</p> <p>Participates in the ALA Awards Press Conference and others as needed. Announces winners of the Batchelder, Caldecott, Carnegie, Newbery, Sibert and Wilder awards and the, Arbuthnot lecturer, and others as needed.</p> <p>Attends key committee meetings.</p> <p>Attends ALA Candidates' Forum.</p> <p>Chairs Priority Group Consultants meeting.</p> <p>Announces the following awards at board meeting: Penguin-Putnam Books for Young Readers, Distinguished Service, Book Wholesalers, Inc., Bechtel, Econo-Clad and others as needed.</p> <p>Presides at the Division Leadership Meeting.</p>
<p><u>Spring</u></p>	<p>Submits article for <u>ALSCConnect</u> newsletter by the end of March.</p> <p>Submits written Annual Report for <u>Children and Libraries</u> and ALA Council by middle of April.</p> <p>Attends Arbuthnot lecture and brings greetings on behalf of the Association.</p>
<p><u>May</u></p>	<p>President prepares agenda for board meetings at Annual Conference in consultation with ALSC Executive Director.</p> <p>President, in consultation with ALSC Deputy Executive Director, prepares agenda for Division Membership Meeting during Annual Conference.</p> <p>Prepares opening remarks for Newbery/Caldecott Awards Banquet.</p>

<p><u>June/July</u></p>	<p>Annual Conference.</p> <p>Presides at all ALSC functions, unless delegated to others.</p> <p>Attends AASL and YALSA events when invited representing ALSC.</p> <p>Attends ALA Planning and Budget Assembly and Division Officers with BARC meetings, ALA President’s function and Division Presidents’ Breakfast.</p> <p>Attends key ALSC committee meetings, including Planning and Budget.</p> <p>Presides at the ALSC board meetings.</p> <p>Presents gavel to President-Elect at final board meeting.</p>
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**B. Vice president/president-elect**

**1. Roles and Responsibilities**

The Vice president/president-elect is a member of the Executive Board and Board of Directors and serves as the President in the President’s absence.

Throughout the year receives copies of all ALSC correspondence and sends copies of his/her correspondence to the Executive Director and President. Reads ALSC organizational manuals and refers to ALA policy manuals as needed. Attends as many ALSC committee meetings as possible at Annual and Midwinter conferences. Chairs meetings and represents the division when asked by the ALSC President. Clears invitations with the President and Executive Director to avoid conflicts in scheduling.

**a. Committee Appointment Responsibilities**

At Midwinter, submits to the Board, for approval, suggested names for the Nominating Committee (having previously checked their eligibility and received their agreement to serve).

In February/March, makes appointments of committee Chairs, members and representatives to serve during his/her term as President. Appointments should be completed before Annual Conference, preferably by early May. It is particularly important that the incoming Chairpersons be appointed early enough to plan on attending Annual Conference. All new appointees are urged to attend Annual Conference, even though their terms do not begin until the end of Annual Conference.

In September appoints vice-Chairs for the Intellectual Freedom and Legislative Committees as needed.

**b. ALA Committee Responsibilities**

The Vice president/president-elect serves automatically on the ALA Committee on Appointments (making recommendations to the ALA President for ALA committees) and as a member of the ALA Planning and Budget Assembly.

Immediately after being elected as Vice president/president-elect, begins service on the ALA Annual Conference Program Committee. Also, begins planning the Annual Conference, which will take place during his/her presidency.

**c. ALSC Committee Responsibilities**

The Vice president/president elect serves as a member of the Executive Committee and the Planning and Budget Committee.

**d. Program Development Responsibilities**

Plans for the Annual Conference program during the year of presidency are developed during the year of vice-presidency in consultation with the ALA Annual Conference Program Committee, Program Coordinating Committee, the ALSC Deputy Executive Director, and the Board of Directors.

Committee plans for the programs are due to the Program Coordinating Committee, Vice president/president-elect and ALSC Deputy Executive Director by February 15<sup>th</sup>, 16-months before the Annual Conference for which they are proposed. If a preconference and a President’s Program are planned, a program planner is selected, in consultation with the deputy Executive Director, and plans for this program should be in the Vice president/president-elect’s hands by February 15<sup>th</sup>, 16-months preceding the Annual Conference.

At the conclusion of the Annual Conference (at which the Vice president/president-elect assumes the presidency), the Vice president/president-elect presents final conference program plans to the Board.

**2. Vice president/president-elect’s Calendar**

<p><u>Annual Conference</u></p>	<p>Attends Conference and does as many of the following as possible (immediately after election):</p> <ul style="list-style-type: none"> <li>• Attends ALSC Executive Committee and Board of Directors meetings, ALA Division Presidents’ Breakfast (generally Sunday morning), ALSC committee meetings, ALSC programs, and/or ALSC membership meeting.</li> <li>• Talks to members, gathers ideas and suggestions for spring committee appointments and conference programs.</li> <li>• Talks to possible candidates for the Nominating Committee and Local Arrangements.</li> <li>• Assumes vice-presidential duties at last ALSC Board Meeting.</li> </ul>
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<u>September</u>	Receives information from ALA Vice president/president-elect regarding recommendations for possible appointment to ALA committees.
<u>September or October</u>	<p>Attends a division Vice-Presidents' Leadership workshop in Chicago. Exchanges program ideas with other vice-presidents, as well as meets with the vice-presidents of AASL and YALSA concerning the questions for Midwinter Candidates' Forum.</p> <p>Attends a weekend ALSC Fall Planning Meeting of ALSC Executive Committee in conjunction with other divisions' leaders' meeting. During this time, the following items are discussed:</p> <ul style="list-style-type: none"> <li>• Current division programs and emerging needs;</li> <li>• New program ideas;</li> <li>• Budgetary needs for next fiscal year; and</li> <li>• Items on the agenda as determined by the President.</li> </ul>
<u>October</u>	Submits vice-president's statement to the editor of the <u>ALSCConnect</u> newsletter.
<u>October/November</u>	<p>Works with vice-presidents of AASL and YALSA to prepare questions and agenda for ALA Candidates' Forum.</p> <p>Finalizes recommendations to ALA President-elect re. ALA appointments.</p> <p>Appoints vice-Chairs/Chairs-elect to the following committees: Children &amp; Technology, Intellectual Freedom, Legislation, Membership, Organization &amp; Bylaws, Planning &amp; Budget. These vice-Chairs/Chairs-elect will shadow the current Chairs at Midwinter and Annual. They will take office at the end of Annual.</p>
<u>Midwinter</u>	<p>Submits Nominating Committee recommended appointments to Board for approval.</p> <p>Attends Executive Committee and Planning and Budget Committee meetings.</p> <p>Attends key ALSC committee meetings and Priority Group Consultants' meeting.</p> <p>Attends ALA Planning and Budget Assembly, Division Officers meeting with BARC and Division Presidents' Breakfast.</p> <p>Requests Board approval for preconferences (if planning one), special programs, etc. Consults with the Program Coordinating Committee and ALSC Office on committee program requests. Reports to the Board on Conference program plans.</p>

<u>February</u>	<p>By February 28, sends to the ALSC Executive Director a complete list of spring appointments to ALSC committees for coming year based upon committee Chairpersons' recommendations, volunteer forms, own knowledge of abilities and possible discussion with ALSC staff.</p> <p>Begins considering award and evaluation committee appointments. These must be completed by the end of August.</p> <p>Submits short message to the editor of the <u>ALSCconnect</u> newsletter.</p> <p>Begins to establish regular communication with ALSC Executive Director.</p>
<u>April-May</u>	<p>Attends Spring ALSC Executive Committee Meeting.</p> <p>Plans Division Leadership Program for Annual Conference. Finalizes program for Annual Conference. Works with ALSC Deputy Executive Director and Program Coordinating Committee to finalize program for submission to the Board at Annual Conference.</p> <p>Attends Arbuthnot Honor Lecture, if possible.</p>
<u>June-July</u>	<p>Annual Conference</p> <ul style="list-style-type: none"> <li>• Attends meetings of the ALA Planning and Budget Assembly and BARC/Divisions' Officers Joint Meeting.</li> <li>• Finalizes conference programs, in consultation with ALSC Deputy Executive Director and Program Coordinating Committee.</li> <li>• Reports to Board on both these items.</li> <li>• Attends key ALSC committee meetings.</li> <li>• Conducts Division Leadership meeting.</li> <li>• Acts as a host/hostess at Newbery/Caldecott Banquet.</li> <li>• Accepts gavel at final board meeting. Seats and welcomes new Board members.</li> </ul> <p>Conducts "New Business" portion of meeting.</p> <ul style="list-style-type: none"> <li>• Participates in the ALA Inaugural Banquet.</li> </ul>

**C. Past President**

The immediate past-President serves as a member of the ALSC Executive Committee and the Board of Directors, helping to shape policy for the division and contributing, from the experience as President and knowledge and insight gained, to the future direction and leadership of ALSC.

**ALSC Committee Responsibilities**

The past-President serves on the ALSC Planning and Budget Committee and attends the ALA Planning and Budget Assembly and the meeting of the division officers and BARC.

Writes a letter of evaluation on the ALSC Executive Director based on Board input the summer after s/he gives up the gavel.

During Midwinter, the past-President develops the agenda, in consultation with the Executive Director, and Chairs the ALSC Past Presidents' Breakfast.

The past-President serves as a member of the Executive Committee.

The past-President serves as a member of the Nominating Committee, usually as Chair, the year concluding their term as past President.

## **D. Board of Directors**

### **1. Authorization**

Article IV of the Association for Library Service to Children Bylaws establishes the duties and responsibilities of Board of Directors members. Board of Directors are elected by the membership and serve three-year terms.

### **2. Duties and Responsibilities**

- Jointly determines ALSC policies
- Gives final approval to the ALSC budget at the Annual Conference
- Considers association items that require decisions
- Attends all board meetings at Midwinter and Annual conferences
- Approves ALSC committee functions, structures, procedures, guidelines and/or actions
- Jointly determines current and future programs and activities in accordance with ALSC objectives (ALSC Bylaws, Article II)
- Authorizes relationships with other organizations
- Understands and adheres to Conflict of Interest Policy for ALSC Board Members
- Attends Division Leadership Meetings held on Saturday mornings at both Midwinter and Annual Conferences

### **3. Meetings**

Regular meetings of the Board are held during the Midwinter Meeting and Annual Conference of the Association. Informational and action items are sent to the Board, numbered, as received in the ALSC Office. Informative background material relating to matters for discussion and action are sent to each Board member throughout the year. It is the responsibility of each Board member to read the information prior to Board meetings and to bring all printed materials to meetings.

### **4. ALSC Board Agenda Guidelines**

- a. The Board will be presented with a consent agenda of items where Board approval is needed, but discussion is not. Any Board member can ask that an item be moved from the consent agenda to the regular agenda when discussion or clarification is needed. Any member may ask that an item be included on the consent agenda by informing the President and having appropriate printed materials 24 hours prior to the item being included on the consent agenda.
- b. Items may be added to the agenda until five minutes before the start of a meeting.
- c. The President will suggest time limits for significant discussions and remind the Board when the time limits need to be extended.

- d. Board members are expected to come prepared, having read and thought about items on the agenda. Committee Chair and Priority Group Consultants will be expected to come before the Board with complete projects with recommendations for action. The Board will direct appropriate committees and/or staff to complete work for the association. The Board will set policy.
- e. The Board will provide, at the conclusion of each meeting, an opportunity for members to speak.

## **5. ALA Policy Guides and Division Aids**

The following publications include background to ALA and division matters. Copies of some are available on-line, others are available from the ALSC Office upon request:

- ALA Constitution and Bylaws (in the *ALA Handbook of Organization*)
- Division Bylaws (Appendix A, Section X of this manual)
- ALSC Division Leadership Manual
- ALSC Awards Committee Manuals
- ALSC Committee Roster

### **E. Division Councilor**

The division councilor is elected to fill this position and serves as a member of the ALSC Executive Committee.

#### **1. Duties and responsibilities of the division councilor include:**

- Fulfilling the duties and responsibilities of an ALSC Board member
- Fulfilling the duties and responsibilities of an ALA council member
- Speaking for ALSC and the ALSC Board of Directors on ALA Council matters
- Making ALA Councilors aware of the ALSC position on ALA matters
- Bringing to the attention of the ALSC Board, council trends, interests and actions which have implications to children's services
- Reporting regularly to the ALSC Board and the ALSC membership at the annual business meeting
- Calling semi-annual caucus sessions of all Council members who belong to the ALA youth services divisions in order to elicit support for ALA Council actions that advance the cause of library services for children and young people. Responsibility for hosting these sessions rotates between AASL, ALSC and YALSA

### **F. Fiscal Officer**

#### **1. Duties and Responsibilities of the Fiscal Officer**

- To fulfill the duties and responsibilities of a member of the ALSC Board of Directors.
- To attend all Budget Committee meetings, in addition to Board meetings.

- To assist the Board in financial decisionmaking.
- To assist the Executive Director in developing budgets that incorporate board actions.

## **2. ALSC Committee Responsibilities**

- The Fiscal Officer serves as a member of the Executive Committee.
- The Fiscal Officer serves as board liaison to the Budget Committee.

## **II. General Committee Information**

### **A. Committee Year and Term of Office**

The committee membership year is the same as the conference year (ALA Bylaws, Article VIII, Section 6), beginning the day following Annual Conference and ending with the last day of Annual Conference at the end of the committee term. The basic committee term is two years. Appointments are made by the Vice president/president-elect each spring. Exceptions are the ALSC Arbutnot, Batchelder, Caldecott, Carnegie, *Children and Libraries* Editorial Advisory, Distinguished Service Award, Geisel, Newbery, Notable Children's Books, Nominating, Notable Children's Recordings, Notable Computer Software for Children, Notable Children's Video, Odyssey, Sibert, and Wilder committees, for which the President makes appointments the next fall and terms begin following Midwinter. Task force committees may be established at any time during the year and terms of appointment continue until the committee's charge has been completed and the Board has dismissed the Task Force.

#### **1. Appointments**

The President or Vice president/president-elect fills vacancies on committees and appoints members of newly established committees and task forces, if any. Reappointment to any committee is not a "given." Members are encouraged to submit a new volunteer form before their terms are up.

#### **2. Resignations**

Resignations must be sent to the President with copies to the Executive Director. If the committee Chair resigns, s/he should also notify all members of the committee and forward current files to the new Chair, back files to the Executive Director.

### **B. Types of Committees**

The following is a glossary of types of committees (adapted from *ALA Handbook*, ALA Bylaws, Article VIII, Sections 2, 3, 4 and 5. Committee definitions and manner of appointment.)

#### **1. Standing (Section 2)**

A standing committee is one with long-term objectives so closely interwoven with the total program and development of division's policy that it should have a continuing term.

Members of standing committees are appointed by the Vice president/ president-elect from the membership of the division for overlapping terms not to exceed two years. Members can be reappointed for only one more term immediately succeeding, the total not to exceed four successive years. Reappointment to any committee is not a "given." Members are encouraged to submit a new volunteer form before their terms are up.

Chairs of standing committees are appointed for a one-year term by the Vice president/president-elect and may be reappointed by the succeeding Vice president/president-elect, not to exceed four years or two consecutive terms on a committee (including time served as a member).

## **2. Special (Section 3)**

A special committee is established to study various aspects of policy, planning, and/or administration. It should have a specific assignment and make recommendations based on the need for continued study in its area of assignment, but in accordance with ALA Bylaws. It is normally limited to a two-year existence.

The incumbent President appoints members of special committees. When the committee is established, members serve for the life of the committee.

## **3. Task Force/Ad Hoc**

A task force or Ad Hoc committee is appointed to pursue a designated project to a specific goal within a specific time period. The life of the task force concludes at the end of that specific time or when the project is finished.

The incumbent President appoints members of task force and/or Ad Hoc committees. When the committee is established, members serve for the life of the committee.

## **4. Committees with Affiliate Responsibilities**

The Board may, with representatives and liaisons, affiliate ALSC with other units of ALA and with other associations and agencies. Sometimes a committee is delegated, in its charge, responsibility for maintenance of such a liaison relationship. The following types of committees will be either standing, special, or task force:

### **a. Interdivisional (Section 4)**

An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.

### **b. Joint (Section 5)**

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.

## **C. Operating Procedures for All Committees**

### **1. Function Statements**

Specific and general responsibilities for each committee have been approved by the ALSC Board and appear as a "function statement." Function statements for all committees are found in the *ALA Handbook of Organization*. The appointment letter sent to each new member contains the function statement for that committee.

### **2. Number of Members**

The ALSC Board determines the number of members authorized for each committee.

### **3. Procedures, guidelines, selection criteria, etc.,**

The Board approves procedures, guidelines, and/or selection criteria for each committee and/or for new committee projects.

### **4. Projects requiring financial support**

All projects requiring financial support must be approved by the ALSC Budget Committee and the Board, and must be included in the final, approved ALSC budget before they may be undertaken.

### **5. Publication projects**

Publication ideas and/or projects must first be approved by the ALSC Publications Committee and the Board and must be included in the final, approved ALSC Budget before they may be undertaken. Projects created by Quicklists do not need to be approved by the ALSC Publications Committee, however the ALSC President and Executive Director need to be aware of Quicklists projects.

### **6. Questionnaires**

Questionnaires proposed for any project require: (1) approval of the ALSC Research and Development Committee; (2) submission to the ALSC Office for review by the Director of ALA's Office for Research and Statistics; and (3) ALSC Board approval.

### **7. Program meetings**

Program meetings that a committee wishes to sponsor at the Annual Conference must be approved by the Program Coordinating Committee, Vice president/president-elect and ALSC Office and be among those programs recommended by the Vice president/president-elect to the Board at the preceding Annual Conference. The initial request must be made to the Program Coordinating Committee, Vice president/president-elect and ALSC Office by February 15<sup>th</sup>, 16 months prior to the conference at which the

program is to be presented. Co-sponsorship (with another ALA unit) of a program requires the same approvals within the same time frame.

## **8. Forms**

Forms in this manual may be reproduced by the committee Chair for use throughout the year. Most may also be found on-line on the ALSC Web site (<http://www.ala.org/alsc>).

## **D. Committee Member Responsibilities**

The work of the committee is the center from which the total program of the division evolves. A committee member accepts, in writing, the appointment made by the President or Vice president/president-elect to serve on a committee and files acceptance forms with the ALSC Office. ALSC Office staff then notifies committee Chairs of those appointments to his/her committee.

When a committee is established, its function is defined and stated by the Board of Directors. This function is included in the letter of invitation to become a member of a committee, as are policies relating to committee membership. The Organization and Bylaws committee usually reviews charges that come as Board motions.

Specific duties for each member are assigned by the committee Chair, who also informs members regarding meetings during the annual Midwinter Meeting and Annual Conference.

It is suggested that committee members consult the division section in the *ALA Handbook of Organization*, which gives an overall picture of the division. It will also be helpful to review the ALSC Bylaws (Appendix A, Section X).

### **1. Specific Responsibilities**

a. When accepting membership on a committee, one understands that as a matter of ALA policy, regular attendance at committee meetings during Midwinter and Annual Conference is expected for all but virtual committees. Although some amount of work can be carried on satisfactorily through correspondence, most committee assignments require meeting together in order to be effectively completed.

b. Members must notify the Chair if attendance at any meeting is not possible. If fulfilling complete committee responsibilities becomes impossible, a member should promptly send a letter of resignation to the President with copies to the Executive Director and committee Chair. Members of all ALA and unit committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings without an acceptable explanation constitutes grounds for the Chair to request, in writing, that the President remove the person from the committee.

- c. Committee members are expected to be familiar with the work of the committee and its relation to the total program of ALSC and of ALA. (See *ALA Handbook of Organization*.)
- d. Each member of a committee must assume a share of the total responsibility assigned to the committee. Active participation in the work of the committee and carrying out the work assigned by the Chair will improve the resulting program and activities.
- e. Members are expected to accept specific duties assigned by the committee Chair and to answer all correspondence promptly and thoroughly. It is important to respond to all correspondence so that those sending it are aware that it has been received, even when no action is immediately required.
- f. Members may offer suggestions, recommendations, and ideas pertinent to the committee activity. If a committee member is dissatisfied with the work of the committee or the Chair, dissatisfaction should be expressed to the Chair. If the matter is not resolved satisfactorily, the member should write to the President with copies to the Executive Director and to the Chair. The President will take whatever action seems appropriate.
- g. If possible, members should attend committee meetings as observers before their scheduled term begins to better acquaint themselves with the work of the committee.
- h. Committee materials, including handbooks and manuals, are to be forwarded to the Chair at the end of the committee assignment.
- i. Members should notify the Chair and the ALSC Office immediately in case of address change (use form I found in Section IX of this manual). The ALSC Office staff will forward this information to ALA.

## **E. Committee Chairpersons**

### **1. Orientation for New Committee Chairpersons**

#### **a. Committee Year**

A committee year begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year, with the exception of the following committees: Arbuthnot Honor Lecture, Batchelder, Caldecott, Carnegie, *Children and Libraries* Editorial Advisory, Distinguished Service Award, Great Web Sites, Newbery, Nominating, all Notable Committees, Odyssey, Belpré, Sibert, and Wilder.

#### **b. Duties and Responsibilities**

The function of each committee is explained in the appointment letter. The Chair is responsible for:

- Directing and carrying out regular and special assignments of the committee
- Keeping committee members informed about the work of his/her committee
- Replying promptly to all inquiries on problems in the field of their work
- Arranging meetings at Midwinter and Annual Conferences
- Making semi-annual reports on the progress of work assigned to the committee
- Sending copies of all correspondence to the President, Vice president/president-elect, Priority Group Consultant and ALSC Executive Director
- Knowing and following the policies and procedures in this manual

Chairs are responsible for leading their committees. The achievement of the group during any year and the success of projects are due, in large part, to the Chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.

Chairs are responsible for making recommendations regarding the removal of committee members who are not fulfilling their obligations. Chairs should be prepared to make recommendations on reappointments of contributing committee members.

#### **c. Procedures**

Whenever possible, specific procedures should be set up for the work of the committee. Many committees have established procedures, which are followed from year to year. As soon as the Chair receives the complete list of committee members, a letter should be sent out introducing members; explaining the work of the year; outlining procedures; and setting up a yearly work plan, including provisions for a progress report or action at the Midwinter Meeting and a statement of what is to be completed by the Annual Conference.

#### **d. Meetings**

If a committee wants to have a program meeting, or is interested in promoting a workshop or preconference, the Chair should follow the procedures outlined in Section V, E of this manual, including the completion of a Request for an ALSC Conference Program Proposal (form C found in Section IX of this manual or on the ALSC website).

New committee members should be invited to the committee meetings during the Annual Conference prior to the beginning of their term to orient themselves with their committee work. Names of new members will be sent to the Chair as soon as they are known at the division office.

#### **e. Reports**

A progress report will be requested about six weeks before the Midwinter Meeting (Pre-Midwinter Meeting Report, form D,1), and an annual report (Pre-Annual Conference

Report, form D,3) six weeks before the Annual Conference. The reports must be sent to the Executive Director, President and Vice president/president-elect.

#### **f. Proceedings**

Proceedings of meetings are to be turned in during Conference to the ALSC Executive Director, President, Vice president/president-elect and Priority Group Consultant. Midwinter Meeting Report and Annual Report/Annual Conference Meeting Report forms are available at the ALSC desk, in Section IX, D of this manual and on the ALSC website and must be returned to the ALSC desk before leaving the conference.

#### **g. Expenses**

Expenses should not be incurred unless funds appear in the current ALSC budget. Consult Section V,C of this manual for reimbursement procedures.

If division stationary is needed, it can be requested from the ALSC Office. Frequently individual libraries are willing to assume the expense of postage for committee work. In cases where this cannot be assumed, the division will reimburse the member, if funds have been budgeted for such expenses (see Section V, C for more details).

#### **h. Publicity**

Committee Chairs must advise the Executive Director of any publicity contemplated by a committee. Drafts of press releases are sent to the Executive Director for review and submission to the ALA Public Information Office for preparation and release. Reports or articles on the work or studies of a committee or individual may be published only with the permission of the Board. Such reports and/or articles, when approved for publication, must be offered first to ALA periodicals, with *Children and Libraries: The Journal of the Association for Library Service to Children* having first refusal rights. For information on deadlines, contact the ALSC Office.

#### **i. Resignations**

Resignations from committee assignments should be sent to the President with copies to the Executive Director. If a Chair finds it necessary to resign, s/he should send a letter of resignation to the President with copies to the Executive Director, Priority Group Consultant, and to members of the committee.

#### **j. Research**

All ALSC committees are directed by the ALSC Board to report, at an early stage, intended research projects involving data gathering in any form to the ALSC Research and Development Committee

#### **k. Forwarding materials**

Each outgoing Chair should forward to his/her successor all current committee material. Outdated materials should be sent to the Executive Director. When a committee is discharged, the Chair's files should be forwarded to the Executive Director for the archives.

## **F. Priority Groups and Priority Group Consultants**

### **1. Roles and Responsibilities of Priority Groups and Priority Group Consultants**

The ALSC Board established Priority Groups in 1974. They are based on the eight priorities defined by the Board, drawn from the ALSC objectives as stated in the Bylaws. Each committee, task force, and discussion group is placed within a priority group when it is established. These are listed at the end of this manual along with each Priority Group's charge.

Each priority group has an appointed consultant who serves as the liaison between the committees, task forces, and discussion groups and the ALSC Board and staff. The Priority Group Consultants provide their assigned committees, task forces, and discussion groups with information or advice needed to carry out their function statements. The Priority Group Consultant supports the committee and task force chairs and discussion group conveners, and helps find answers to their questions. Also, when an ALSC task force is formed, it is assigned to a specific priority group and is serviced by that group's Priority Group Consultant.

Priority Group Consultant, committee and task force chairs, and discussion group leaders review annually the function of each of the committees, task forces, and discussion groups and make any recommendations necessary to meet the responsibilities of the priority group and to facilitate implementation of the ALSC Strategic Plan. Each Priority Group Consultant is also responsible for serving as a liaison with ALA committees, divisions, round tables, and other ALSC priority groups with common concerns.

The Priority Group Consultant's responsibilities include:

- serving as a liaison between the ALSC Board and committee and task force chairs and discussion group conveners, and between the ALSC Office and committee and task force chairs and discussion group conveners;
- reading thoroughly all sections of the Division Leadership Manual [http://www.ala.org/ala/alsc/boardcomm/DLM\\_2006\\_draft.doc](http://www.ala.org/ala/alsc/boardcomm/DLM_2006_draft.doc) and the ALSC Handbook of Organization [http://www.ala.org/ala/alsc/boardcomm/handbook\\_org\\_2006.doc](http://www.ala.org/ala/alsc/boardcomm/handbook_org_2006.doc) and using them as basic references for assisting committee and task force chairs and discussion group conveners;
- annually studying the function statements of the committees within the priority group, found in the ALA Handbook of Organization

[http://www.ala.org/ala/alsc/boardcomm/handbook\\_org\\_2006.doc](http://www.ala.org/ala/alsc/boardcomm/handbook_org_2006.doc) and the ALSC Handbook of Organization

<http://www.ala.org/ALSCTemplate.cfm?Section=alscommrosters&Template=/MembersOnly.cfm&ContentID=78882> and in the ALSC Committee Rosters;

- serving as consultant to his/her priority group committees, task forces, and discussion groups on procedural or substantive matters during conferences and by mail, e-mail, fax, or phone between conferences;
- meeting with the President or Vice President/President-Elect prior to the Division Leadership meetings at each conference to discuss priorities and concerns;
- meeting with committee and task force chairs and discussion group conveners within the priority group as part of the Midwinter Conference and Annual Conference Division Leadership Meetings to orient them to their duties, to disseminate Association and Division information to them, and to respond to their concerns;
- ensuring that committee and task force chairs and discussion group conveners are familiar with the importance of and use of the Division Leadership Manual [http://www.ala.org/ala/alsc/boardcomm/handbook\\_org\\_2006.doc](http://www.ala.org/ala/alsc/boardcomm/handbook_org_2006.doc) as a resource for all recommended ALSC committee procedures, including:
  - \*how to prepare and when to submit preconference and post-conference reports
  - \*how to budget and fill out the Special Request for Additional Committee Budget forms
  - \*how and when to complete and submit a request for publication
  - \*how and when to complete and submit a request to present a conference program
  - \*how to request a change in function statement or other organizational changes. These requests go through the Organization and Bylaws Committee first, who present it to the ALSC Board
  - \*whom to copy with reports and other communications (in most cases the Priority Group Consultant, ALSC Executive Director, President and Vice-President/President-Elect); Priority Groups II, III and VI need to be reminded about not including confidential information in routine correspondence sent to anyone other than the Committee Chair;
  - \*how to interpret ALSC's conflict of interest policy;
  - \*discussion of issues of concern to ALSC and ALA;
- attending portions of each committee's, task force's, and discussion group's working sessions (unless the sessions are closed) during each conference, giving priority to committees or discussion groups that have requested assistance or are having difficulties;
- facilitating communication among priority group committees, task force's, and discussion groups if appropriate (e.g. among media evaluation committees; between Managing Children's Services Committee and Managing Children's Services Discussion Group);

- helping committee chairs identify and communicate with committees in other priority groups with common concerns as appropriate, (e.g., Carnegie Award Selection and Notable Children’s Videos Committee; e.g. committees concerned with services to populations with special needs; e.g. Education Committee and Managing Children’s Services Committee);
- communicating with committee and task force chairs and discussion group conveners by November 15 and May 15, reminding them to submit preconference reports (Pre-Midwinter Meeting Report, Pre-Annual Conference Report respectively);
- writing to committee and task force chairs and discussion group conveners immediately after each conference, reminding them to submit post-conference reports (Post-Midwinter Meeting Report, Post-Annual Conference Report);
- contacting any committee and task force chairs and discussion group conveners whose post-conference reports have not been received by one month after Midwinter or Annual Conference;
- submitting pre-and post-conference reports and alerting the Executive Committee and other appropriate staff and members about problems of an organizational or procedural nature that affect the work of the committees, task forces, and discussion groups within the Priority Group;
- copying all correspondence to the President, Vice President/President-Elect, and ALSC Executive Director;
- attending as many programs as possible presented by committees, task forces, and discussion groups within the Priority Group;
- facilitating transition of committee and task force members and chairs and discussion group conveners;
- assuring that all chairs have current rosters of committee and task force members and that current rosters are posted on the ALSC Web site;
- contacting new committee and task force chairs and discussion group conveners who could not attend Division Leadership meeting at a conference, but who are expected to assume committee chair responsibilities before the next conference to orient them to their duties;
- contacting the ALSC Office if committee and task force chairs who are expected to assume their duties between conferences have not received copies of the Division Leadership Manual at the time of appointment; and
- writing letters of appreciation to outgoing chairs on behalf of ALSC.

Note: A notebook with completed pre-meeting and preconference reports will be at the ALSC table in the ALA Office for reference. All members are invited to consult the notebook.

## Committee, Discussion Group, and Task Force Listing by Priority Group

### **Priority Group I: Child Advocacy**

Early Childhood Services and Programs  
Committee  
Intellectual Freedom  
International Relations  
Legislation  
Library Service to Special Population  
Children and their Caregivers  
Preschool Services Discussion Group  
School Age Programs and Service  
Social Issues Discussion Group  
@your library Campaign Task Force  
Early Literacy Task Force

### **Priority Group II: Evaluation of Media**

\*Great Web Sites  
\*Notable Children's Books  
\*Notable Children's Recordings  
\*Notable Children's Videos  
\*Notable Computer Software for Children  
Popular Books for School-Age Children  
Task Force

### **Priority Group III: Awards and Scholarships**

ALSC/BWI Summer Reading Program Grant  
\*Distinguished Service Award  
ALSC/Sagebrush Education Resources  
Literature Program Award  
\*Arbutnot Honor Lecture  
(Louise Seaman) Bechtel Fellowship  
Penguin Young Readers Group Award  
Scholarships: Melcher and Bound to Stay Bound  
(Maureen) Hayes Award  
Visible Contribution Award Task Force

### **Priority Group IV: Organizational Support**

Budget  
Charlemae Rollins  
Local Arrangements  
Membership  
Nominating  
Organization & Bylaws  
Preconference Planning  
Program Coordinating  
Morris Endowment Task Force  
National Institute Planning Task Force  
National Institute Preconference Planning Task Force

### **Priority Group V: Projects and Research**

Collections of Children's Books for Adult  
Research Discussion Group  
National Planning of Special Collections  
Oral History  
Publications  
Research and Development

### **Priority Group VI: Awards**

\*(Mildred L.) Batchelder Award Selection  
\*(Pura) Belpré Award Selection  
\*(Randolph) Caldecott Award Selection  
\*(Andrew) Carnegie Award Selection  
\*(Theodor Seuss) Geisel Award Selection  
\*(John) Newbery Award Selection  
\*ALSC/Booklist/YALSA Odyssey Award  
Selection  
\*(Robert F.) Sibert Award Selection  
\*(Laura Ingalls) Wilder Award Selection  
Award Eligibility Task Force

### **Priority Group VII: Partnerships**

Liaison with National Organizations Serving  
Children and Youth  
Public Library-School Library Partnership  
Discussion Group  
Quicklists Consulting  
AASL/ALSC/YALSA Interdivisional  
Committee on School/Public Library  
Cooperation

### **Priority Group VIII: Professional Development**

\**Children and Libraries* Editorial Advisory  
Children and Technology  
Children's Book Discussion Group  
Children's Collection Management Discussion  
Group  
Education  
Managing Children's Services  
Managing Children's Services Discussion Group  
Storytelling Discussion Group  
Member Mentoring Task Force

\* = Fall appointments for which the committee  
year begins at the conclusion of the Midwinter  
meeting.

### **III. Planning and Conducting Committee Meetings**

The Chair is responsible for planning and conducting committee meetings at the Midwinter Meeting and Annual Conferences and conducting committee tasks between conferences. If unusual circumstances prevent the Chair from attending the conference, the President, Executive Director and Priority Group Consultant must be notified immediately. A committee member familiar with the committee work should be designated acting Chair.

The major duties of the Chair in planning committee meetings are as follows:

#### **A. Committee Correspondence**

Copies of all committee correspondence are to be sent to the President, Vice president/president-elect, ALSC Executive Director, and Priority Group Consultant.

#### **B. Scheduling Meetings**

The ALSC Office schedules all meetings at Annual and Midwinter, but the Chair must communicate with ALSC office staff to make sure meeting schedules are set. You should contact the office immediately upon assuming your position to ensure proper scheduling.

#### **C. Communicating with Committee Members**

Immediately upon receipt of the preliminary schedule from the ALA Conference Services Office, the ALSC Office will notify committee Chairs of date and time of the committee meetings. Committee Chairs should not wait for notification of room assignments, which comes later, to notify committee members of dates and times for their committee meetings.

Involve committee members via correspondence in planning and activities between committee meetings. All committee members should be provided with a committee roster, copies of all reports to the Board, and copies of procedures, criteria, etc., with which the committee works.

#### **D. Preparing Agendas**

Prepare an agenda and distribute it to committee members well in advance of all meetings. Divide agenda into action items (those requiring immediate committee action) and discussion items (those requiring further deliberation before final action is taken). Make copies available for observers who may attend the meeting.

## **E. Observers**

Be sure that committee members are seated at the table. Observers may join the table as space permits or sit in the side chairs provided. At the beginning of the meeting, explain briefly to observers what the committee is doing or refer them to the printed agenda. While there may be occasions when you and the committee would welcome observers to participate in a general discussion, observers should not be regular participants in committee work.

In planning and conducting all meetings, adhere to the ALA Open Meetings policy and ALSC procedures for its implementation. (Appendix B and C.)

## **IV. Establishing Goals and Objectives**

Each committee's function statement, approved by the Board of Directors, gives a sense of direction to the committee. Each Chair is asked to review the committee charge annually with committee members in relation to ALSC objectives. (See Appendix A-ALSC Bylaws, Article II). If the Chair and members find no linkage between the committee charge and the division's objectives, or if they find the charge unclear, the Chair should ask for clarification in writing from the Organization and Bylaws Committee (use form K, Section IX for this purpose).

Objectives for achieving goals outlined in the committee's function statement should be established through committee consensus, whenever possible. Committee members should have the opportunity at meetings and in correspondence to present and react to ideas, positions, and each other's needs. Objectives formulated by the committee become the basis for planning committee activities and lead to the determination of procedures and methods, the assignment of responsibilities, and the establishment of deadlines.

## **V. Designing and Conducting Activities**

### **A. Planning Committee Activities**

Most committees are concurrently engaged in several projects. The new Chair, at the beginning of each conference, should review with committee members the status of all committee work to determine which incomplete projects should be finished and which should be eliminated. The committee may want to plan new work. The criteria listed below, in the form of questions, can be used as a checklist for evaluating each proposed activity:

1. Does the proposed activity help the division reach its vision, mission, goals and objectives?

2. Does the proposed activity duplicate programs or resources obtainable from sources or organizations inside or outside ALSC or ALA? If so, does the proposed activity offer new or unique aspects that justify it?
3. Is the proposed activity realistic? Does the committee membership have the expertise and the time to carry out the activity? If not, is the proposal so essential to ALSC that the committee should recommend to the ALSC Board that it create a committee or find another way to undertake the activity?
4. Is the proposed activity congruent with the function statement and the objectives established by the committee?
5. Does the Committee's budget for the coming fiscal year provide sufficient funds to undertake the activity?

The next steps in planning are: (1) to establish priorities among proposed activities; (2) to project the time required for completing each activity; and (3) to estimate costs. Directions for this stage in planning are presented in the following section under budget preparation.

#### **B. Committee Budgets**

Each committee may request reimbursement for up to \$100.00 per fiscal year (September 1 - August 1) to cover postage, telephone, duplicating etc. Evaluation committees and the liaison to National Organizations Serving Children and Youth Committee may request reimbursement for up to \$400.00; Priority Group Consultants and discussion groups may request reimbursement for up to \$50.00. If a committee, Priority Group Consultant, or discussion group anticipates a need for more than the allotted amount in the next fiscal year, a Special Request for Additional Committee Budget (form B, Section IX) should be filled out

Completed copies of the Special Request for Additional Committee Budget form should be returned to the Chair of the Planning and Budget Committee, the Executive Director, the President, Vice president/president-elect and your Priority Group Consultant by December 1.

ALSC's Planning and Budget Committee evaluate special requests. Planning and Budget presents a tentative recommended budget to the ALSC Board of Directors during Midwinter. After the Board approves the tentative budget, the Executive Director, in consultation with the Chair of the Planning and Budget Committee and in accordance with ALA procedures, finalizes the budget and submits it through appropriate channels to the ALA Executive Board. Final approval is made at the Annual Conference by the division Board and the ALA Executive Board.

The budget request approval process takes approximately nine months. The money requested, if approved, will be available for committee use beginning September 1 of the next year.

### **C. Applying for Special Funds - Children's Library Services Endowment Fund**

#### **1. Purpose of Funding**

Interest from the Children's Library Services Endowment Fund is used to support long and short-range projects and programs of the division.

#### **2. Funding Available**

Approximately \$1,000 per year is available from the Children's Library Services Endowment Fund for ALSC projects. This money is intended for committees and other groups within ALSC that have ideas for special projects not funded from regular ALSC funds. The money may be awarded in the form of several small grants to different groups or in one grant for a larger project. The Planning and Budget Committee recommends projects to the ALSC Executive Director, President, Vice president/president-elect and Board on the basis of the criteria requested on the Special Funds Application Form (form N, Section IX). If funding is not awarded in a given year, the monies will accumulate and may be used for larger grants in following years.

#### **3. Eligibility for Applications**

Applications will be accepted from ALSC members. This includes personal and organizational members, committees of ALSC, and other organized units within the division. All committees of ALSC are urged to submit applications for this funding for committee projects. Use form N, Special Funds Application Form, found in Section IX of this manual. Proposals should consist of clear, concise statements.

#### **4. Deadline for Applications**

Send applications to the Planning and Budget Chair no later than April 15.

### **D. Budget Management**

Committee Chairs are notified of the funds approved for their use by the ALSC Office following Annual Conference.

The Chair should submit committee expenses and receipts for items approved in the committee budget to the Executive Director throughout the year. (Use Request for Reimbursement Form, found in Section IX of this manual.) Expenses under \$5.00 should be batched and submitted together so that they total \$5.00 or more. Original

receipts should accompany all reimbursement requests. All Request for Reimbursement Forms must be submitted before July 31 of the fiscal year in which the money was spent. A committee may not "carry over" unexpended funds from year to year.

## **E. Preparing Program Requests**

Committees may determine that to achieve a specific objective they need to plan a program to take place at an Annual Conference, or in a preconference format.

### **1. Conference Programs**

The President is responsible for the total ALSC conference program in the year of his/her presidency. The Vice president/president-elect, as the term of office begins, welcomes ideas for programs to be held at the Annual Conference two years hence. Committee proposals for conference programs (use form C, Request for an ALSC Conference Program, in Section IX of this manual) must be submitted to the Program Coordinating Committee, Vice president/president-elect and ALSC Deputy Executive Director by February 15<sup>th</sup>, 16 months before the Annual Conference at which the committee desires to present the program. ALSC committees and those of other divisions may join together to plan and propose programs for presentation.

During the spring following receipt of the program proposals, the Vice president/president-elect, Program Coordinating Committee and Deputy Executive Director review all proposals. The Vice president/president-elect may choose to select one of the committee-initiated proposals as the major ALSC conference program or may work with the Program Coordinating Committee and ALSC Deputy Executive Director to develop a program on another topic or issue believed to be of general interest. Other program proposals that meet membership needs are discussed and selected at this time. The funding available for programs is considered as well as the time available within the conference schedule.

At the Annual Conference, one year in advance, the Vice president/president-elect presents to the Board a description of each program approved, a tentative schedule, and a report on the programs not approved. If the program is to be funded from ALA's general allocation to ALSC for conference programs, this is noted. If not, the ALSC Executive Director, in consultation with the Chair, submits a request for special allocation to the ALA deputy Executive Director and the Planning and Budget Committee in September. At this time the Board discusses and approves programs from the list presented to them by the Vice president/president-elect.

## 2. Preconferences

Board approval is required at the Midwinter Meeting one and one-half years before the preconference is to take place. Preconferences may be co-sponsored with other committees or ALA units so long as co-planning and co-responsibility are assured.

Preconference proposals should be submitted to the Program Coordinating Committee, Vice president/president-elect and the ALSC Deputy Executive Director (use form C, Request for an ALSC Conference Program, found in Section IX of this manual). The ALSC Deputy Executive Director will prepare a preconference budget based on the minimum number of persons expected to attend in order to break even.

## 3. Other Institutes, Workshops, Symposia, etc.

Occasionally ALSC members initiate, or are asked to help, plan or present programs as ALSC representatives at their regional or other association institutes, workshops, symposia, etc. The Program Coordinating Committee is not involved in this process, but Board approval is required. The ALSC Education Committee's guidelines for evaluating proposals and a format outline appear in Appendix D, Section X, (also, use form L, Other Institutes, Workshops and/or Symposia Request Form, in Section IX of this manual).

## F. Preparing Publication Requests

Committees may determine that to achieve a specific objective, they need to develop a manuscript for an article, pamphlet, book, or list (either print or on-line versions).

Unless the committee has authorization within its function statement to produce a continuing publication (e.g., Notable Children's Books), Board approval is required before manuscript development begins. Publication proposals must be submitted to the Publications Committee before work begins on the project. Specific guidelines and procedures for submitting publication proposals are found in Appendix D and a Publication Proposal Form in Section IX, L of this manual. The Publications Committee will advise and assist committees with the publishing process.

### 1. Articles/lists

*Children and Libraries: The Journal of the Association for Library Service to Children* has first refusal rights on division generated articles, lists, etc. Approval by the Board for article/list development does not obligate the editor of The Journal to publish it. Committees interested in publishing in The Journal should apprise the editor as early as possible of their plans to submit a manuscript. *Booklist* is a publication outlet for certain kinds of lists; *Book Links* publishes lists and articles. Committees interested in submitting manuscripts to either of these journals should

apprise the appropriate editor and the ALSC Executive Director as early as possible of their plans.

All division-generated manuscripts prepared for a non-ALSC or non-ALA journal are to be submitted to the ALSC Office for review and transmittal to the potential publisher.

## **2. Pamphlets/books**

ALA Editions has first refusal rights on division-generated pamphlets and books. When the Board approves a proposal, the Executive Director notifies the Publishing Department to determine their interest, negotiate royalties, etc. If ALA Editions is not interested, the Executive Director in consultation with the committee Chair, will explore, and when necessary negotiate, other options, including direct division publication, other publishing houses, etc. All manuscripts prepared for publication are submitted to the ALSC Office for review and transmittal to the potential publisher. The Executive Director, in consultation with the committee's editor, maintains contact with the publisher throughout the editorial and production process.

## **G. Correspondence among the President, Executive Director, Priority Group Consultants, and committee Chairs**

The ongoing work of the division requires regular and clear communication among committee Chairs, Priority Group Consultants, officers, ALSC staff and members if ALSC is to function effectively.

Copies of all committee correspondence are to be sent to the President, Vice president/president-elect, Executive Director, and Priority Group Consultant. These persons will likewise send the Chair copies of correspondence pertaining to the committee.

During conferences, files for communicating with all officers, Board members, and Priority Group Consultants are set up at the ALSC desk in the ALA office area. A return file for responses is also there. Copies of all forms are also available electronically on the ALSC web site and can be submitted electronically.

## **H. Communication from Committees to ALSC members and others**

Several avenues exist for committees to communicate with members and others about work in progress or completed work. *Children and Libraries: The Journal of the Association for Library Service to Children*, the ALSCConnect newsletter and ALSC-L, the division's on-line discussion list, are made available to all ALSC members. Both print and electronic forms of division communication welcome submission of items about committee work in progress, invitations for specific contributions by members to the work of committees, announcements of programs, publications, etc. Submit items directly to editors.

Current names and addresses:

Journal and newsletter deadlines vary each volume year. Please check with the ALSC staff.

Copy should be typed, double-spaced, and submitted with diskettes or as an on-line attachment if possible.

### **1. Other news media**

All ALA press releases emanate from the ALA Public Information Office (PIO). Copy for press releases must be typed, double spaced and sent (or during conferences, given) to the ALSC Executive Director for review and transmittal to PIO. After the PIO staff reviews and edits the copy for release, it is returned to the Executive Director for proofreading. PIO then handles printing and distribution to the news media via conference distribution and extensive mailing lists.

### **2. Award Recipients**

An ALA Award Recipient Media Profile form (in Section IX, N of this manual) should be used to notify the division and association when recipients are selected for awards. These forms should be sent to the ALSC Executive Director for review and transmittal to the ALA Public Information Office.

## **VI. Evaluation and Reporting**

Evaluative functions required of committee Chairs include reporting to the ALSC Board, recommending action when needed, and reviewing and reporting committee membership needs.

### **A. Reporting to the ALSC Board**

An important part of committee work is full and accurate reporting. Written reports are required. Reports are of two types: those reporting progress and those seeking action.

#### **1. Procedures for Reporting Progress**

Committee Chairs prepare typed progress reports before and after each conference.

- Preconference report forms are made available to Chairs on-line 1-1/2 months before each conference. These reports should summarize committee activities and progress since the beginning of the year. (See forms D, 1, Pre-Midwinter Meeting Report, and D, 3, Pre-Annual Conference Report, in Section IX of this

manual or on the ALSC website.) The forms contain space to request Board action and to request time on their agenda.

One copy is sent to each of the following: the Executive Director; President; Vice president/president-elect; and Priority Group Consultant. Committee Chairs retain one copy, duplicate it, and share it with committee members. Reports can be mailed, faxed or e-mailed as attachments to these individuals.

- A second progress report is submitted at the close of the final committee meeting during Annual and Midwinter Conference Meeting. This report summarizes discussion and action at the meetings and describes achievements, problems, and future plans. (Forms D, 2, Midwinter Meeting Report, and D, 4, Annual Report/Annual Conference Meeting Report, are located in Section IX of this manual. They are also available onsite at the ALSC table in the ALA office area as well as on-line.) Chairs are given copies in the packets they receive at the division leadership meetings. Chairs are responsible for submitting completed forms to the Executive Director (in the communications files on the ALSC table) and copies to the President, Vice president/president-elect and priority group Chair before departing the conference. These can be left in file folders located at the ALSC table in the ALA office area. Completed forms may also be submitted electronically as attachments. Committee Chairs retain one copy and duplicate it for distribution to committee members immediately following the conference.
- Chairs may be scheduled on the Board's agenda. They make this request to the President (if possible, one month before the conference begins by filling in the appropriate section on the preconference report forms). The President may request that a Chair appear before the Board. The President will notify the Chair if a report from his or her committee is on the Board's agenda.

## **2. Procedures for Seeking Board Action**

- Committee requests for action (reports, documents, proposals, etc.) **MUST** be typed and given to the President and ALSC Executive Director. If the report is submitted 15 days prior to conference, copies will be made in the ALSC Office.
- If a committee requires immediate action by the Board on a matter of an emergency nature, the Chair should submit the request, in writing, to the President at the conference for addition to the Board agenda. After the President's approval has been given, the Chair must type the request and submit it to the Executive Director so it can be numbered and reproduced for the Board. The request must be submitted no later than 24 hours before the item is scheduled on the Board's agenda.
- Oral reports of Board action are made to committee Chairs as soon as possible by the Executive Director or Priority Group Consultant.

- Action taken by the Board is documented in the minutes and is reported in *Children and Libraries: The Journal of the Association for Library Service to Children*.

### **3. Reviewing and Reporting Committee Membership Needs**

A strong and productive committee depends, to a great extent, on the communication of the committee Chair with the President and Vice president/president-elect in an effort to identify, appoint and retain active and effective committee members. The Chair evaluates continuously the performance of every committee member to determine if the committee's membership includes persons with the skills to carry out its charge and its activities. A brief summary of the responsibilities of a committee member is found in Section II, D of this manual. The Chair should send a statement of members' responsibilities to each new committee member. Members of all ALA and ALSC committees are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter Meeting or Annual Conference) without an acceptable explanation constitutes grounds for the Chair to request that the President removes the person from the committee.

Members must attend ALA conferences where meetings are held and be willing to work on projects between these meetings. If a committee member misses a scheduled meeting at either Midwinter Meeting or Annual Conference, the Chair should contact the member to learn why he or she was absent. The Vice president/president-elect and Executive Director should be informed if any member misses two consecutive conferences.

Committee Chairs are expected to report, within one month after Midwinter, the future membership needs of the committee in terms of talents or skills and geographic representation, if important to the work of the committee. Chairs should include in this post-Midwinter report the following information: (1) members doing outstanding work; (2) members who have not attended the previous Annual or Midwinter conferences; (3) members who are not making an active contribution to the committee; (4) persons contributing to or interested in the committee who should be considered for committee assignment. This report must be made in writing to the Vice president/president-elect with a copy to the Executive Director. This will be treated as confidential information.

#### **B. Leadership Transition/Archival Responsibilities**

Outgoing Chairs should be notified of their successors by May, or prior to, Annual Conference. Plan time to meet with the new Chair at the Annual Conference. Current files and those historical items necessary for perspective should be given to the new Chair; other files should be sent to the ALSC office for the archives. Items, which are repetitive in nature, (e.g., multiple copies of form letters) should be weeded.

## **VII. Guidelines and Responsibilities of Representatives and Liaisons to Units of ALA and Other Associations and Agencies**

### **A. Rationale**

There is a need for ALSC members with interest and expertise to serve as representatives or liaisons to other units of ALA, as well as to outside associations and agencies. There is also a need for members to serve on joint committees composed of ALSC and other association members. The ALSC Board authorizes relationships with other organizations.

### **B. Purpose**

- To represent ALSC among other associations and agencies where ALSC has relevance and significance.
- To contribute expertise in keeping with ALSC purposes and to strengthen ALSC program activities in overlapping areas of responsibility.
- To become knowledgeable of the objectives and the programs of other groups and to ascertain where action and involvement on the part of ALSC are pertinent and desirable.
- To provide feedback to the ALSC Board for short-term or long-range planning.
- To initiate for ALSC contacts in other child-serving or child-advocacy agencies and associations.

### **C. Responsibilities and Obligations**

#### **1. Representatives or Liaison**

- Attend scheduled conferences and other meetings.
- Participate in meetings and engage in communication related to projects, programs, and varied activities.
- Prepare reports and provide immediate feedback to ALSC for purposes of information and action. A Report From Representative or Liaison to ALA Units, other Associations, or Agencies (form O found in Section IX of this manual) is to be sent promptly following significant contacts.

- Make recommendations to ALSC regarding continuing cooperation, joint undertakings, and meaningful programs.
- Send a copy of all correspondence to the President and Executive Director.

## 2. Suggestions for Communication

- Identify yourself as a liaison to the staff and officers of the other association as appropriate.
- Check to be sure that you as a liaison are currently informed of ALSC policies and activities in the area of your assignment.
- Report immediately to the President and Executive Director anything that calls for action or response by ALSC.

## VIII. Discussion Groups

Discussion groups are ALSC membership units formed to discuss common problems. Their establishment, discontinuance, membership, and general functions are described in the ALSC Bylaws, Article IX (form G, Petition for Establishing a Discussion Group, is located in Section IX of this manual). Each discussion group has a specific function statement, approved by the Board, and is assigned to a priority group (see *ALA Handbook of Organization*).

It is critical that the discussion group convener clearly understand and assist the group members to understand that the basic purpose of a discussion group is to discuss common problems, specifically the unique problems outlined in the function statement. A discussion group is not a committee. Committees are action units (e.g., they program, publish, study, represent, propose action to the Board and, with approval, take action). Meetings of discussion groups are not programs and may not be advertised as such.

A small amount of money is provided annually, (see Section V, B), in the ALSC budget for each discussion group coordinator. This amount is to cover the cost of the occasional correspondence with the ALSC Office, President and conference office. It may be used for duplicating the agenda or for a necessary phone call. It is not expected that any discussion group will have more than modest expenses.

*Children and Libraries: The Journal of the Association for Library Service to Children*, the ALSCconnect newsletter, and ALSC-L, the division's electronic discussion list, rather than the postal service, are generally to be used for communication.

A discussion group convener is responsible for:

- maintaining a roster of discussion group members, updated at each conference and submitted to the Executive Director at the end of each conference;
- regularly informing and/or reminding members of the function of the group;
- reporting to the Priority Group Consultant, President, Vice president/president-elect and ALSC Executive Director, using the committee report forms before and after each conference (forms D, 1-4, Pre-Midwinter Meeting Report; Midwinter Meeting Report; Pre-Annual Conference Report; and Annual Report/Annual Conference Meeting Report, in Section IX of this manual);
- assuring that the Bylaws requirements relative to election (Article IX, Section 4) are fulfilled, i.e., that an election occurs annually and that the results are recorded on the committee report form;
- assuring that there is an agenda for each meeting and that before the end of each meeting the subject for the next conference meeting is selected by group members present;
- attending discussion group meetings on Sunday afternoons of each conference and making sure that members are aware of meeting dates and times;
- sending notice of subject(s) to be discussed at the next meeting to *Children and Libraries: The Journal of the Association for Library Service to Children* and the ALSCConnect newsletter in accordance with deadlines;
- sending copies of all correspondence to the President, Vice president/president-elect, Executive Director, and Priority Group Consultant;
- attending Division Leadership meetings on Saturday mornings; and
- submitting requests for reimbursement (form A, Request For Reimbursement, Section IX) for expenses up to the amount budgeted.

**IX. Forms**

**Form A**

**Request for Reimbursement**

Date:

To: ALSC Executive Director

From:

Re: Request for Reimbursement of Expenses as a Result of Committee or Other Association Program Activity

Purpose:

Itemized Expenses:  
(Attach Original Receipts)

Submitted by: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

---

**FOR ALSC OFFICE USE ONLY**

**Budget Authority**

Dept. Number	Program Purpose	Activity Number	Expense Number	Amount
				\$ _____
				_____
				_____
			<b>TOTAL:</b>	\$ _____

**FUND                      UNIT NO.                      LINE ITEM                      PROJECT NO.**

\_\_\_                      \_\_\_                      \_\_\_                      \_\_\_

**Form B**

**ALSC Committee Chair Special Request for Additional Committee Budget  
(Draft to be approved by the Board)**

Name of ALSC Committee/Discussion Group: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Current Annual Budget**

- |  |          |
|--|----------|
| 1. Priority Group Consultant   | \$ 50.00 |
| 2. Discussion Group  | \$ 50.00 |
| 3. Standing Committee  | \$100.00 |
| 4. Media Evaluation Committee  | \$400.00 |
| 5. Liaison to National Organizations<br>Serving Children and Youth Committee | \$400.00 |

These monies can be spread to cover postage, phone, and duplicating expenses up to the allocated amount and will be reimbursed with proper documentation (Section V, Paragraph B).

**B. Special Request for Additional Funds for Next Fiscal Year**

Requests for any additional funds will be determined on a case-by-case basis by the Planning and Budget Committee.

Amount Requested \$ \_\_\_\_\_

Reason:

Submit: one copy to your Priority Group Consultant; one copy to Planning and Budget Chair; and one copy to the ALSC Executive Director by December 1.

**Form C**

**Request for an ALSC Conference Program**

Name of committee, committees or individual requesting to sponsor a program:

\_\_\_\_\_

Title of program: \_\_\_\_\_

Dates of program: \_\_\_\_\_

Sponsoring group: \_\_\_\_\_

Name of project director: \_\_\_\_\_

Statement of purpose, rationale and goals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target audience for whom program is intended: \_\_\_\_\_

\_\_\_\_\_

Number of persons who may be expected to attend: \_\_\_\_\_

Format of program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Speakers or program participants: (List tentative names or describe type of speakers) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of program:

---

Publications planned:

Program handouts \_\_\_\_\_

Electronic postings \_\_\_\_\_

Follow-up publications \_\_\_\_\_

Equipment needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALSC services and/or resources needed: \_\_\_\_\_

Method of evaluation: \_\_\_\_\_

\_\_\_\_\_

Person(s) submitting request (include name, address, phone, fax and e-mail address)

\_\_\_\_\_

Committee(s) submitting request \_\_\_\_\_

\_\_\_\_\_

Date submitted \_\_\_\_\_

Submit this request form to the Program Coordinating Committee Chair, the Vice president/president-elect and the ALSC Office before or during the Midwinter Conference one year and a half before the planned conference. See current ALA Handbook of Organization for current names and addresses.

**Form D, Committee report form 1**

**Pre-Midwinter Meeting Report**

Name of Committee: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Objectives of committee for this conference year:

How does your committee overall charge or plans for the year relate to and further the goals and priority areas of ALSC and the goals of ALA?

Timetable to achieve these objectives:

Tasks accomplished since Annual Conference:

Plans for Midwinter meetings:

Do you wish to appear before the Board at midwinter? \_\_\_\_\_

If so, please indicate preferred date:

- \_\_\_ 1<sup>st</sup> Session, Sunday
- \_\_\_ 2<sup>nd</sup> Session, Monday
- \_\_\_ 3<sup>rd</sup> Session, Tuesday

What, if any, action do you wish the Board to act upon:

NOTE: Submit one copy of this form to the following individuals: your Priority Group Consultant, ALSC Executive Director, President, and Vice president/president-elect. See the *ALA Handbook of Organizations* or the ALSC website for a list of current names and addresses. Retain one copy to share with your committee members.

Report due DECEMBER 1.

**Form D, Committee report form 2.**

**Midwinter Meeting Report**

Name of Committee: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting time: \_\_\_\_\_ Meeting place: \_\_\_\_\_

Members attending:

Members absent:

Guests:

Summary of meeting, including discussion, decisions reached, follow-up actions decided, etc.:

How did the committee's activities during Midwinter help to achieve the objectives and meet the timetables set by the committee?

What problems did you encounter?

What were the highlights of the committee meeting?

What do you plan to do between now and Annual Conference?

Other comments:

---

Signature of Person Reporting

NOTE: Submit one copy of this report to the ALSC Executive Director before leaving the Midwinter Meeting or within 2 weeks of the close of the meeting.

Also, submit one copy of this completed form to the following individuals: your Priority Group Consultant, President, and Vice president/president-elect. See the *ALA Handbook of Organization* and/or the ALSC website for a list of current names and addresses.

Retain one copy to share with your committee members.

**Form D, Committee report form 3.**

**Pre-Annual Conference Report**

Name of Committee: \_\_\_\_\_

Committee Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

Objectives of the committee for this conference year:

Timetable and activities to achieve these objectives:

Tasks and objectives accomplished since the Midwinter Meeting:

Plans for Annual Conference:

Do you need to appear before the Board at Annual Conference?

If so, please indicate the preferred date:

\_\_\_\_\_ 1st Board Session, Sunday

\_\_\_\_\_ 2nd Board Session, Monday

\_\_\_\_\_ 3rd Board Session, Tuesday

What, if any, action do you wish the Board to act upon:

Materials to be included in the Board docket must be received in the ALSC Office three weeks prior to the start of each conference.

NOTE: Submit one copy of this form to the following individuals: your Priority Group Consultant, ALSC Executive Director, President, and Vice president/president-elect. See the *ALA Handbook of Organization* and or the ALSC website for current names and addresses. Retain one copy to share with your committee members.

Report due MAY 1.

**Form D, Committee report form 4**

**Annual Report/Annual Conference Meeting Report**

Name of Committee: \_\_\_\_\_

Name of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting time: \_\_\_\_\_ Meeting place: \_\_\_\_\_

Members attending:

Members absent:

Guests:

Summary of meeting, including discussions, decisions reached and follow-up actions decided:

Please list the committee's objectives for the past year and rate the committee's effectiveness in accomplishing each:

<u>OBJECTIVE</u>	EXCEPTIONALLY WELL ACCOMPLISHED			NOT ACCOMPLISHED	
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

What problems did you encounter?

What were the highlights of the year's activities?

**Committee Work Plan for the Coming Year**

Name of Committee: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

Conference year: \_\_\_\_\_

OBJECTIVE

WHOSE  
RESPONSIBILITY

WHEN

WHERE

Questions/comments/assistance needed:

---

Signature of Person Reporting

NOTE: Submit all Reports to the ALSC Executive Director before leaving the Annual Conference or within 2 weeks of the close of the conference. Also, submit one copy of this completed form to the following individuals: your Priority Group Consultant, President, and Vice president/president-elect. See the ALA Handbook of Organization and/or the ALSC website for a list of current names and addresses. Retain one copy to share with your committee members.

**Form E, Priority Group Consultant form 1**

**Pre-Midwinter Meeting Report**

**Priority Group Consultant:** \_\_\_\_\_

**Priority Group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committees within the priority group      Chairs

Correspondence since Annual Conference:

Recommendations/problem alert:

NOTE: Submit two copies of this completed form to the ALSC Office by December 1.  
Send one copy each to the ALSC President and Vice president/president-elect.

**Form E, Priority Group Consultant form 2.**

**Post Midwinter Meeting Report**

**Priority Group Consultant:** \_\_\_\_\_

**Priority group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committees contacted during conference:

Committees not contacted:

Procedural or organizational concerns about committees:

New program areas/projects, which could be addressed by committees within your priority group:

Additional comments:

NOTE: Submit one copy of this completed form, within 2 weeks of the close of the meeting to the following individuals: ALSC Executive Director, President, and Vice president/president-elect.

**Form E, Priority Group Consultant form 3.**

**Pre Annual Conference Report**

**Priority Group Consultant:** \_\_\_\_\_

**Priority group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committees within the priority group \_\_\_\_\_ Chairs

Correspondence or contacts since the Midwinter Meeting:

Recommendations/concerns/problem alert:

NOTE: Submit two copies of this completed form to the ALSC Office by May 1.  
Send one copy each to the ALSC President and Vice president/president-elect.

**Form E, Priority Group Consultant form 4**

**Post-Annual Conference Report**

**Priority Group Consultant:** \_\_\_\_\_

**Priority group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Committees contacted during conference:

Committees not contacted:

Procedural or organizational concerns about committees:

Follow-up planned:

New program areas/projects, which could be addressed by committees within this priority group:

Additional comments:

NOTE: Submit one copy of this completed form to the following individuals within 2 weeks of the close of the conference. ALSC Executive Director, President, and Vice president/president-elect.

**Form F**

**ALSC Nominee for Ballot Suggestion Form**

Deadline: April 30

Check one:

- ALSC Vice president/president-elect
- ALSC Board of Directors
- Caldecott Award Committee Chair
- Newbery Award Committee Chair
- Sibert Award Committee Chair
- Wilder Award Committee Chair
- Caldecott Award Committee Member
- Newbery Award Committee Member
- Sibert Award Committee Member
- Division Councilor

If you suggest an individual for Chairperson any of the awards committees, please indicate whether and, if applicable, when this person has been a member any of these committees:

Nominee Information:

Name: \_\_\_\_\_

Present

Position: \_\_\_\_\_

Business

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person a member of ALSC?  Yes  No  Don't know

Nominee's ALA and/or ALSC participation (offices, committees, leadership roles):

---

---

---

Nominee's participation in state, regional, and other library associations (offices, committees, leadership roles):

---

---

---

Other pertinent information regarding the nominee and your knowledge of the nominee's professional background:

---

---

Submitted by:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

---

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*\*Please photocopy this form to distribute to interested colleagues, to suggest more than one person, or to recommend a person for more than one office.\*\*\*

Send completed forms to the ALSC Nominating Committee Chair. See the ALA Handbook of Organization and/or the ALSC Roster for current name and address information.

**Form G**

**Petition to Establish a Discussion Group**

According to the ALSC Bylaws, Article IX, Section 1, fifteen (15) signatures are required for the establishment of a discussion group. All signatures must be those of personal ALSC members.

The statement of function and responsibility of the proposed discussion group is as follows:

I favor this petition to establish this proposed Discussion Group in the ALSC.

Name	Library
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Return completed petitions to the ALSC Executive Director, President and Vice president/president-elect. See the current *ALA Handbook of Organization* and/or the ALSC Roster for current names and addresses.

## Form H

### Sample News Release

From: Director  
ALA Public Information Office

Your acceptance of an ALSC Committee post provides a fine opportunity for publicizing your library, ALSC activities, and the American Library Association. We've prepared a sample news release (below) and we urge you to"

- complete the "fill-in" form to create an individualized release.
- if possible, include a glossy photograph of yourself (preferably 8" x 10" though 5" x 7" is usually also acceptable).
- take the release to your library's director or PR officer, as appropriate, for retyping and submission to local newspapers (city and campus), staff memos (city or campus employees), and to the state library association journal.
- send clippings of your story to the ALSC Executive Director, American Library Association, 50 E. Huron St., Chicago, IL 60611.

(your library's **NEWS RELEASE** form)

From: (library staff member issuing release and telephone number)

FOR IMMEDIATE RELEASE

(your name or position, i.e. Jane Doe or Anytown librarian )IS NAMED TO POSITION IN NATIONAL LIBRARY GROUP.

(your name), (position), (library) has accepted the invitation of (current ALSC Vice president/president-elect of the Association for Library Service to Children, a division of the American Library Association, to serve as (position) of (committee).

(Include a brief statement about yourself and your local or statewide activities, such as "Jane Doe has been a member of the \_\_\_\_\_ library staff for six years and has been active in the state library association", etc.)

The American Library Association is the oldest and largest library association. The near 60,000-member organization is the chief advocate for the people of the United States to achieve and maintain high quality library and information services. The Association for Library Service to Children is concerned with providing the highest quality library service to children in all types of libraries including encouraging the development of quality library materials for children, advocating the rights of children within and beyond the library setting, and supporting the professional development of individuals working with children.

**Form I**

**Notification of Address Change**  
(Please print or type)

**Name**

**Former Name (If applicable)**

**ALA Membership Number**

**Organization Address**

**New Preferred Mailing Address**

**New Office Phone Number**

**New Fax Number**

**New Home Phone**

**New E-Mail Address**

Return to: ALSC, 50 East Huron St., Chicago, IL 60611-2795 or Fax: 312/280-5271

**Form J**

**Publication Proposal Form**

Subject of publication:

Is it timely:

What is the purpose of this publication:

Is it necessary or duplicative:

Are there similar publications already on the market (if so, please list and indicate how this would differ from them):

Should this be a joint publication or co-sponsored:

Recommended author(s) (please include author's qualifications):

Intended audience:

Scope of the proposed publication:

Format of the proposed publication (include possible length, and type of publication, including magazine, article, pamphlet, electronic, book, etc.)

What is the intended life of the publication:

Work plan (indicate how the work will be accomplished and in what time-line):

Project budget:

Submit completed forms to the Chair of the Publications Committee. See the ALA Handbook of Organization and/or ALSC Roster for his/her current name and address.

**Form K**

**ALSC Committee Change Request Form**

Before completing this form the committee should look at their function statement in The ALA Handbook of Organization and talk to their Priority Group Consultant.

Date:

Committee Chairperson:

Committee, discussion group, or proposed group:

Change requested:

Name to:

Number of members to:

Function statement to (attach a copy of the current function statement):

Establish new:

Discontinue:

Other (please elaborate):

Reason for change:

Submitted by (include name, address, phone, fax and e-mail address):

Send completed form to the ALSC Organization and Bylaws Chair and copies to the ALSC Executive Director, President, Vice president/president-elect, your Priority Group Consultant and fellow committee members. See the ALA Handbook of Organization and/or the ALSC Roster for current names and addresses.

**Form L**

**Other Institutes, Workshops and/or Symposia Request Form**

Title:

Date(s) of program:

Sponsoring group:

Name of project director:

Statement of purpose, rationale and goals:

Location of program, if other than an ALA assigned location:

Target audience:

Proposed program plans:

Budget:

Cost to participants:

Need for ALSC services and resources:

Method of evaluation:

Person(s) submitting request (include name, address, phone, fax and e-mail address):

Second contact person (include name, address, phone, fax and e-mail address):

Date submitted:

Submit this request form to the Program Coordinating Committee Chair, the Vice president/president-elect and the ALSC Deputy Executive Director before or during the Midwinter Conference one year and a half before the planned conference. See current *ALA Handbook of Organization* for current names and addresses.

**Form M**

**Special Funds Application**

Project title:

Project objectives:

Name, address, telephone of project director and amount of time available to be spent on project:

How does the project support ALSC's goals and objectives:

What do you see as being the impact of this project on library services for children:

What are the benefits of this project for ALSC members:

What is the potential of this project to produce income:

Project timeline:

Project development plan:

Project budget:

Method of evaluation:

Proposals should consist of clear, concise statements. Attach additional sheets where necessary. Submit proposals to the ALSC Planning and Budget Committee, with copies to the ALSC Executive Director, President, Vice president/president-elect, and Priority Group Consultant.

**Form N**

**ALA Award Recipient Media Profile**

To be completed by the committee which makes/announces the award.

Full name of recipient: \_\_\_\_\_

Full title and description of award: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sponsoring unit/committee: \_\_\_\_\_

Prize awarded (citation, scholarship, cash award, etc.) \_\_\_\_\_

\_\_\_\_\_

Donor of prize: \_\_\_\_\_

Date/time/place to be awarded: \_\_\_\_\_

\_\_\_\_\_

Chair of unit/committee making presentation: \_\_\_\_\_

\_\_\_\_\_

Quote from Chair on why recipient was chosen: \_\_\_\_\_

Brief description of winning project/publication, if appropriate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education/professional background of recipient relating to award (please be specific, including dates):

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Relevant publications/other prizes and honors:\_\_\_\_\_

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Suggested papers/journals (with addresses) to receive release (include hometown papers, alumni newsletters, etc.):

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Please attach any background materials you feel may be helpful, including text of citation if applicable. Also, attach additional sheets, if necessary, to answer any of the above.

RETURN THIS FORM TO

Executive Director  
Association For Library Service To Children  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611

NOTE: PLEASE INCLUDE PHOTOS IF AVAILABLE.

**Form O**

**Report from Representative or Liaison to ALA Units, Other Associations, or Agencies**

Please return this report to the ALSC Executive Director (a copy will be sent to the President and, when appropriate, to the Chair of the Liaison with National Organizations Serving Children and Youth Committee).

**REPORT OF ALSC/ALA REPRESENTATIVE**

Organization or Group \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Purpose of Meeting:

1. Please give brief resume of what took place at the meeting or meetings.
  
  
  
  
  
  
  
  
  
  
2. Were you on the program? (Describe)

Did you note any specific activities of this organization in which either ALA or local libraries should participate? (Describe)

Does the work of this group have a close relationship to the work of ALA? (Please answer in detail showing a relationship or lack of relationship. Attach sheet if needed.)

Please comment on whether or not our representation to this group should be continued.

PLEASE RETURN TO:      Executive Director  
                                 Association for Library Service to Children  
                                 American Library Association  
                                 50 East Huron St.  
                                 Chicago, IL 60611

Date of Report \_\_\_\_\_

(Signature of Representative)

Library \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## **X. Appendix**

### **Appendix A**

#### **THE ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN A division of the AMERICAN LIBRARY ASSOCIATION**

##### Bylaws

Adopted January 28, 1958. Revised June 1960, 1961, 1963, 1964, 1965, 1966, 1968, 1970, 1972, 1973, July 1974, 1976, 1977, 1978, 1979, 1981, 1993, 1994, 1998, 2002, 2005.

##### **ARTICLE I Name**

The name of this organization shall be the Association for Library Service to Children, a division of the American Library Association.

##### **ARTICLE II Object**

The Association for Library Service to Children develops and supports the profession of children's librarianship by enabling and encouraging its practitioners to provide the best library service to our nation's children.

The Association for Library Service to Children is interested in the improvement and extension of library services to children in all types of libraries. It is responsible for the evaluation and selection of book and non-book library materials and for the improvement of techniques of library service to children from preschool through the eighth grade of junior high school age, when such materials and techniques are intended for use in more than one type of library. ALSC has specific responsibility for:

1. Continuous study and critical review of activities assigned to the division.
2. Conduct of activities and carrying on of projects within its area of responsibility.
3. Cooperation with all units of ALA whose interests and activities have a relationship to library service to children.
4. Interpretation of library materials for children and of methods of using such materials with children, to parents, teachers, and other adults, and representation of librarians' concern for the production and effective use of good children's books to groups outside the profession.
5. Stimulation of the professional growth of its members and encouragement of participation in appropriate type-of-library divisions.

6. Planning and development of programs of study and research in the area of selection and use of library materials for children for the total profession.
7. Development, evaluation, and promotion of professional materials in its area of responsibility.

### **ARTICLE III Membership and Dues**

Sec.1. Members of the Association shall be those persons who, in accordance with ALA Bylaws Article I, have paid dues to ALA and to ALSC.

Sec. 2. The ALSC may charge additional fees in accordance with the ALA Bylaws Article VI, Sec. 6(d), when approval of such fees has been given by the membership by mail vote.

### **ARTICLE IV Board of Directors**

Sec. 1. The Board of Directors shall consist of the officers of the Association; the immediate past-president; the ALSC/ALA Councilor; the fiscal officer; eight additional directors, three to be elected each year for a term of three years each, except beginning in 1977 and every third year thereafter when two shall be elected for a term of three years each.

Sec. 2. The Board of Directors shall manage the affairs of this Association under the policies adopted by the Association and within the fields of its responsibility as approved by the Council of the American Library Association as described in Article II of these Bylaws.

It shall conduct or review all business pertaining to ALSC between membership meetings.

It shall assemble for the presentation to the ALA Committee on Program Evaluation and Support all budget requests for projects and activities planned by ALSC, its committees, or the other subordinate units.

Sec. 3. A vacancy in the membership of the Board of Directors shall be filled by appointment of the president with approval of the Board of Directors. The appointee shall hold office until the next annual election, when nominees shall be presented to the membership for election to complete the unexpired term as provided in Article X, Sec. 2.

### **ARTICLE V Officers and Duties**

Sec. 1. The officers shall be president, a vice-president who shall also be president-elect, a fiscal officer; and an executive director. The vice-president (president-elect) shall be elected annually. The fiscal officer shall be elected beginning in 2006 and every third year thereafter for a term of three years. The executive director shall be appointed by the Executive Director of the American Library Association with the approval of the ALA Executive Board and the concurrence of the Board of Directors of ALSC.

Sec. 2. The president, vice-president (president-elect), fiscal officer, and executive director shall perform the duties pertaining to their offices and such other duties as may be approved by the Board of Directors.

- a) The president shall preside at all meetings of the ALSC, the Board of Directors, and of the Executive Committee; shall be an ex-officio member of all standing and special committees except the Nominating Committee; and shall be responsible for the Association program at the annual conference of the American Library Association.
- b) The executive director shall carry out the policies of the Association under the direction of the Board of Directors; shall be responsible for the operation of the Association Office; and shall serve as a member of the Board of Directors without vote.

Sec. 3. In the event that the office of president becomes vacant, the vice-president shall become president and shall continue to fulfill the duties of the vice-president until the results of the next election are certified. In the event that the office of vice-president becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of vice-president and succeed to the presidency. In the event that the office of fiscal officer becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of fiscal officer for the remaining of the three-year term.

#### **ARTICLE VI Executive Committee**

Sec. 1. The Executive Committee shall consist of the president who serves as chairperson, the vice-president (president-elect), the past-president, the ALSC/ALA councilor, a fiscal officer, and the executive director of ALSC.

Sec. 2. The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for the Association. It shall review agendas for the meetings of the Board of Directors, and for the annual Business meeting of the Association, and may make recommendations to the Board regarding items reviewed and under consideration.

Sec. 3. The Chairperson of the Executive Committee shall be responsible for reporting all business transacted by the committee at the next regular meeting of the Board of Directors.

Sec. 4. All actions of the Executive Committee shall be subject to the review of the Board of Directors.

Sec. 5. The fiscal officer shall oversee and track the budget, attend BARC/PBA meetings, and serve as a liaison between ALSC and ALA on financial matters.

#### **ARTICLE VII Meetings**

Sec. 1. Annual Meetings. A program meeting shall be held during the Annual Conference of the American Library Association. A business session of the membership shall be convened during the Annual Conference of the American Library Association. Fifty members shall constitute a quorum.

Sec. 2. Board of Directors Meetings. Meetings of the Board of Directors shall be held in connection with the Annual Conference and a Midwinter Meeting at the time of the midwinter meeting of the Council of the American Library Association and at other times at the call of the president. A majority of the voting members shall constitute a quorum. Vacant positions shall not be included in establishing a quorum.

Sec. 3. Executive Committee Meetings. Meetings of the Executive Committee shall be held at the call of the chairperson. A majority of the voting members shall constitute a quorum.

Sec. 4. Votes by Mail. Votes by mail of the membership may be authorized by the Board of Directors. Such authorization must be accompanied by the assurance from the ALA Executive Board that funds are allocated to pay the cost of such mail vote. A majority of votes cast shall be required to carry.

Sec. 5. When mail votes of members of the Board of Directors or of committees are taken between meetings, a majority of votes cast shall be necessary to carry.

## **ARTICLE VIII Committees**

Sec. 1. Standing, Special, and Ad Hoc Committees shall be authorized by the Board of Directors and may be discontinued by the Board. All members of ALSC Committees and ALSC representatives to Joint Committees shall be members of the Association for Library Service to Children.

Sec. 2. The Newbery Award Committee, the Caldecott Award Committee, and the Sibert Award Committee.

- a) The Newbery Award Committee shall consist of the following fifteen (15) members: Seven (7) members to be elected annually from a slate of no fewer than fourteen (14), a chairperson elected annually from a slate of two (2), and seven (7) members appointed by the president.
- b) The Caldecott Award Committee shall consist of the following fifteen (15) members: Seven (7) members to be elected annually from a slate of no fewer than fourteen (14), a chairperson elected annually from a slate of two (2), and seven (7) members appointed by the president.
- c) The Sibert Award Committee shall consist of the following nine (9) members: Four (4) members to be elected annually from a slate of no fewer than eight (8), a chairperson elected annually from a slate of two (2), and four (4) members appointed by the president.
- d) No individual may serve on either Caldecott, Newbery, or Sibert Award Committees more often than once every five years. This guideline will apply to Caldecott, Newbery, and Sibert Award Committees only. This guideline will not apply to the selection of nominees for Chair. This guideline will not apply to other ALSC prestigious award committees.

Sec. 3. Special Committees for which the Board of Directors has designated no termination date shall automatically expire at the end of two years (at the time of the adjournment of the ALA Annual Conference) unless otherwise ordered by the Board of Directors.

Sec. 4. Appointments.

- a) Appointments of all committee members whose terms begin at the end of Annual Conference shall be made by the vice-president (president-elect) for a period not to exceed two years. Members may be appointed for a second but not a third consecutive term.
- b) Appointments of all committee members whose terms begin at the end of the Midwinter Meeting shall be made by the president for a period not to exceed two years. Members may be appointed for a second but not a third consecutive term.
- c) Members of Standing Committees, except Nominating, Newbery, Caldecott, and Sibert shall be appointed for overlapping terms.

- d) Designation of chairpersons of Standing Committees shall be made annually.
- e) Chairpersons of Special Committees shall serve for the life of the committee.
- f) The members and chairpersons of any new committee authorized during the year shall be appointed by the president.
- g) Any vacancy occurring on a committee shall be filled by the president.

Sec. 5. Priority Groups.

- a) Each ALSC committee shall be assigned to a Priority Group.
- b) Each Priority Group shall have a consultant appointed from the membership by the president.

**ARTICLE IX Discussion Groups**

Sec. 1. Establishment. When 15 or more members are interested in discussing a common problem which falls within the scope of the Association but which is not the responsibility of a single committee, they may form a discussion group after approval of a signed petition presented to the Board of Directors. The petition shall include the purpose of the group and the requirements for membership.

Sec. 2. Discontinuance. The Board, upon the recommendation of the Committee on Organization and Bylaws, or upon recommendation of the Group itself, may discontinue a discussion group when in its opinion the usefulness of the group has ceased.

Sec. 3. Membership. Membership is limited to ALSC members who have direct contact with the problems and concerns that relate to the group.

Sec. 4. Functions. The group shall elect a chairperson annually at its meeting during the Annual Conference. The chairperson shall keep the president, president-elect, and the executive director fully informed of all meetings and activities of the group. With Board approval, a discussion group may disseminate information, recommendations, and conclusions arrived at in its discussions; and the Board and all committees of ALSC may call upon the group at any time for its advice and counsel in the areas of its expertise. The discussion group may make recommendations to the Board within its areas of concern, and the Board may call upon the group at any time for its advice and counsel.

**ARTICLE X Nominations and Elections**

Sec. 1. At the Midwinter Meeting of the Board of Directors, the president-elect shall recommend for appointment by the Board a Nominating Committee of not less than three members to select candidates for election the following year. No member of the Board of Directors shall be appointed to this committee.

Sec. 2. The Nominating Committee shall prepare a slate to consist of: two (2) candidates for vice-president (president-elect); and six (6) candidates for three (3) directors, except every third year when four (4) candidates for two directors shall be selected; two (2) candidates for ALSC/ALA Councilor in appropriate years; two (2) candidates for fiscal officer in appropriate years; fourteen (14) candidates for seven (7) Newbery Awards Committee members-at-large; fourteen (14) members for seven (7)

Caldecott Awards Committee members-at-large; eight (8) candidates for four (4) Sibert committee members-at-large; four (4) candidates for two (2) Laura Ingalls Wilder Award Committee members-at-large beginning with the 2001 election and every two years thereafter; two (2) candidates for Newbery Awards Committee chairperson; two (2) candidates for Caldecott Awards Committee chairperson; two (2) candidates for Sibert Awards Committee chairperson; two (2) candidates for Laura Ingalls Wilder Award Committee chairperson beginning with the 2001 election and every two years thereafter; and candidates to fill vacancies as approved in Article IV, Sec. 3 and Article V, Sec. 3 of these Bylaws. The Nominating Committee shall report its slate of candidates at the Midwinter Meeting of the Board of Directors the year following its appointment.

Sec. 3. Each nominee named by the Committee must be a member of ALSC and the written consent of the nominee must be filed with the Nominating Committee.

Sec. 4. A candidate may be nominated by a petition signed by twenty-five personal members of ALSC. The nominee shall be a member in good standing of the Association. The petition and the written consent of the nominee shall be filed with the ALSC Executive Director for at least four months before the annual meeting, and the names of the candidates so nominated shall be listed on the official ballot.

Sec. 5. The election shall be carried on in accordance with the ALA Bylaws, Article III, Sec. 4, and with ALA procedures.

#### **ARTICLE XI Amendments**

Sec. 1. These Bylaws may be amended by a two-thirds majority vote of the members present and voting at a regularly scheduled business session, provided the amendment has been proposed by the Board of Directors, by a committee authorized to do so by ALSC, or by a majority vote of the members present at a business meeting.

Sec. 2. These Bylaws may be amended by a mail vote of the membership when a two-thirds majority of the votes returned are affirmative.

Sec. 3. The proposed amendment must be sent to the membership not less than one month before the vote on it shall be taken. It may be sent to the membership by inclusion in an official publication of ALSC, the *American Libraries*, or by direct mail when so authorized by the Board of Directors.

#### **ARTICLE XII Parliamentary Authority**

*The Standard Code of Parliamentary Procedure*, by Alice Sturgis (McGraw-Hill), latest edition, shall govern the Association for Library Service to Children in all cases in which they are not inconsistent with the Bylaws of this Association and with the Constitution and Bylaws of the American Library Association.

## **Appendix B**

### **OPEN MEETING POLICY: An Interpretive Statement of the American Library Association**

The policy on Open Meetings, 7.4.3., reads as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

The American Library Association is a national educational association with an organizational pattern of units and sub-units with distributed responsibility for the conduct and accomplishment of its business. As a membership association, its structures, procedures, and actions do not parallel public or governmental bodies.

In support of its goal of promoting and improving library service and librarianship, the ALA conducts activities such as: developing standards; accrediting library school programs; granting scholarships, awards, and other recognitions; developing and conducting continuing education programs; publishing monographs and periodicals; reviewing and recommending publications; publicizing library needs and services; recommending legislation; providing advisory assistance; conducting many other projects and programs related to the development or improvement of library services.

Many of these activities require discussion by a planning or evaluating group, and an assessment of individual or institutional achievement. Questions have been raised concerning the manner in which the Open Meetings Policy relates to ALA's activities.

In implementing the above policy, the following general concepts should be kept in mind:

Personnel assessment areas in association activities should be structured so that no individual's right to privacy will be abridged or endangered.

Discussions of confidential information regarding an institution should not abridge the institution's right to privacy.

Information regarding individuals and institutions may be considered by the individual or institution to be confidential or highly sensitive (private) at one date, but public information at a later date; the association may need to take timing into account in identifying specific matters of privacy.

ALA members and other interested persons should be encouraged to attend meetings where business is conducted; closed meetings should be planned only when they are essential to protect privacy.

Matters affecting the privacy of individuals or institutions frequently include such areas as:

Deliberations concerning the performance of personal members, or institutions, or paid staff of the ALA and its units.

Deliberations concerning professional achievements, contributions, and qualifications of members being considered for office.

Deliberations concerning the qualifications of individuals or institutions being considered for grants, scholarships, or similar recognition.

Deliberations concerning the ability of an institution to meet published criteria or standards.

Deliberations concerning contractual matters, and matters with legal or financial implications for individuals or institutions.

Deliberations concerning awards to individuals for achievement and/or creative works.

Deliberations concerning awards to institutions or organizations.

The work of the Association should normally be accomplished at the Annual and Midwinter meetings, in sessions open to all of the membership. It is the responsibility of the Chair of each unit to insure that the spirit of the open meeting policy is enforced. Each Chairperson should identify any need for a closed portion of a meeting at the time the meeting is announced; that fact should be made known in advance. No matters other than those requiring protection of privacy may be discussed during that time period. All actions taken in closed session must be reported to the membership of the parent unit and made public at the earliest possible time after the closed session.

Although a unit's workload may be such that some of its business must be conducted through correspondence or meetings held outside of conference, notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced prior to the meeting and the results of the meeting made public at the earliest possible time

Questions or complaints regarding adherence to the Open Meeting Policy should be addressed to the chief officer of the governing unit.

## Appendix C

### ALSC Procedure for Implementing ALA Open Meeting Policy

The ALA Policy on Open Meetings, 7.4.3., is as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

In January, 1981, ALA Council adopted a statement interpreting this policy (Council Document #24) which the Association for Library Service to Children endorses. Committee Chairs should familiarize themselves with this statement and its guidelines, for Chairs are responsible for ensuring both the right of the membership to hear the business deliberations of the association and the privacy rights of individuals and institutions.

Generally speaking, the working sessions of ALSC committees are open to members who may listen to, but probably not participate in, a committee's deliberations. Members who accept appointment to a committee must also be willing to accept the spirit of the open meeting philosophy and be willing to make every effort to ensure that members observing can hear and view the proceedings.

When a Chair sees that the business of a committee will require a closed session, she/he should indicate "closed" in the appropriate box on the meeting request form, (where is this form?) which must be filled out for the ALA Conference Arrangements Office before the midwinter and annual conferences. This ensures that the meeting will be designated "Closed" in the conference program, and adequately notifies the membership that the session is not open.

If the Chair anticipates that only part of the business of a committee meeting requires a closed session, she/he should arrange to close at the beginning or end of the meeting time period, and should, if possible, indicate the time of the closed portion when filling out the meeting request form.

It is recognized that it is not always possible to anticipate closed meetings. If the need to close a meeting develops during a committee's deliberations, the Chair should try to rearrange the agenda so that the closed session can take place at the beginning or at the end of the scheduled meeting time, and should announce the timing as soon as possible.

If a Chair is uncertain about closing a meeting or a portion of a meeting, the situation should be referred to the Priority Group Consultant, who may consult with the ALSC President before deciding on the best course for the Chair to take.

In reporting actions taken in closed sessions, a Chair should follow the procedure outlined in the ALA Interpretive Statement.

#### Procedure for Reporting Inappropriately Closed Meetings

A member who feels that a meeting of any ALSC unit has been inappropriately closed may make a complaint in writing to the ALSC President, stating the reasons for the objection to the closed session. The President and/or the ALSC Executive Committee will consider complaints as soon as possible and any action taken will affect future meetings, but it is unlikely that an immediate decision (during the meeting in question) can be made. The President will notify the complainant of the resolution of the complaint, and will report the incident to the Board at its next session. If the member is not satisfied with the decision of the ALSC President, the matter may be appealed (in writing) to the ALSC Board.

## **Appendix D**

### **Guidelines for Evaluating Proposals for Continuing Education**

Elements to be considered in a Continuing Education proposal:

1. Provides continuing education in the field of library service to children
  - Does the project deal with an important matter in the ALSC field of responsibility?
  - Is this activity worth doing? Is this the time to do it? Is it urgent that it be done? Can it be done in time to be of use?
  - Is the project in accord with the priorities and emphasis of ALSC?
2. Target audience
  - What sectors of the community may be expected to participate?
  - Is this program unique? That is, are there competing programs with the same focus that meet the continuing education needs of librarians and therefore make this program less important to offer under ALSC sponsorship than other programs might be?
3. Program details (time, place, etc.)
  - Can the program be accomplished in the period of time suggested in the proposal? Is the time schedule realistic in allowing for emergencies and setbacks and designed to bring the program to a conclusion within reasonable limits?
  - Are the goals and objectives well articulated and reasonable?
4. Techniques to be used (lecture, small group discussion, role playing, etc.). Is the method of organization of the program selected a good one for the content proposed?
5. Financial statement - cost projections

- Is the budget realistic? Are all costs included? (Advertising or publicity, meeting space, speakers, etc.)
- What is the basis for the registration fee for participants? Is it a reasonable fee?
- What are the fiscal costs to ALSC?
- What number of participants is necessary to pay the costs of the activity? Is this number reasonable given the focus of the activity, the geographical region, etc.? What is the evidence?
- Is there already an investment in this project by ALSC or by the requesting group? If there is, does it deserve to be built on or should the project be abandoned before more money is spent?
- Is the project terminal or does it commit ALSC to long-term support?

6. Demands upon ALSC. How much staff time from ALSC will the project require? Can the total program of ALSC afford the staff time required for the new activities?

7. Evaluation

- How will the program be evaluated? Is the evaluation process clearly enunciated as a part of the project?
- Are CEU or academic credits arranged for participants in the project?

## Appendix E

### Guidelines for Publications

#### Types of Publications:

Brochure

Article to *Children and Libraries: The Journal of the Association for Library Service to Children*

Article to the ALSCConnect newsletter

Pamphlets

Books

#### Who can submit proposals?

Committees

Individuals

#### When can proposals be submitted?

Between association meetings and no later than six weeks before Midwinter or Annual.

#### Submit proposals to:

Chair, Publications Committee (see current *ALA Handbook of Organization* and/or the ALSC roster for current name and address information).

#### Procedure for the Publications Committee to follow:

Chair to members for evaluation

Written comments from committee to Chair if unable to attend Midwinter or Annual.

Committee Chairs or proposal presenters should be available to meet with Publications Committee, if necessary.

#### Possible outcome of proposals from Publications Committee:

- Good - submit to Board
- Good, but incomplete  
Missing information includes:
- Good, but duplicates the following:

- Good idea, poorly conceived - rewrite or expand
- Good idea in general, but should be made more specific or directed toward a more specific topic or audience.
- Idea does not fit priorities of ALSC.

## Appendix F

### FACT SHEET

Contact: Public Information Office  
312-280-5043/5042  
pio@ala.org

## What to do when the media calls

Note: Media calls received by staff should be directed to the press officer in the ALA Public Information Office (PIO) to be screened. The press officer will send background materials and determine who is the most appropriate spokesperson. If you are, in fact, the appropriate spokesperson, answer the reporter's questions following the tips below. Be sure to fill out a Media Contact Form and send to PIO. If you have questions or need additional information or counsel, please contact the Public Information Office.

Ask questions. Determine the name of the publication or station. Find out what the story is about, the reporter's angle, when the deadline is. If you do not feel qualified to address the question or are uncomfortable with the approach, say so. Suggest other angles. Refer them to the ALA Public Information Office or other sources of information.

Take time to prepare. If a reporter catches you unprepared, say you are in the middle of something and offer to get back to him or her within the hour.

If it is a radio interview, be sure to ask if the interview is live or taped, whether there will be call-ins or another speaker (possibly speaking in opposition). Also, remember that you can have notes in front of you. Nobody has to know.

Be clear about whose position you are representing -- yourself, your library or the American Library Association. You may want to check the ALA handbook for a policy statement or request copies of fact sheets from the Public Information Office (PIO) on a variety of topics.

Know your key message. What is the most important point you want the reporter to convey to the audience? Use every interview as an opportunity to deliver a key message about libraries -- *and* librarians. Sample key messages are available from PIO.

Be prepared to answer the standard "Who-What-When-Where-Why and How" questions. Have supporting facts and examples available. PIO has background information on a wide range of issues.

Don't try to answer a question you don't understand. Ask the reporter to repeat or rephrase it.

## What to do when the media calls/page 2

Keep your answers simple and brief. This is even more important with broadcast media when you may have less than 20 seconds to answer. Too much information can overwhelm the reporter, the reader or the audience -- and it may keep you from being quoted.

Beware of manipulation. Some reporters may ask leading questions, something like "Wouldn't you say...?" followed by an idea for your agreement. Make your own statement.

Think before you speak. Never repeat a negative phrase or comment.

Never say, "No comment." "I'm sorry I can't answer that" or "I'm sorry I don't know" are legitimate answers. Reporters do not want inaccurate information. Tell them you will obtain the information and be sure to get back to them.

Remember that there is no such thing as "off the record." Anything you say—even if not part of the "official" interview—may be used by a reporter.

## **Appendix H**

### **ALAction 2005**