

5.5.7

At the 2010 ALA Annual Conference, on recommendation by the Council Policy Monitoring Committee (PMC), Item #3, the ALA Council revised 5.5.7, Revision to Council Minutes, as follows:

5.5.7 Revisions to Council Minutes

Minutes of Council meetings shall be approved for distribution by the Executive Director and distributed to Council promptly. Council members shall be requested to submit additions or corrections promptly after receipt. Cosmetic and editorial corrections will be made as they are received. Substantive corrections received are placed on the agenda of Council's next official meeting, at which formal approval of the minutes shall take place.

NOTE TO READER: The following was taken from the 2009-2010 ALA CD#17.1, Policy Monitoring Committee Report:

At the 2009 Annual Conference, PMC noted problems with Policy 5.5.7, both as regards clarity, and as to whether 10 days is a reasonable time limit for comment. PMC did not propose any changes to the policy pending determination of actual practice.

The practice for at least two decades has been that the Minutes of Council meetings are approved for distribution to Council by the Executive Director. Distribution currently takes the form of electronic distribution and inclusion on the Website as a Council document. Councilors are expected to read the minutes and submit any corrections to the Council Secretariat. Cosmetic corrections (typos, grammar, formatting, etc.) are made as they are reported. More substantive corrections are included on the agenda for the next Council Meeting so that they may be approved by Council. Once the minutes are approved as amended, the Council Document is corrected. Since this process has been followed without comment for some time, PMC proposes that the policy be rewritten to reflect actual practice.

Note that this revision is purposely silent on the matters of what constitutes "promptly", and on what constitutes "distribution."

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proved for distribution by the President and President-elect and distributed promptly. Council members shall be requested to submit additions or corrections within 10 days of receipt of the minutes, such additions and corrections to be placed on the agenda of Council's next meeting, at which formal approval of the minutes shall take place.

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AMERICAN LIBRARY ASSOCIATION

Item: COUNCIL Item Number: 205.5
Approved by: ALA Executive Board Page: 1 of 1
Issue Date: November, 1958 Supersedes: _____

Minutes

VOTED, That the President, President-Elect, and Second Vice-President* at the time Council meeting was held, be given the responsibility of approving Council Minutes before distribution.

VOTED, That after approval for distribution by the Officers the Council Minutes be distributed promptly, that Council be requested to indicate any additions or corrections within ten days of receipt, and that formal approval of the Minutes and any corrections be placed on the agenda of Council's next meeting.

*Office of the Second Vice-President was eliminated in June, 1971.