For Action

Item #1  Add item "ALA Policy 6.6.3, Leadership Development Program for ALA Committees. The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns."

Approved by the ALA Council at the 1993 Annual Conference.
LEADERSHIP DEVELOPMENT PROGRAM FOR ALA COMMITTEES, CD#14.1, Exhibit 23. Kay Cassell provided background information on the program for new Councilors. President-Elect Franklin said that the Executive Board did not have an opportunity to review CD#14.1, and thus it brought no recommendation to Council.

Councilor Stephen L. Matthews said he believed the idea behind the program was wonderful but still maintained the same reservations he expressed at the 1992 Annual Conference about committees having the right to determine: (1) voting status of interns and (2) whether expenses of interns to participate in meetings outside of the two regular meetings would be covered. He did not believe that lacking experience, an intern should be granted second-class status on a committee. Councilor Sally G. Reed expressed her disappointment with the mixed message being sent to interns that says: "We want your participation, but it is conditional."

Councilor Gail Warner said that the same concerns have been expressed several times. She said that it was a fact that past interns and committees loved the program. This program is an opportunity for ALA to encourage member participation. She felt that the program should be approved without any further comment and, if the program does not work, it can be reevaluated at a later time.

Councilor Irene B. Hoadley asked that the Membership Committee clarify the statement under "Who can be appointed?" to mean "Individuals who have never held an ALA committee appointment or elected office in the Association. Division and other unit services are excluded."
COUNCIL MINUTES
Midwinter Meeting
January, 1993

Councilor Jean W. Farrington voiced her support of the program by saying that it has worked well for ALCTS. The program gives opportunities to people who might not otherwise get appointed to committees. She felt it was time for Council to go on record in support of the program.

It was moved that the Leadership Development Program for ALA Committees be adopted as it is described in CD#14.1. By CONSENT, the motion was amended by adding: "that a report on the effectiveness of the program be given to Council by the Membership Committee at Annual Conference 1995." Council then

VOTED, To approve CD#14.1 as amended.

REPORT OF THE CONSTITUTION AND BYLAWS COMMITTEE, CD#15, Exhibit 24. In the absence of Thomas Alford, chair, Peggy Sullivan reported on the American Film and Video Association's (AFVA) affiliation request. She said that the AFVA request had been reviewed by ALA staff and that it conformed with the ALA guidelines for affiliation. The ALA Constitution and Bylaws Committee had reviewed the AFVA constitution and bylaws and determined that they did not conflict with the ALA Constitution and Bylaws. The Executive Board reviewed the request for affiliation and recommended Council's approval. It was moved and seconded and then

VOTED, To approve the AFVA affiliation request.

Gary Handman, representing AFVA, had been at the conference until Tuesday and had been prepared to accept affiliation status on behalf of AFVA. In his absence, President-Elect Franklin congratulated and welcomed AFVA as the newest ALA affiliate.

Councilor Frances Sedney, Constitution and Bylaws Committee member, presented the rest of the report.

QUORUM AT ALA MEMBERSHIP MEETINGS. Councilors Beverly Lynch and Julie Cummins moved, and Council

VOTED, That the Constitution and Bylaws Committee be directed to prepare a change in Bylaw, Article II, Sec. 6 (quorum) to read: Quorum: 1% of ALA personal members shall constitute a quorum at membership meetings.

Speaking to the motion, Councilor Lynch said that when the original bylaw was passed adopting 200 members as a quorum at a membership meeting, the Association was considerably smaller. She felt that one percent (550 persons) of the membership should be speaking to issues of importance to the Association.

Councilor Frances Sedney, Constitution and Bylaws Committee member, said that the committee had discussed this issue informally and thoroughly supported it. She pointed out that since a membership quorum is currently 200 members, it is possible for a 3/4 vote (150 members) to reverse any decision made by Council, according to the Bylaws.
Report to Council
Policy Monitoring Committee
June, 1993

For Action

Item #1  Add item "ALA Policy 6.6.3, Leadership Development Program for ALA Committees. The Leadership Development Program provides an avenue for interested members who have never held an ALA committee appointment to become involved in ALA committee work by serving as an intern. Interns are appointed for a period of two years by the ALA President-Elect. All ALA committees may have interns."

Approved
by the ALA Council
at the 1993 Annual
Conference.
Council III
Wednesday, January 27, 1993, 8:00 a.m.-12:30 p.m.

LEADERSHIP DEVELOPMENT PROGRAM FOR ALA COMMITTEES, CD#14.1, Exhibit 23. Kay Cassell provided background information on the program for new Councilors. President-Elect Franklin said that the Executive Board did not have an opportunity to review CD#14.1, and thus it brought no recommendation to Council.

Councilor Stephen L. Matthews said he believed the idea behind the program was wonderful but still maintained the same reservations he expressed at the 1992 Annual Conference about committees having the right to determine: (1) voting status of interns and (2) whether expenses of interns to participate in meetings outside of the two regular meetings would be covered. He did not believe that lacking experience, an intern should be granted second-class status on a committee. Councilor Sally G. Reed expressed her disappointment with the mixed message being sent to interns that says: "We want your participation, but it is conditional."

Councilor Gail Warner said that the same concerns have been expressed several times. She said that it was a fact that past interns and committees loved the program. This program is an opportunity for ALA to encourage member participation. She felt that the program should be approved without any further comment and, if the program does not work, it can be reevaluated at a later time.

Councilor Irene B. Hoadley asked that the Membership Committee clarify the statement under "Who can be appointed?" to mean "Individuals who have never held an ALA committee appointment or elected office in the Association. Division and other unit services are excluded."
Councilor Jean W. Farrington voiced her support of the program by saying that it has worked well for ALCTS. The program gives opportunities to people who might not otherwise get appointed to committees. She felt it was time for Council to go on record in support of the program.

It was moved that the Leadership Development Program for ALA Committees be adopted as it is described in CD#14.1. By CONSENT, the motion was amended by adding: "that a report on the effectiveness of the program be given to Council by the Membership Committee at Annual Conference 1995." Council then

VOTED, To approve CD#14.1 as amended.

REPORT OF THE CONSTITUTION AND BYLAWS COMMITTEE, CD#15, Exhibit 24. In the absence of Thomas Alford, chair, Peggy Sullivan reported on the American Film and Video Association’s (AFVA) affiliation request. She said that the AFVA request had been reviewed by ALA staff and that it conformed with the ALA guidelines for affiliation. The ALA Constitution and Bylaws Committee had reviewed the AFVA constitution and bylaws and determined that they did not conflict with the ALA Constitution and Bylaws. The Executive Board reviewed the request for affiliation and recommended Council’s approval. It was moved and seconded and then

VOTED, To approve the AFVA affiliation request.

Gary Handman, representing AFVA, had been at the conference until Tuesday and had been prepared to accept affiliation status on behalf of AFVA. In his absence, President-Elect Franklin congratulated and welcomed AFVA as the newest ALA affiliate.

Councilor Frances Sedney, Constitution and Bylaws Committee member, presented the rest of the report.

QUORUM AT ALA MEMBERSHIP MEETINGS. Councilors Beverly Lynch and Julie Cummins moved, and Council

VOTED, That the Constitution and Bylaws Committee be directed to prepare a change in Bylaw, Article II, Sec. 6 (quorum) to read: Quorum: 1% of ALA personal members shall constitute a quorum at membership meetings.

Speaking to the motion, Councilor Lynch said that when the original bylaw was passed adopting 200 members as a quorum at a membership meeting, the Association was considerably smaller. She felt that one percent (550 persons) of the membership should be speaking to issues of importance to the Association.

Councilor Frances Sedney, Constitution and Bylaws Committee member, said that the committee had discussed this issue informally and thoroughly supported it. She pointed out that since a membership quorum is currently 200 members, it is possible for a 3/4 vote (150 members) to reverse any decision made by Council, according to the Bylaws.
TO: ALA Council
FROM: Kay Cassell, ALA Membership Committee Chair
RE: Leadership Development Program for ALA Committees
DATE: January 23, 1993

When Council considered this program at the 1992 Annual Conference in San Francisco, the Membership Committee was asked to address three major topics. We have done this and submit the Leadership Development Program for ALA Committees to you for approval at this Midwinter Meeting.

1. The first topic was the use of the term "intern." We reviewed practice in ALA units, in other associations and in the literature on mentoring and recommend retaining this terminology. Other terms that we discussed were "committee associate," "protege," "leadership development member," and "fellow." The retention of "intern" truly reflects the intent of this leadership development program. Regular members of ALA Committees are typically experienced in the association and the profession. Interns of a Committee are newer to the association and the profession, and the position of intern enables learning through experience.

2. The Council asked the Membership Committee to reexamine the recommendation that voting status of the intern be determined by the individual Committee on which the intern is serving. In evaluating the trial two-year internship program, we found that some Committees permitted interns to vote and some did not. We recommend providing each Committee with the flexibility to determine the appropriate role for interns in terms of voting but strongly recommend that the interns be allowed to vote.

3. The Council also asked the Membership Committee to reexamine the recommendation that travel be determined by the individual Committee on which the intern is serving. We recommend that each Committee should determine if the intern will attend meetings outside of the Midwinter Meeting and the Annual Conference. We do strongly recommend that if a Committee has such meetings the intern should be included if the budget allows.
LEADERSHIP DEVELOPMENT PROGRAM FOR ALA COMMITTEES

ALA has demonstrated a commitment to the development of new leaders for the profession and for the association. In 1986, the ALA Membership Committee recommended the establishment of the ALA Committee Internship Program to introduce members who have never served on ALA-wide committees to the work of those committees. In 1988, Council approved the ALA Committee Internship Program on a two-year experimental basis. COO and the Membership Committee have evaluated the program and are now recommending that Council approve the extension of this program.

Highlights of this program are:

1. An emphasis upon leadership development opportunities by providing candidates with a way to meet and work with active ALA member leaders;

2. An emphasis upon introducing members who have never served on an ALA committee to the work of those committees;

3. An emphasis upon encouraging ALA Presidents-Elect to consider former interns as candidates for appointment to ALA Committees as a result of their work as effective members of the Committee on which they served;

4. An emphasis upon the role of the ALA Membership Committee as the coordinating committee for the internship program.

Guidelines for the Leadership Development Program for ALA Committees

The internship program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experiences gained by the interns will aid their official appointment on an association committee.

These guidelines are designed to: (1) clarify the role of the intern on the committee and the process by which an intern is appointed; and (2) suggest responsibilities for intern appointments, such as duties on the committee, voting status, etc.
Who can be appointed: Individuals who have never held an appointment or elected office in the Association.

Who appoints interns: Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, Committee chairs, and others.

Which Committees can have interns: All ALA Committees may have interns. It is voluntary for a Committee. The intern position is an extra membership slot on the Committee.

Terms of appointment: Each intern will serve for a period of two years. After the two year period, the intern should not be appointed to another ALA Committee as an intern. Successful interns should be considered by the ALA President-Elect as candidates for appointment as members of ALA Committees. Service as an intern is not counted in accumulating the four years of maximum consecutive service on a committee.

Appointment Letter: An appointment letter detailing the conditions of the internship appointment should be sent to each appointee. The conditions of the appointment, such as expectations, duties, voting rights, reappointment possibilities, should be explained. This should be supplemented with information about the committee (e.g., its charge, the last set of minutes, etc.) on which the intern will be serving.

Duties: The Committee chair will determine the most appropriate duties for the intern on a specific committee. Duties will depend in large part on the nature of the work of a particular committee. An intern should participate fully in the work of the committee to which she/he is appointed.

Voting Status: The Committee will determine the voting status of the intern.

Travel: If the Committee meets outside of Midwinter and Annual Conference, the Committee will determine if the intern will attend the meeting.

Attendance at Meetings: An intern is expected to attend both the Midwinter Meeting and the Annual Conference.
RECOMMENDATIONS:

1. The ALA Membership Committee will coordinate, publicize and evaluate the internship program and report annually to Council and the Executive Board on the program.

2. The ALA Membership Committee will sponsor a one-hour orientation meeting for new interns at each Midwinter Meeting.

3. The ALA Membership Committee will work with interns and their Committee chairs to evaluate the program.

4. The Leadership Development Program for ALA Committees should be described in the ALA Handbook of Organization and included in the charge of the ALA Membership Committee.
MEMORANDUM

TO: ALA Executive Board

FROM: John Mayeski, 1986-87 Chair, ALA Membership Committee

RE: Internship Proposal

DATE: September 4, 1997

The Membership Committee, after considerable study, discussion and communication, has endorsed a recommendation to establish internship positions on ALA Committees. The recommendation came from a subgroup of the Committee.

It is recommended that internship positions be established on those ALA Committees which are willing to participate on an experimental basis during the 1988/89 and 1989/90 terms and that the divisions and round tables of ALA be encouraged to continue or to establish internship positions on their respective committees. ALA committees will be encouraged to request the appointment of one or two interns, at the committee's discretion, by the President Elect of ALA. Such appointments shall be members who have not previously served on an ALA Committee or in an elected position in ALA. Members or former members of such groups as the ALA Membership/Promotion Task Force, the Library Education Assembly, and the Planning and Budget Assembly will be eligible if they have not served on another ALA committee.

Upon approval of this experiment by the members of the Executive Board, the Membership will send letters to all ALA committees informing them of this procedure and such committees will be encouraged to submit names of interns to the President Elect for appointment effective July 1988.
MEMORANDUM

TO: ALA Committee on Organization

FROM: Deborah Miller, Chair, ALA Membership Committee

RE: Internship Proposal for ALA

DATE: May 11, 1986

The ALA Membership Committee recommends the establishment of an Internship Coordinating Committee for the Association:

- to introduce members who have never served on an ALA committee to the work of those committees;
- to allow committee chairpersons to identify members who will be effective regular committee appointees in the future;
- to provide a way for new members to meet and work with active ALA members;
- and to provide recognition of new members by listing them on committee rosters and in the ALA Handbook of Organization.

Attached is a proposal outlining the details of this activity. Thank you for your consideration.

Respond to:

Deborah Miller
840 Rosedale Lane
Hoffman Estates, IL 60195
The ALA Membership Committee recommends that an internship program be established within ALA and the divisions and round tables for the following reasons:

1. To introduce members who have never served on an ALA-wide (division, round table) committee to the work of those committees.
2. To allow committee chairpersons to identify members who will be effective regular committee appointees in the future.
3. To provide a way for new members to meet and work with active ALA members.
4. To provide recognition of new members by listing them on committee rosters and in the ALA Handbook of Organization.

The creation of this program falls into two parts: establishment of internships on ALA-wide committees and encouragement directed toward divisions and round tables urging them to initiate similar programs.

Both parts of the program hinge on the appointment of an internship coordinator or coordinating committee at the ALA level. An internship committee is suggested to provide the visibility that the program will need. Members interested in committee internships will be alerted to the existence of the committee and will know exactly where to write for further information. Creation of a committee also shows that ALA is committed to the program, a fact which may promote the creation of internships in divisions and round tables. The charge of the committee is suggested as follows:

The Committee will serve as an information clearinghouse for all internships within ALA, its divisions and round tables. The Committee will publicize all internships available and will contact committee chairpersons for evaluation of the program and of the interns serving on their committees. The Committee will maintain contact with the appointing authorities and will be charged with helping divisions and round tables without an internship program to develop such a program. Members of the Internship Coordinating Committee shall be appointed for two-year terms by the ALA President.
The following program which is suggested for ALA-wide committees is based on the RASD program, in existence since 1969:

**Composition**
One intern position for each committee or group should be established (the Internship Coordinating Committee should consult with the appropriate authorities to decide whether any ALA committees are inappropriate for intern assignments.) Interns will be selected from ALA members who have not had significant experience on an ALA committee, though participation in division or round table committees will not disqualify a potential intern. Recommendations from divisions, round tables and ALA chapters are to be solicited by the Internship Coordinating Committee.

**Terms of office**
Each intern shall serve for a period of one year beginning at the conclusion of an annual conference and may not be reappointed as a committee intern. The one-year service as an intern is not to be included in the four year maximum of committee service. Interns who have successfully performed assigned work will be considered for appointment on ALA committees. (Any publicity of the program should clearly state that internship experience is not a guarantee of appointment as a regular committee but only of consideration for a committee appointment.)

**Specific duties**
Interns shall participate fully in the work of the committee to which they are assigned. The question of voting privileges for interns will be determined by the committee sponsoring the intern.

**Division and Round Table Internship Programs**
The ALA President and/or Council should write to each division and round table urging the group to develop an internship program. ACRL and RASD already have internship programs which have been operating for several years. A letter of this kind would be followed by communication from the Internship Coordinating Committee. The Committee would offer help in the following areas:
1. development of guidelines for the division or round table program
2. centralized publicity for the entire internship effort
3. centralized recruiting for interns (or, at least the assurance that any request for intern slots in a particular division or round table would be forwarded to the appropriate appointing authority.)
4. possible centralized evaluation of interns and internship programs. Other possible activities which could be centralized would be a mailing for all new members describing the various internship programs including a generic intern application and addresses of the various appointing authorities or a single request to each state organization for recommendations of possible committee interns.

The decision on the voting status of intern on division and round table committees should be made by the division or round table.
INTERNERSHIP PROPOSAL (Information item. Exhibit V)

Mary Hicks read the wording of the ALA committee internship proposal which the Committee on Organization (COO) had approved at its meeting at Annual Conference. This proposal would go to Council for action. Carol Di Prete commended Mary for following up on the ALA committee internship proposal for several years. Carol Di Prete will send a letter about the ALA committee intern experiment to ALA committee chairs, and the division and round table presidents.

The internship proposal, as presented by the ALA Committee on Organization, was approved by Council at Council III.

"The Committee on Organization recommends that a two-year trial period be established for the Membership Committee's internship proposal. It is recommended that internship positions be established on those ALA committees which are willing to participate on an experimental basis during the 1989/90 and 1990/91 terms and that the divisions and round tables of ALA be encouraged to continue or establish internship positions on their respective committees. ALA committees will be encouraged to request the appointment of one or two interns, at the committee's discretion, by the President-elect of ALA. Such appointments shall be members who have not previously served on an ALA committee or in an elected position in ALA. Upon approval of this experiment by the members of the Executive Board and Council, the Membership Committee will send letters to all ALA committees informing them of this procedure to establish an internship. Such committees will be encouraged to submit names of interns to the President-elect for consideration for appointment effective July, 1989. After a two-year trial period, the proposal will be returned to the Committee on Organization for evaluation, and the necessary recommendations will be made at that time."

JOINT DUES WITH CALIFORNIA LIBRARY ASSOCIATION (Information item)

ALA's proposal to CLA has been set to CLA. This trial will be conducted for two years—allowing CLA members to join ALA for the first time for $10 off ALA dues, and ALA members in California to join CLA for the first time for $10 off CLA dues.

During the discussion, Jim Bennett turned the meeting over to Carol Di Prete, before leaving for another meeting.
Horrocks noted that the proper designation for the group was "membership initiative group" rather than "video interest group" and asked that this be changed to make sure that the correct terminology was used. Norman Horrocks/Richard Ostrander moved to accept the MIG statement with the editorial changes suggested by COO. The motion carried; the item will be reported to Council as information only.

2. COO DOCUMENT 5, 5.1. COMMITTEE INTERNSHIPS PROPOSAL.
Patricia Scarry, staff liaison to the Membership Committee, and Mary Hicks, Chair of the Membership Committee, presented the proposal. Susan Brynteson noted that when she had been Chair of the Legislation Committee and of the Publishing Committee, she had written a letter to the Membership Committee expressing concerns about the fiscal impact of the internship program and noting that interns should be persons with some experience in the Association. Ostrander asked what the basic purpose of the proposal was; Hicks said it was to give people a chance to get involved. In terms of the fiscal concerns, Hicks and Scarry said that not all committees should or would have interns, but those committees that chose to do so would solve their own funding questions. Committees would have the option to participate in the program. The program is only a mechanism to encourage participation. Ostrander asked if this would result in a self-perpetuating committee—that is, would the intern be guaranteed a regular appointment to the committee after the internship period was over? Hicks stated that this was not the intent. Rather, the proposal would be a good way to identify potential leaders for the Association. Norman Horrocks stated that he felt this was a worthwhile initiative and that COO should encourage it and approve it in principle. Hicks noted that the proposal had been revised to be less specific, that the trial period would allow some of the problems to be addressed and resolved, and that the specifics could be written after the proposed trial period had ended. McAdams expressed concern over whether or not interns would hold full voting membership on committees and whether it would be the committees' prerogative to make that decision. Patricia Scarry read the document which had been transmitted to the Executive Board to clarify what COO is voting on. Mary Hicks gave background information on the issue, including the question of dealing with internships on the Planning and Budget Assembly. Carol Starr suggested that the section which reads: "Members or former members of such groups as the ALA Membership/Promotion Task Force, the Library Education Assembly, and the Planning and Budget Assembly will be eligible if they have not served on another ALA committee." (From memo to ALA Executive Board from John Mayeski, dated September 4, 1987) Horrocks thought this was acceptable and added that COO should review the program after the two-year trial period. Susan Brynteson said she felt that committees should have discretion in the matter; saying that a committee should suggest names implies that the committee wishes to have an intern. Sharon Hammer suggested that the last paragraph in the Mayeski memorandum be changed to read: "Upon approval of this experiment
Dear Suzanne:

Thank you for your November 21, 1990 memo inquiring about the status of a committee intern for the Committee on Research and Statistics. I have checked with central staff as I was not aware of the intern program as described in your memo. The files indicate that this was considered under a previous chair’s administration and, after some extended discussion, the committee voted not to appoint an intern. The audience at the Committee on Research and Statistics meetings is generally very small, and there is opportunity for them to participate in the discussion and to share an interest in the work of the committee. Given this alternative for people to participate in the activities, little benefit was seen for having a formal intern, especially for a committee more concerned with policy issues than programming.

Your memo indicates that we should be at the end of the two-year trial period and an evaluation is to occur. It appears that only some of the interns actually were appointed and that the organizational structure within ALA to handle this process was never put into place. I look forward to receiving from you the evaluation on the current status of this intern program and the recommendations of the Committee on Organization as to its future. The Committee on Research and Statistics (Statistics was added in 1989/1990) would be willing to revisit this topic if the recommendation is to continue a formal intern program with supporting ALA staff to manage appointments.

Thank you for raising this question. Please let me know if I may be of additional assistance.

Sincerely yours,

William A. Gosling
Chair, Committee on
Research and Statistics

WAG:jl

cc: Mary Jo Lynch
Roger Parent
Gerald Hodges
Dear Suzanne,

I am writing in response to your November 21 memo on "Committee Interns" and on behalf of the Chapter Relations Committee.

Our Committee has participated in the trial program for two years.

In selecting the intern, we reviewed the attendance from our various events, especially seeking to identify any "Chapter leaders" who had been visible and active. One person who emerged had attended three of the Presidents'-Elect Orientation programs we sponsor and seemed ready for more involvement. Thus, a recommendation to this effect was advanced to the Committee on Appointments/appropriate channels. As a result, the individual was appointed as our intern.

Regarding status within the Committee, we were very open and allowed the relationship to develop naturally. In turn, it has resulted that the intern does cast votes and participates fully, even taking on Committee tasks and program responsibilities by request.

We determined at the outset that the intern should receive all Committee mailings and materials and be expected at all Committee events. For example, the recent planning meeting held (in November) by the Chapter Relations Committee included the intern on an expenses-paid basis along with Committee members.

As far as ALA's continuance of this program for interns, although the experience of the Chapter Relations Committee is positive, I am not certain how necessary such a program is. Among the some 1300 entities within ALA, there seems ample opportunity for involvement, even early on in one's membership life, considering one is energetic and assertive about pursuing such. I would feel a better alternative might be to structure a mechanism within the Committee on Appointments and similar Divisional/Unit bodies which ensures a healthy degree of "new blood" on each year's rosters.

Should the internship program be continued, however, I would recommend:

- that an orientation be provided for interns on the purpose of the role and expectations for filling it;
that a consistency for intern service be developed across the organization, i.e. similar guidelines for their participation;

- that the intern experience be structured to be meaningful to both the intern and the Committee; and

- that each intern, based upon a successful experience, be placed on a committee as a full-fledged member within 1-2 years of the internship.

I hope this information will assist your evaluation of the program. Please feel free to contact me if you wish further discussion.

Sincerely,

Patricia Mautino
Chair
ALA Chapter Relations Committee

PM:cb
cc: Roger Parent
Gerald Hodges
Suzanne LeBarron  
State Librarian  
Wyoming State Library  
Supreme Court and State Library Building  
Cheyenne, Wy 8202-0650  

Dear Ms. LeBarron:  

In reference to your letter of 11/21/90, concerning ALA committee interns: the ALA Awards Committee has an intern (Rosemary Ameson) and is very pleased with her performance. It is my understanding that interns are (or were in the past) selected by the president of ALA (but I will check on that). Our intern serves on one of the awards juries, as a committee representative, and does vote. We very heartily recommend continuing the intern program; interns are of considerable assistance to the committee, and the interns benefit from the exposure to ALA and how it works. My only additional comment is that I would have loved to have an intern for the Map and Geography Round Table the year I was chair!

Sincerely,  

Mary L. Larsgaard  
Chair, ALA Awards Committee
January 14, 1991

Suzanne LeBarron, Chair  
ALA Committee On Organization

RE: Intern for AMERICAN LIBRARIES

The AMERICAN LIBRARIES Advisory Committee met today and discussed the topic of a Committee intern. We wish to report that the Advisory Committee supports the idea of a permanent internship program. Our Committee had one intern who made valuable contributions to the Committee, providing very helpful insights and advice to the editor of AMERICAN LIBRARIES. In our case, the way that the intern was originally identified was as an author of an article which was published in AMERICAN LIBRARIES. Subsequently, the editor recommended her to the ALA president who then appointed her as an intern.

Some of the questions you have asked of this committee are not pertinent within the context of our basic charge which is limited to advising the Editor on editorial matters; we do not introduce resolutions, endorse proposals, sponsor programs, or other activities which are typical of most ALA committees and which require committee votes.

It is our feeling that an internship program is indeed desirable as it can provide a valuable opportunity for newer ALA members to contribute to the work of the Association and allow ALA committees to benefit from their perspectives. If a proposal for a permanent internship program in ALA is introduced and approved, Editor Tom Gaughan informed the Committee that this would be announced in an issue of AMERICAN LIBRARIES.

We hope that this information is helpful to you; thanks for giving us this opportunity to comment.

Sincerely,

Salvador Guerena, Chair  
AMERICAN LIBRARIES Advisory Committee

cc Tom Gaughan
MEMORANDUM

TO: Suzanne LeBarron, Chair
Committee on Organization

FROM: Anne Marie Allison, Chair
Committee on Professional Ethics

SUBJ: Internship Program

DATE: January 25, 1991

At the time the American Library Association internship program was initiated in 1989, the Committee on Professional Ethics was not in a position to participate. Since that time, the composition of the Committee has changed, and the internship program itself has been further developed.

The present Committee on Professional Ethics discussed the internship program at its January 13, 1991, meeting. We believe the program has proven valuable, and that ALA should continue it. Furthermore, the Committee is now in a position to participate in the program, and requests that an intern be assigned to it as soon as possible.

Thank you for this opportunity to comment.

AMA/rg

cc: Roger Parent
MEMORANDUM

To: ALA Council
From: Committee on Organization (COO)
Date: January 27, 1992
Subject: 1992 Midwinter Meeting Report, Part II

ACTION ITEMS:

I. Recruitment Assembly.

The Office of Library Personnel Resources (OLPR) Advisory Committee brought forward a request to form a Recruitment Assembly.

COO recommends to Council approval of forming a Recruitment Assembly and that the following charge be approved:
- to facilitate communication about activities related to recruiting for the profession among ALA units and other groups
- to foster coordination and cooperation of recruitment efforts among ALA units and other groups
- to avoid unnecessary duplication and enhance individual and collective recruitment efforts
- to develop a multi-year systematic national recruitment plan as outlined in The Decade of the Librarian 1990 - 2000 and to assist in implementing and monitoring other recruitment strategies outlined in the plan
- to expand the "Each One Reach One" network through publicity and involvement
- to make recommendations for recruitment policies, programs, publications, or other activities to appropriate bodies
- to communicate with other national library/information organizations with an interest in recruitment
- to report to and advise the OLPR Advisory Committee and office on issues and activities related to recruitment.

II. ALA Committee Internship Program

The Council asked COO to work with the Membership Committee on an ALA Committee Internship Program. After work by a joint subcommittee, the Membership Committee brought back to COO a request to establish an ALA Committee Internship Program and
presented a draft set of guidelines.

COO recommends that the ALA Committee Internship Program be reinstituted after Annual Conference, 1992, by which time the ALA Membership Committee will have developed guidelines for the program, and that the Membership Committee assume responsibility for the program.

To accommodate the assignment of this responsibility,

COO recommends that the charge of the Membership Committee be revised as follows:

To establish general policies, programs, and procedures to secure new members; to be responsible for the implementation of these programs; to coordinate membership promotion activities of all units and chapters of the Association; to coordinate the ALA committee internship program; to make recommendations concerning membership dues; and to serve the Association as a sounding board on membership. VOTED unanimously.

III. ALA Representation

In 1990, COO was charged with examining the issue of ALA representation to other organizations and to consider, at a minimum, the questions:

- Is there a difference between official representation and informal liaisons?
- Can divisions appoint representatives and/or liaisons?
- Who decides which individual will be the representative/liaison?

COO recommends the acceptance of the following definitions of terms involved in the issue of ALA representation to other organizations:

1. AFFILIATE: A group having purpose or interests similar to those of the Association or its Divisions/Round Tables which has made formal application for affiliate status to Council (national or international group) or Division/Round Table (local, state or regional groups.) No subdivision of the Association may separately affiliate itself with an organization with which ALA as a whole is affiliated.
2.1 OFFICIAL REPRESENTATIVE TO OUTSIDE ORGANIZATIONS: A member of the Association who is appointed to an outside organization for the purpose of fully participating in their meetings or in the establishment of Councils, joint committees and other groups which work together in activities of mutual interest.

2.2 OFFICIAL REPRESENTATIVE TO OUTSIDE ORGANIZATIONS serves either at the request of Council or at the direct request of an ALA unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. Should an outside organization request an official representative from the Association, the request goes to the Executive Board and Council. If approved, the Committee on Organization identifies the appropriate ALA unit and makes this recommendation to the Executive Board. In the case of potential or actual involvement of more than one ALA unit, COO refers the appointment to the Executive Board Personnel Subcommittee.

3. REPRESENTATIVE TO OTHER ALA UNITS: An appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purpose as communication or information dissemination.

4. LIAISON: A member of an ALA unit appointed by the unit to perform networking or coordinating functions with units inside or with organizations outside the Association. The liaison has no formal role in the governing structure of the other unit or organization.

Note: definitions 1, 2.1, 3, and 4 will be in the new definitions section of the ALA Handbook of Organization. Definition 2.2 will appear as the header over the "Representatives" section in the Handbook.

IV. Terminology - "Task Force"

After consultation with appropriate ALA units, the last of the terms defining organizational units has been finalized.
COO recommends to Council the definition of Task Force as follows:

A task force is an action oriented membership group whose charge is to address specific goals, complete a specific task, or to consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the function statement. Functions of a task force may include the following:

1. Gathering information and making recommendations
2. Studying an issue and preparing a report
3. Carrying out a specific project or activity
4. Conducting programs at conferences
5. Establishing committees or other sub-units.

A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or activist response.

Members of the Committee on Organization:

Rebecca T. Bingham
Melissa Buckingham
Ginnie Cooper
Joseph R. Edelen, Jr.
Salvador Guerena
Suzine Har-Nicolescu
W. Lee Hisle
Phyllis A. Jose
Gail P. Warner
Ramonda S. Wertz
Karen A. Whitney
J. Linda Williams
Suzanne J. LeBarron, Chair

Ref.: coorep2.126
COMMITTEE ON ORGANIZATION REPORT, PART II (CD#19.1, Exhibit 25). Suzanne LeBarron, Chair, presented the second part of the COO report.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was

VOTED, To approve of forming a Recruitment Assembly with the charge:
To facilitate communication about activities related to recruiting for the profession among ALA units and other groups; to foster coordination and cooperation of recruitment efforts among ALA units and other groups; to avoid unnecessary duplication and enhance individual and collective recruitment efforts; to develop a multi-year systematic national recruitment plan as outlined in The Decade of the Librarian 1990-2000 and to assist in implementing and monitoring other recruitment strategies outlined in the plan; to expand the "Each One Reach One" network through publicity and involvement; to make recommendations for recruitment policies, programs, publications, or other activities to appropriate bodies; to communicate with other national library/information organizations with an interest in recruitment; to report to and advise the OLPR Advisory Committee and office on issues and activities related to recruitment.

Linda F. Crismond reported that in the 1992 budget, a new OLPR Program Officer position was approved and that person's responsibility will be to implement the "Decade of the Librarian." It is estimated that 5% of his or her time will be spent supporting the Recruitment Assembly, which is about $1,500 to $2,000 in staff time. There would also be some expenses in postage, printing, and telephone use, which are estimated between $200 and $300. Ms. Crismond noted these expenses, however, could be covered in the OLPR budget.

Suzanne LeBarron presented Item #2--ALA Committee Internship Program. In 1988, the Council approved an ALA Committee Internship Program as originally proposed by the ALA Membership Committee, with a requirement that COO evaluate the program after two years. After contacting the chairs of ALA committees, COO felt there was clearly support for the program, but the lack of procedures caused confusion and inconsistency. The Membership Committee offered to work with COO in developing some guidelines. COO felt that it had two areas of responsibility: (1) to ensure that sufficient procedures were in place and that the program had organizational viability; and (2) to find a home for ongoing responsibility for the program and to ensure regular evaluation and adjustments as needed. The guidelines developed by a joint working group of the Membership Committee and COO were approved by the Membership Committee and brought to COO. COO believes that all the identified problem areas were adequately addressed in the guidelines. An addition to the Membership Committee's charge, which identified the Membership Committee as having ongoing responsibility for the program was also approved. COO members recognized that not having copies of the guidelines available created some problems. However, because there were a few areas in which COO asked the Membership Committee to enhance the guidelines, they were not attached to the COO report. However, COO decided to bring this matter before Council so that the program could begin with the next round of appointments after the Annual Conference.
COO felt that the guidelines will provide an avenue for interested members to become involved in ALA activities and will introduce new people and ideas to ALA committee discussions and decision making. The guidelines will also clarify the role of the intern on the committee and the process by which the intern is appointed and will suggest responsibility for intern appointments. The guidelines also contain a recommendation for an intern orientation, which would be sponsored by the Membership Committee, and recommends a process for evaluating the program.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was moved that the Committee Internship Program be reinstituted after Annual Conference, 1992.

Councilor Stephen L. Matthews questioned the purpose of the internship program. He asked whether the program created a second-class citizen on the committee and wondered whether these were members of the Association who are identified as not having the knowledge or who are seen as not being ready to fully participate on a committee. Kay Cassell, ALA Membership Committee Chair, said the aim was not to make them second-class citizens. This program provides another avenue for people who have not previously had the opportunity to get involved with committees. They would have all the rights and privileges of committee members except voting status.

Councilor Matthews said he applauded the attempt to involve more people in the Association, but he did not like the idea of making some members non-voting members simply because they do not have the experience or connections to hold a full appointment.

Councilor Robert Newlen urged the Membership Committee to consult with the New Members Round Table in preparing the guidelines. NMRT has established a network of liaisons to various ALA committees and has been very helpful in giving members a good start in working on committees.

In response to the concern about second-class citizenship on committees, Suzanne LeBarron said that from a technical perspective, if an intern became a voting member of the committee it would be adding another member to the committee. COO is responsible for the number of members on every ALA committee. If an increase in committee membership was proposed, COO would need to seek approval from Council for each increase.

Councilor Margaret Kimmel said one of the reasons for developing this program came out of the recruitment effort. The program was an attempt to get newer people involved in the Association without changing the committee structure. She strongly endorsed reinstatement of the intern program.

Councilor Regina U. Minudri also supported the concept but felt there was a terminology problem. She felt there was great merit in involving new or younger and underrepresented members on ALA’s major committees.

Councilor and COO member Ginnie Cooper said that the guidelines specifically suggest that an intern might go on to committee appointment. If the intern had a vote, it would mean that there might be potential for six consecutive years of service, which would conflict with ALA rules. Also, the intern appointment would be intended to counteract the notion that getting on an ALA committee is difficult to do.
Councilor Mary Reichel said that when she was Chair of ACRL's Appointments and Nominations Committee, a similar program was instituted. She felt it was extremely effective and that it opened up committees, giving more opportunities for committee membership. She did not run into problems with the term "intern."

Councilor Beverly Lynch pointed out that the problem is with the terminology and not the concept. She also believed that members of Council who have concerns should be given an opportunity to review the guidelines.

Councilor Irene Hoadley questioned the cost of the program because many ALA committees meet between ALA conferences. Treasurer Stoffle said that committees who meet between conferences will not have interns. She stated that additional costs would be incurred for committees with interns with the inclusion of additional persons on conference calls, mailings, listings in the ALA Handbook of Organization, and the directory.

Treasurer Carla Stoffle commented she had some concerns about what we might be saying to our colleagues of color and what seems to happen when we create things to supposedly open doors. If we want to open up the opportunity to serve on ALA committees, we should make it a regular slot and identify it as a new member and a fully participating member. She, too, was concerned with the terminology. She felt that it might be easy to target colleagues of color for the internships so that integration of the committees would be achieved via a slot that is "second-class." If we are really considered with broader representation on the committees, let's have a slot that says it is a new member and write the guidelines that way.

Councilor Rebecca Bingham complimented the Council for their feelings that minorities have been neglected in being incorporated into the committee structure, but she did not want the intern position to become a euphemism for minority members.

Councilor Toni Carbo Bearman said there seemed to be two concerns: (1) a strong desire to bring along potential leaders, particularly those from underrepresented groups; and (2) that these people be included on committees but not with second-class status. She felt there needs to be a leadership program so that members are brought into the program and given additional training through workshops while serving as full members of committees at the same time. She proposed a substitute motion.

On motion by Councilors Toni Carbo Bearman and Judith Meyers, it was

VOTED, To refer the Internship Program issue to the Membership Committee to bring a revised version to Council at Annual Conference.

On motion by Suzanne LeBarron, Councilor and COO Chair, it was moved to accept the definitions of four terms involved in ALA representation to other organizations. (See CD#19.1, pages 2 and 3).
MEMORANDUM

TO: ALA Council
FROM: Committee on Organization
DATE: June 29, 1992
SUBJECT: Committee on Organization Report, 1992 Annual Conference

Action Items

1. RESEARCH AND STATISTICS ASSEMBLY

COO recommends the establishment of a Research and Statistics Assembly with the following charge:
The purpose of the Assembly will be:

- to provide a forum for the exchange of information about library research and statistical activities throughout the association and with other library groups and associations sharing an interest in those topics,
- to enhance the effectiveness of research and statistical activities throughout the association,
- to strengthen ALA's efforts to promote quality work in the areas of research and statistics.
2. MEMBERSHIP COMMITTEE CHARGE/INTERNSHIP PROGRAM

Pending Council's approval of the establishment of an ALA Committee Internship Program, COO reaffirmed its earlier decision to recommend the following change to the charge of the Membership Committee, to incorporate oversight of the internship program:
To establish general policies, programs, and procedures to secure new members; to be responsible for the implementation of these programs; to coordinate membership promotion activities of all units and chapters of the Association; to coordinate the ALA committee internship program; to make recommendations concerning membership dues; and to serve the Association as a sounding board on membership.

3. COO CHARGE
The Committee recommends the following revised charge for itself:
To advise and assist regarding structural and organizational concerns in ALA. To recommend to Council the establishment or discontinuance of divisions, round tables, membership initiative groups, ALA committees, assemblies and joint committees, as the needs of the Association may require. To define the functions of these units, subject to the approval of Council. To recommend to Council the establishment, including the name and size, of other standing committees to consider matters of the Association that require continuity of attention by the members. To recommend to Executive Board the appropriate unit to appoint Official Representatives to outside organizations. To receive notification of the formation of interdivisional committees.

Information Items

1. DISCUSSION GROUP DEFINITION

COO discussed the definition of a discussion group as part of its general work on the definitions of ALA bodies. A draft definition has been developed and will be shared with division officers and discussion groups immediately after conference for their reaction; COO will bring the definition forward to the Executive Board as soon as possible.
2. FUNDRAISING POLICY

In answer to a question from the Executive Board, COO reviewed current policy as to whether a committee or subcommittee may engage in fundraising without Board permission. COO moved that the Chair inform the Executive Board that a committee or subcommittee may indeed raise funds without permission and suggested that, if the Executive Board wishes to explore the matter further, it ask the Development Office Advisory Committee to do so.

3. ALA ORGANIZATIONAL STUDY

COO discussed the several proposals regarding studies of ALA and endorsed the concept of an organizational study and directed that this be a part of our written report to the Executive Board and Council.

4. CHARGE OF THE ALA ELECTION COMMITTEE

COO deferred full discussion of this item until after the Council takes action.

Respectfully Submitted
Committee on Organization
Suzanne LeBarron, Chair
Rebecca Bingham
Melissa Buckingham
Ginnie Cooper
Joe Edelen
Salvador Guerena
Suzine Har-Nicolescu
W. Lee Hisle
Phyllis Jose
Gail Warner
Ramonda Wertz
Karen Whitney
J. Linda Williams

ref.: coorept.629
Guidelines for Internship Program

The internship program began its two-year trial period in 1988. This program, initiated by the ALA Membership Committee, was designed to provide an avenue for interested members to become more easily involved in ALA activities and to introduce new people and ideas to ALA committee discussions and decision-making. The hope is that the experiences gained by the interns will aid their official appointment on an association committee.

These guidelines are designed to: (1) clarify the role of the intern on the committee and the process by which an intern is appointed; and (2) suggest responsibilities for intern appointments, such as duties on the committee, voting status, etc.

Who can be appointed: Individuals who have never held an appointment or elected office in the Association.

Who appoints interns: Interns will be appointed by the ALA President-Elect. Names of possible interns will be forwarded to the ALA President-Elect by individuals, Committee chairs, and the ALA Committee on Committees.

Which Committees can have interns: All ALA Committees may have interns. It is voluntary for a Committee. The intern position is an extra membership slot on the Committee.

Terms of appointment: Each intern will serve for a period of two years. After the two year period, the intern should not be appointed to another ALA Committee as an intern. Successful interns should be considered by the ALA President-Elect as candidates for appointment as members of ALA Committees. Service as an intern is counted in accumulating the four years of maximum consecutive service on a committee.

Appointment Letter: An appointment letter detailing the conditions of the internship appointment should be sent to each appointee. The conditions of the appointment, such as expectations, duties, voting rights, reappointment possibilities, should be explained. This should be supplemented with information about the committee (e.g., its charge, the last set of minutes, etc.) on which the intern will be serving.
Duties: The Committee chair will determine the most appropriate duties for the intern on a specific committee. Duties will depend in large part on the nature of the work of a particular committee. An intern should participate fully in the work of the committee to which she/he is appointed.

Voting Status: The Committee will determine the voting status of the intern.

Travel: If the Committee meets outside of Midwinter and Annual Conference, the Committee will determine if the intern will attend the meeting.

Attendance at Meetings: An intern is expected to attend both the Midwinter Meeting and the Annual Conference.

RECOMMENDATIONS:

1. The ALA Membership Committee will coordinate, publicize and evaluate the internship program and report annually to Council and the Executive Board on the program.

2. The ALA Membership Committee will sponsor a one-hour orientation meeting for new interns at each Midwinter Meeting.

3. The ALA Membership Committee will work with interns and their Committee chairs to evaluate the program.

4. The internship program should be described in the ALA Handbook of Organization and included in the charge of the ALA Membership Committee.
ALA Committee Internship Program

WHEREAS the ALA Membership Committee initiated the ALA Internship Program in 1988; and

WHEREAS the program has been evaluated by the ALA Membership Committee and the Committee on Organization as mandated by Council;

THEREFORE be it resolved that the ALA Committee Internship Program be continued under the auspices of the ALA Membership Committee following the guidelines appended to this document.

Submitted by: Kay Ann Cassell, ALA Membership Committee Chair, Councilor-at-Large

June 27, 1992
COMMITTEE ON ORGANIZATION (CD#19.2, Exhibit 34). Karen Whitney, Councilor and COO member, moved the adoption of the three action items contained in CD#19.2:

1. Establishment of a Research and Statistics Assembly, which included a charge to the assembly;

2. Delegation to the ALA Membership Committee of responsibility for the Committee Internship Program;

3. Revised charge for the Committee on Organization.

By CONSENT, Council approved Items 1, 2, and 3 of the report.

On motion by Councilors Norman Horrocks and Joseph Boisse, Council approved by CONSENT, that COO be asked to re-examine 1991-92 CD#19 concerning the definition of "task force" to clarify how a task force is established and that the committee report to Council at Midwinter 1993.

In speaking to the issue of fundraising as reported in CD#19.2, Item #2, Councilor Horrocks said that the statement was based on a very narrow interpretation of the ALA Policy Manual, which states that "units may not engage in fundraising without Executive Board permission." He said that "units" have now been defined, but that committees and subcommittees were excluded from the definition without examination of how this exclusion might impact such activities as fundraising. He stated that he did not believe it was intended that committees and subcommittees have a blanket license to go out and raise funds without Executive Board permission.

Councilor Karen Whitney said COO did recognize that there was some difficulty with the definition of "unit."

COPES REPORT (CD#27.2, Exhibit 2). By CONSENT, the COPES action item on the elimination of attaching exhibits to Council Minutes was deferred until the 1993 Midwinter Meeting.

RESOLUTION ON THE EXECUTIVE BOARD (CD#53, Exhibit 35). By CONSENT, the Resolution on the Executive Board was deferred until the 1993 Midwinter Meeting.