

**Report to Council  
Policy Monitoring Committee  
June 2003**

In accordance with Policy 5.6 of the *ALA Policy Manual*, the Policy Monitoring Committee (PMC) has reviewed all actions taken by the ALA Council during the 2003 Midwinter Meeting for possible incorporation into, addition to, or changes to the *ALA Policy Manual*. Based on Council action at the Midwinter Meeting in Philadelphia, the following additions and changes are recommended:

**ACTION ITEMS:**

**Item 1.** Based on CD #27, Section C (Midwinter Meeting 2003), submitted by the ALA Committee on Organization, approved by the consent of Council, the PMC recommends Policy 6.16 be revised to read:

**Policy 6.16 Virtual Members**

**1. *Definition of Virtual Members***

Virtual members of committees or task forces have the right to attend meetings, participate in debate, and make motions. Virtual members are not counted in determining the quorum nor do they have the right to vote.

**2. *Appointment of Virtual Members to Standing Committees of the Association***

Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i). Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Committees and the approval of Council. No more than one third of the membership on a standing committee may be virtual members.

**3. *Appointment of Virtual Members to Standing Committees of Council***

Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(b). Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Committees and the approval of the Council. No more than one third of the membership of a Council committee may be virtual members.

**4. *Appointment of Virtual Members to Committees of Round Tables and Divisions***

Virtual members of division or round table committees are appointed in accord with each respective division's or round table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

And add to Policy 4.5

With the exception of [e-members] **virtual members...**

*Taken from the 2002-2003  
CD #27:1 (PMC Report) at  
the 2003 AC.*

**Item 2.** Based on Council Document #27, Section D (Midwinter Meeting 2003), submitted by the Committee on Organization, approved by ALA Council, the PMC recommends Policy 7.4 be revised to read:

**Policy 7.4 Regulations and Guidelines: Conferences and Meetings**

**7.4.1 *Definition of meeting***

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meeting subject to the open meetings policy (ALA Policy 7.4.4). (Asynchronous electronic discussions by electronic mail or other asynchronous communication methods do not constitute meetings because they are not an official assembly with a designated starting time.)

**7.4.2 *Meetings Outside of Annual Conference and the Midwinter Meeting***

Notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced ten days prior to the meeting and the results of the meeting must be made public no fewer than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference and Midwinter Meeting should convey a summary of the discussion of each item considered by the assembly and the decision made.

**7.4.3 *Emergency Meetings***

When an emergency necessitates a meeting outside of Annual Conference or Midwinter Meeting, the ten-day notice requirement is waived. The reporting requirement applies to emergency meetings; furthermore, the report of an emergency meeting must explain the nature of the emergency that made a meeting necessary.

Renumber the remaining sections as follows:

- 7.4.4 (formerly 7.4.3) Open Meetings**
- 7.4.5 (formerly 7.4.1) Registration at Conferences and Midwinter Meetings**
- 7.4.6 (formerly 7.4.2) Preferential Registration Fees**
- 7.4.7 (formerly 7.4.4) Distribution of Materials at ALA Council and Membership Meetings**
- 7.4.8 (formerly 7.4.5) Media Access to Information**  
(number remaining sections consecutively through 7.4.15)

---

Virtual members of standing committees of the Association are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2(a)(i).<sup>1</sup> Inclusion of virtual members on a standing Committee of the Association requires the recommendation of the Committee on Committees and the approval of the Council. No more than one third of the membership on a standing committee may be virtual members.

*Appointment of virtual members to standing committees of the Council:*

Virtual members of Committees of the Council are appointed in accord with the provisions of the ALA Bylaws, Article VIII, sec. 2 (b).<sup>2</sup> Inclusion of virtual members on a Committee of the Council requires the recommendation of the Committee on Committees and the approval of the Council. No more than one third of the membership of a Council committee may be virtual members.


*Appointment of virtual members to committees of round tables and divisions:*

Virtual members of division or round table committees are appointed in accord with each respective division's or round table's appointment procedures for committee members. No more than one third of the membership of a round table or division committee may be virtual members.

---

NOTE: If the action item above is approved, COO recommends the following editorial change in Policy 4.5 (Requirements for Committee Service): The term "e-members" should be changed to "virtual members." The purpose of this change would be consistency in terminology in the ALA Policy Manual.

*Codified by PMC at the 2003 AC as follows:*

-  D. **Definition of "Meeting":** Because members have expressed confusion about what constitutes a meeting (regardless of mode or medium in which it is conducted) and what constitutes other work of a committee, board, task force, etc., COO offers a definition of "meeting" to supersede the definition in *The Standard Code of Parliamentary Procedure*, 4<sup>th</sup> ed.: "A meeting is an official assembly of the members of an organization or board for any length of time during which the members do not separate except for a recess." (p. 106)

The 1981 interpretation of the Open Meetings policy (ALA Policy 7.4.3) states: "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." COO therefore offers a corollary policy to the definition of "meeting."

---

**ACTION #4:** *Adopt the following definition of "meeting" and incorporate it into Policy 7.4:*

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, task force, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize

<sup>1</sup> Bylaws, Article VIII, sec. 2(a)(i) states: "There shall be a Committee on Appointments to be comprised of the presidents-elect of the divisions and the president-elect of the Association, who shall serve as chairperson, to advise the president-elect of the Association on nominations for committee appointments."

<sup>2</sup> Bylaws, Article VIII, sec. 2, (b) states: "Appointment to the Committees of the Council will be made by the Council Committee on Committees..."