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:

<u>Item 1</u>. 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 that 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...**

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)

decisions. Conference calls, Internet chat sessions (and their equivalents), and in-person meetings are recognized as meetings subject to the open meetings policy (ALA Policy 7.4.3). (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.)

Adopt the following corollary policy and incorporate it into Policy 7.4:

7.4.2

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 decisions made.

7.4.3

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.

INFORMATION ITEMS

1. Through a November 20, 2002, communication from Elizabeth Dreazen of the ALA Governance Office, COO has learned that

    > Language is needed to clarify the obligations of the Association to support the participation of emembers. Div execs are hearing from their members that the existence of this new virtual member policy language carries with it the expectation that ALA will bear the cost of bringing the virtual members into meetings, via telephone lines or T1 lines or whatever, and that there will be no cost to the members to participate electronically.

    Nothing in any recommendation COO has made to Council supports an assumption that ALA, its divisions, and its round tables are obligated to subsidize in the cost of participation in meetings by virtual members of committees. In COO's judgment, division executive directors and other staff are on firm ground when they explain to virtual members that they should not rely on ALA, its divisions, or its round tables to bear the cost of their participation. This is analogous to the responsibility members take to participate in meetings held within the Annual Conference or Midwinter Meeting; those members bear the cost of their participation through the fee they pay through conference registration and through the other costs they incur by being at the Annual Conference or Midwinter Meeting.

    Furthermore, in COO's judgment ALA, its divisions, and its round tables are not obligated to bear the cost for members to observe of electronic or telephone meetings. This is also analogous to the responsibility members take to observe meetings held within the Annual Conference or Midwinter Meeting; those members bear the cost of observing meetings through the fee they pay through conference registration and through the other costs they incur by being at the Annual Conference or Midwinter Meeting.

2. As reported to Council in the "2002 Annual Conference Implementation Report to ALA Council at the 2003 Midwinter Meeting" (CD#9), Keith Michael Fiels, ALA executive director, has formed a task force to work on implementation of a calendar of meetings held outside of Annual Conference and the Midwinter Meeting. A copy of the task force's January 21, 2003, report to COO is appended (ALA CD#27.2). COO met with the task force's leaders in Philadelphia on Saturday, January 25. During that meeting COO requested that the proposed form also capture information about the medium (e.g., telephone conference call, chat software, etc.) through which