



Policy, Politics, & International Relations Section
Association of College & Research Libraries, a division of the American Library Association

Politics, Policy, and International Relations Section (PPIRS) Manual

Introduction

This manual serves as a guide to the organization, procedures, and policies of the Politics, Policy, and International Relations Section (PPIRS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association. The manual is distributed to Section officers and Section committee chairs. It is also available on the PPIRS Website.

Governance Procedures of the Politics, Policy, and International Relations Section

Procedures for the Section can be found at:
<https://ppirsacrl.wordpress.com/governance-documents/>

Officer Duties

Chair

1. Serves as officer, and assists in advancing the goals and objectives of the Section and ACRL. Serves as PPIRS voice on ACRL leadership boards.
2. Holds a training session for committee chairs.
3. Chairs the Executive Committee and General Membership meetings at Midwinter and Annual Conferences.
4. Attends the all-committee meeting.
5. Continues as ex-officio member of the annual Conference Program Planning Committee.
6. Is responsible for projects which the Section will pursue during the year.
7. Meets deadlines for budget requests for payment or reimbursement, according to the budget submitted.
8. Schedules all PPIRS committee meetings and programs for Midwinter and Annual Conferences, after consulting committee chairs.
9. Notifies ACRL staff of meeting times and space needs for all section meetings and programs.
10. Submits annual report to ACRL on PPIRS activities.
11. Responds to inquiries from members and non-members regarding PPIRS interests and activities.
12. Serves as master of ceremonies at the annual program, the annual award ceremony, and other public PPIRS events.

In addition to the functions and responsibilities listed above, the Chair should make note of the following checklist of reminders:

Six weeks before each conference:

Prepare agenda for Executive Committee/General Membership meetings. Review minutes from previous Executive Committee/General Membership meetings to help determine agenda items. Review activities of other PPIRS committees.

Four weeks before each conference:

Send agendas to all Executive Committee members and committee chairs. Be sure to include the schedule of all PPIRS committee meetings and their locations.

During each conference:

1. Chair Executive Committee and General Membership meetings.
2. Attend all committee meeting.
3. Represent the Section at the ACRL New Leader Orientation, ACRL Leadership Council, and ACRL Communities of Practice Assembly meetings. Prepare oral report of section events / plans to be presented at Council/Assembly meetings. Take notes of announcements and items of interest to be shared with PPIRS Executive Committee and membership.
4. Attend ACRL Board meeting if possible (optional).

During Midwinter Meeting:

Assist chair of the Conference Program Planning Committee, in finalizing wording for Section program at upcoming Annual Conference. Be sure form is submitted to ACRL staff by deadline.

During Annual Conference:

1. Continue as ex-officio member of the PPIRS Conference Program Planning Committee.
2. Prompt newly-elected Vice-Chair / Chair-Elect to appoint:
 - a. Nominating Committee to plan a slate for election of section officers
 - b. Conference Program Planning Committee for Annual conference two years hence
 - c. Members for other committees.
3. Work with chair of the Conference Program Planning Committee, for next Annual Conference, to submit appropriate forms to ACRL staff.

Vice-Chair / Chair-Elect

1. Serves as officer, and assists in advancing the goals and objectives of the Section and ACRL.
2. Serves as a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences, including, if possible, those at the Annual Conference immediately preceding the taking of office.
3. Appoints a Nominating Committee and committee chair, which is responsible for producing a slate of candidates for section office.
4. Appoints a Conference Program Planning Committee and committee chair, which is responsible for planning the section's program at the Annual conference during the year as chair. Serves as ex-officio member of the committee.
5. Makes appointments to all other PPIRS committees in consultation with the appropriate committee chair. Refers inquiries from members regarding assignments to appropriate committee chair.
6. Participates in ACRL budget orientation.
7. Assists in planning the programs and projects which the Section will pursue during year as chair.
8. Responds to inquiries from members and non-members regarding Section interests and activities.
9. Serves on the ACRL Conference Program Planning Committee. Reports to ACRL staff at meeting of the committee on the PPIRS program being planned for Annual conference during year as Chair.
10. Co-represents (with PPIRS chair) the Section at the ACRL Section Council and Communities of Practice Assembly. Attends the ACRL New Leaders Orientation and Leadership Council meetings.

Past Chair

1. Serves as an officer, and assists in advancing the goals and objectives of the Section and ACRL.
2. As a member of the Executive Committee, attends meetings of the committee at Annual and Midwinter conferences.
3. Serves as a member of the Review and Planning Committee in first year of term and as committee chair in second year of term
4. Performs other tasks as assigned by the Executive Committee.

Secretary

1. Serves as an officer, and assists in advancing the goals and objectives of the Section and ACRL.
2. As a member of the Executive Committee, attends and takes minutes at the Executive Committee and General Membership meetings at Annual and Midwinter conferences. If possible, also attends Executive Committee meetings at Annual conference immediately preceding taking office.
3. Takes attendance at all meetings by passing around a sign-up sheet which asks for name, institutional affiliation and email address. Additional information, such as whether attendee is an PPIRS member or if he or she is interested in serving on an PPIRS committee, can also be solicited in this way.
4. Distributes draft minutes to Executive Committee members; all PPIRS committee chairs; other meeting attendees; and any other interested persons requesting them. Posts final minutes to PPIRS listserv and appropriate PPIRS online locations.
5. Ensures all Section meeting minutes from ALA conferences are submitted to ACRL staff.
6. Accepts proposals for extraordinary governance procedures amendments from groups of PPIRS members and widely distributes them at least thirty days before ALA Annual Conference General Membership meeting.
7. Performs other tasks as assigned by Executive Committee.

Members-at-Large

1. Serves as an officer, and assists in advancing the goals and objectives of the Section and ACRL.
2. As a member of the Executive Committee attends meetings of the Executive Committee and General Membership at Annual and Midwinter conferences, including, if possible, those at the Annual conference immediately preceding the taking of office.
3. Serves as a member of the Membership Committee in first year of term. Chairs the Committee in the second year of term.
4. May be asked to attend ACRL Membership Committee meetings or functions.
5. Performs other tasks as assigned by Executive Committee.

PPIRS COMMITTEES

Much of the work of PPIRS is carried on by committees. Except for the Executive Committee, whose members are elected by the Section membership, all committee members and chairs are appointed by the Vice-Chair / Chair-Elect of the section and serve for either one or two year terms.

Currently the active committees of the Politics, Policy, and International Relations Section are:

- Communication and Publications Committee
- Conference Program Planning Committee
- Executive Committee
- Marta Lange/SAGE-CQ Press Award Committee
- Membership Committee
- Nominating Committee
- Professional Development Committee
- Review and Planning Committee
- Vendor/Publisher Review Committee

Note: All committee meetings, except meetings of the Marta Lange/SAGE-CQ Press Award Committee and the Nominating Committee, are open to all members of ALA.

CHECKLIST FOR COMMITTEE CHAIRS

Preliminaries:

1. Assume responsibility for the work of the committee immediately after the ALA Annual Conference. The first required meeting for all members is the Midwinter meeting following the appointment.
2. Make arrangements with the outgoing committee chair to discuss the work and direction of the committee and any specific responsibilities which have been assumed by members (this should be done before the Annual conference).
3. Make arrangements to have archival material transferred from the outgoing chair.
4. Be ready to make suggestions to the Vice-Chair / Chair-Elect for committee appointments.

Specific Responsibilities:

1. Maintain a roster of all current committee members. Submit copies and all changes to the Vice-Chair / Chair-elect and ACRL staff.
2. Chair committee meetings at Annual and Midwinter Conferences.
3. Make sure each committee member fills out and sends in a committee acceptance form to ALA/ACRL.
4. Report on committee activities at meetings of the PPIRS Executive Committee.
5. Notify PPIRS Chair if you are unable to chair your committee and make arrangements for another committee member to chair the meeting.

COMMITTEES

Communication and Publications Committee

Charge:

Plans and reviews the content of *PPIRS News*, the semi-annual section newsletter. Establishes newsletter policies, solicits/submits articles, reviews, and other pertinent information of interest to section members, and assists the editor in the production of the newsletter. Oversees the content and production of the PPIRS website. Assists the PPIRS webmaster in the production of the website.

Committee positions:

Listserv Editor
Newsletter Editor
Social Media Coordinator
Webmaster

Committee positions are appointed for renewable terms of two years; the only exception being that the Social Media Coordinator and Webmaster have alternating terms.

Membership of the committee consists of the chair, the Committee positions and up to six other members.

PPIRS News newsletter guidelines:

1. The section newsletter will be issued twice yearly, in the spring and fall.
2. Deadline for the spring issue is shortly after Midwinter. Contents for this issue may include:
 - a. Section Chair's column
 - b. Substantive article(s)
 - c. PPIRS meeting schedule for Annual conference
 - d. Minutes of the last business meeting
 - e. Committee reports (short)
 - f. Publicity for the PPIRS program at Annual conference
 - g. List of officers
 - h. Bookshelf (or review column)
 - i. Call for volunteers for PPIRS committees, activities
3. Deadline for the fall issue is the first week of September. Contents for this issue may include:
 - a. Section Chair's column
 - b. Minutes of the last business meeting
 - c. Substantive article(s)
 - d. Call for volunteers to write on suggested topics
 - e. PPIRS meeting schedule for Midwinter conference
 - f. Review of PPIRS committees (charge and chairs)
 - g. Report on the PPIRS Annual conference program

- h. Update on the next year's PPIRS program
 - i. List of officers
 - j. Bookshelf (or review column)
 - k. Call for volunteers for PPIRS committee, activities
4. Print-ready copy is sent to *C&RL News* editor.

Conference Program Planning Committee

Charge:

Plans and implements the annual conference program, including a program pathfinder or bibliography. Coordinates program sponsorship with other ALA units as appropriate.

Membership of this committee consists of the chair, the section vice-chair as an ex officio member, and up to six other members.

Executive Committee

Charge:

Responsible for the stewardship of the Section and the coordination of its activities, provided that it operates within the Section mandate and budget as determined by membership level.

The Executive Committee shall consist of the elected officers and the section's Social Media Coordinator and Webmaster(s).

Marta Lange/Sage-CQ Press Award Committee

Charge:

Recognizes annually an academic or law librarian who, through research, other creative activity, or service to the profession, makes distinguished contributions to bibliography and information service in law or political science.

Membership of this committee consists of the chair and up to six other members.

Membership Committee

Charge:

Recruits new membership and encourages the active participation of members in PPIRS activities. Plans and hosts the section social at annual conferences. Creates and updates the section brochure and other membership recruiting materials.

Membership of this committee consists of the chair and up to six other members. The chair is the senior elected Member-at-Large of the section. The newly-elected Member-at-Large also serves as a member of this committee.

Nominating Committee

Charge:

Prepares a slate of officers for annual elections.

Membership of this committee consists of the chair and at least two other members. By tradition, the Past Chair serves as a member of this committee following the completion of the second year of her term.

Nomination schedule:

March

Vice-chair appoints Nominating Committee.

April

Informational materials on nominations and elections are sent by ACRL office to nominating committees.

Names of members of nominating committees and call for nominations published in *C&RL News* and on the PPIRS listserv.

June (Annual conference)

Nominating Committee meets to select candidates.

August 1

Nominating committees invite nominees to become candidates for office. Formal letters of consent, along with biographical data sheets, must be obtained from nominees to be forwarded by the committee chair to the ACRL office by September 15.

September 15

Acceptance letters / biographical forms are due at ACRL.

December

Names of candidates listed in *C&RL News* and on the PPIRS listserv.

January 15

Names of petition candidates (with completed biographical form) for forthcoming election are due in the ACRL office.

March

Ballots distributed.

May

ACRL notifies candidates of election results. The PPIRS Chair communicates the results to PPIRS members and the Nominating Committee through the PPIRS listserv.

Checklist for Nominating Committee Chair

1. Obtain an PPIRS membership roster from section Vice-Chair / Chair-Elect, in order to ascertain eligibility (all nominees must be members of PPIRS). A list of recent nominees is also helpful. Plan to consult with fellow committee members or make copies of the roster for them.
2. Ascertain offices to be filled by consulting with PPIRS Chair and Vice-Chair / Chair-Elect.
3. Prepare slate of two candidates per office, with back-up names in priority order should a nominee decline or withdraw.
4. Contact potential nominees and describe the position for which they are being asked to run and the term of office (with beginning and ending dates). Send the potential nominee the appropriate position description from the section manual. If the person is undecided about accepting or rejecting the nomination at that moment, negotiate a date by which he or she will give an answer and arrange to re-contact at that time.
5. Provide each nominee with an up-to-date copy of the PPIRS manual. Offer to provide names of people who can answer additional questions.
6. When candidate has agreed to run, send her or him a letter of thanks and an ACRL Biographical Form, with instructions to send the completed form to the appropriate ACRL Program Officer and a copy to you to confirm acceptance of the nomination.
7. When written confirmation has been received from all nominees, notify the appropriate ACRL Program Officer Section chair, and Nominating Committee members of the slate.

Professional Development Committee

Charge:

Supports the continued development of Section members in regards to library instruction, research support, collection development, technology and new media, scholarly communication, and other areas related to the librarianship in the fields of political science, international relations, public policy, law, and related disciplines. Works closely with the Executive, Membership, and Program Planning committees and may also coordinate with PPIRS liaisons to external professional organizations.

Membership of this committee consists of the chair, and up to six other members.

Review and Planning Committee

Charge:

Ensure the Section's immediate and long-term goals match with appropriate ALA and ACRL strategic planning efforts and documents. Maintain the Section governance procedures and Manual.

Membership of this committee consists of the two previous Past Chairs of the Section and up to five other members. The senior Past Chair of the Section chairs this committee.

Vendor/Publisher Liaison & Review Committee

Charge:

To work on strategies for better communication with publishers and vendors in the fields of political science, international relations, public policy, law, and related disciplines; to review and critique major reference sources in these fields; and to communicate to publishers the need for improvements in these sources as necessary.

Membership of this committee consists of the chair, and up to six other members.