

**2011-2012 ALA CD#6
2012 ALA Annual Conference**

TO: ALA MEMBERS:

When preparing a resolution for submission to the Resolutions Committee for the ALA Council's consideration at the 2012 ALA Annual Conference, please also fill out the Council Resolution e-Form. Although, you are not required to complete every portion of the form, any information you provide will help to expedite the resolution process. Proposed Resolution w/Resolution e-Form can be submitted electronically to Larry Romans, chair, Resolutions Committee, alaresolutions@ala.org or hand-delivered to the Resolutions Committee Table #12, ALA Office Area, Anaheim Convention Center (ACC), Hall C. The guidelines, resolution e-form, and sample resolutions are also available at: http://www.ala.org/aboutala/governance/council/resolution_guidelines

Questions and concerns about Resolutions, Memorials and Tributes can be addressed to Larry Romans, chair, Resolutions Committee, via alaresolutions@ala.org. The Resolutions Committee will review all moved and seconded resolutions and may suggest changes to the e-form and language of a Resolution, Memorial or Tribute for clarity and to assist the body in its consideration.

Resolutions Committee members will be available to answer your questions regarding the resolution process during the following times:

Friday, June 22

- 2-4pm

Saturday, June 23

- 9:30-11am
- 5-6pm (Resolutions Committee members will be available for assistance at ALA Membership Meeting, MAR, Platinum Ballroom 1-6)

Sunday, June 24

- 11:30am-1:30pm
- 1:30-3:30pm
- 3:30-4:30pm

Monday, June 25

- 1:30-3:30pm

Eli Mina, ALA Parliamentarian, will also be available at the Resolutions Table for consultation as his schedule permits.

Attachments:

Guidelines for Preparation of Resolutions for Council and Membership Resolutions
Sample Resolutions and Resolution e-Form

Guidelines for Preparation of Resolutions for Council
Policy 5.3 [*Revised*]

The following guidelines are addressed to individuals and units preparing resolutions to come before Council.

Definition: A resolution is a main motion, phrased formally, with (a) *whereas* clauses, stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) *Resolved* clauses in numbered order (stating the proposed policy, advocacy position, or action). A standard template for resolutions is provided at the end.

CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's mission, core values and/or strategic directions.
7. All *whereas* clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Handbook
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The new suggested wording states the resolved phrase *only once*: "now, therefore, be it; Resolved by the [acting body, e.g. ALA, some committee etc.], that..." after which each separate resolved is stated directly in numbered order without repeating "...be it; Resolved by....".

10. All "Resolved" clauses within a resolution should use the objective form of the verb (e.g., "Resolved, that the American Library Association (ALA): (1) supports...; (2) provides...; and [last resolved] urges....") rather than the subjunctive form of the verb (e.g., "Resolved, that the American Library Association (ALA): (1) support...; (2) provide..; and [last resolved]. urge....").
11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

PROCESS:

1. All resolutions submitted by Council members must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution Form.
2. All resolutions must be submitted by either a voting member of Council or an ALA Committee chair; memorial resolutions, tributes, and testimonials are exempted.
3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Local telephone numbers must be given for movers *and* seconds.
4. Resolutions must be submitted 24 hours prior to presentation to Council to allow time for reproduction and distribution. If there are fewer than 24 hours between the adjournment of Council II and the convening hour of Council III, resolutions may be submitted within 90 minutes following adjournment of Council II .
5. The Resolutions Committee must submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required in by ALA policy. Standing committees of ALA and Council presenting resolutions to Council will follow the same process of submission to the Executive Director and BARC. Committee resolutions need no second.

6. Memorial resolutions, tributes, and testimonials are submitted to the Resolutions Committee but as not reviewed by the Committee. They will be presented to Council at the beginning of the last session of Council at each Midwinter Meeting and Annual Conference, and to the Membership at the beginning of the last Membership Meeting at each Annual Conference:
 - a. If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.
 - b. The Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.
 - c. *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.
7. All members are urged to submit a resolution or resolutions prior to the Annual Conference or Midwinter Council meetings by communicating the resolution to the chair of Resolutions Committee through electronic mail.
8. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not to exceed one month without explanation of the Executive Director to Council.

Revised by Council at the 1995 Midwinter Meeting
Revised by Council at the 1999 Annual Conference
Revised by Council at the 2000 Annual Conference
Revised by Council at the 2003 Annual Conference
Revised by Council at the 2008 Annual Conference

**SAMPLE OF RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE
RESOLUTION ON IMPROVING THE FEDERAL DEPOSITORY LIBRARY PROGRAM
AND PUBLIC ACCESS TO GOVERNMENT INFORMATION**

WHEREAS, The Federal Depository Library Program (FDLP) was designed to provide public access to government information through a cooperative network of geographically dispersed depository libraries; and

WHEREAS, The FDLP faces many economic and technological challenges, including the modernization of the delivery methods for government information; and

WHEREAS, A vast number of both print and born-digital publications are not included in FDLP, resulting in less public access and no guarantee of any future access; and

WHEREAS, The Government Printing Office (GPO) has taken leadership coordinating efforts to convert print and microform government information to electronic format; and

WHEREAS, Regional depository libraries need financial and logistical support for maintaining retrospective hard copy collections of government publications; and

WHEREAS, GPO has created a valuable resource in the Catalog of Government Publications (CGP), providing cataloging records for both tangible and electronic publications for 1976 to the present; and

WHEREAS, There are many individual initiatives by depository libraries across the country to create bibliographic records for portions of pre-1976 and fugitive government publications; and

WHEREAS, There is no complete inventory or comprehensive catalogue of government publications necessary to facilitate efforts such as large-scale cooperative services, collection development, and housing of materials; and

WHEREAS, A thorough understanding and documenting of all the current strengths, problems and challenges facing all of the libraries participating in the FDLP does not exist; now, therefore, be it

RESOLVED, That the American Library Association (ALA):

1. Urges the Government Printing Office (GPO) to give priority to expanding the scope of the Federal Depository Library Program (FDLP) collection by capturing a greater percentage of digital and print fugitive government information products.
2. Urges the GPO to develop a plan to expand partnerships for digital retrospective conversion and born digital capture with standards based curation.

3. Urges the GPO and the National Archives and Records Administration (NARA) to accept and archive digital copies resulting from cooperative government information digitization efforts.
4. Urges the GPO to explore within current law all options for cooperative collection development and maintenance, including shared housing agreements between regional depositories and selective depositories.
5. Urges the GPO to create an inventory of all government publications held in depository libraries.
6. Urges the GPO to coordinate depository library cataloging projects for pre-1976 and fugitive publications, and to incorporate them into the Catalog of Government Publications (CGP).
7. Urges the GPO to carry out a series of focused studies that together provide a comprehensive accounting of the issues facing the FDLP and the participating libraries.
8. Urges Congress to allocate sufficient appropriations to GPO to undertake these initiatives.

Mover's Name and Telephone Number, or Email Address:

Larry Romans, Hilton Anaheim, 714-750-4321

Seconders Name and Telephone Number or Email Address:

Francis Buckley, Hilton Anaheim, 714-750-4321

Kevin Reynolds, Hilton Anaheim, 714-750-4321

SAMPLE OF COMPLETED ALA RESOLUTION FORM SUBMITTED WITH RESOLUTION

ALA RESOLUTION FORM

This Form *must* be filled out and attached to all resolutions submitted to Council by voting Council members.

1. TITLE OF RESOLUTION

Resolution on Improving the Federal Depository Library Program and Public Access to Government Information

2. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY):

To be consulted: GODORT, COL

3. ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY):

None

4. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s))

None

5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT:

Government Printing Office, Joint Committee on Printing, other U.S. library organizations.

6. IMPACT ON ALA POLICIES AND POSITIONS

- If the resolution sets forth a general policy or an ALA viewpoint, describe.
- If this resolution necessitates a change in existing policy, state the policy number and the change
- If this resolution establishes new policy, describe.
- If this resolution conflicts with existing policy, state provisions for resolving the conflict.

7. INITIATING COMMITTEE OR UNIT (IF ANY):

None

8. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.):

9. MOVER/SECONDER INFORMATION:

Mover's Name and Telephone Number, or Email Address:

Larry Romans, Hilton Anaheim, 714-750-4321

Secunder's Name and Local Telephone Number:

Francis Buckley, Hilton Anaheim, 714-750-4321

Kevin Reynolds, Hilton Anaheim, 714-750-4321

SAMPLE OF MEMORIAL RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

MEMORIAL RESOLUTION HONORING HERBERT GOLDHOR

- WHEREAS, The library and information science profession lost an eminent leader, teacher, scholar, and researcher on Tuesday, March 29, 2011, with the death of Herbert Goldhor; and
- WHEREAS, He earned a B.S. in library science from Columbia University in 1938 and a Ph.D. from the University of Chicago's Graduate Library School in 1943; and
- WHEREAS, He served in Europe during World War II, and after that service he joined the School of Library Science at the University of Illinois in 1946 until 1951; and
- WHEREAS, He served from 1952 until 1962 as the chief librarian for the Evansville Vanderburgh Public Library, Indiana; and
- WHEREAS, From 1962 until 1978, he held the position of director of the Graduate School of Library Science, now the Graduate School of Library and Information Science, University of Illinois Urbana-Champaign; and
- WHEREAS, From 1975 until his retirement in 1987, he also served as the head of the school's Library Research Center, now the Center for Informatics Research in Science and Scholarship; and
- WHEREAS, He published widely on research methods in librarianship, the administration of public libraries, library education, collection development, and many other topics; and
- WHEREAS, He was responsible for developing the "Indices of American Public Library Circulation and Expenditures"; and
- WHEREAS, He helped to develop the Clinic on Library Applications of Data Processing, which published its first proceedings in 1964; and
- WHEREAS, He served as editor of the *Occasional Papers* series and also as managing editor of *Library Trends*, both of which are still published by Graduate Scholl of Library and Information Science; and,
- WHEREAS, During his tenure, the University of Illinois Graduate School of Library and Information Science achieved the highest national ranking and international recognition, and
- WHEREAS, In 1988, the American Library Association bestowed upon him the Melvil Dewey Medal, in recognition of "creative professional achievement of the highest order"; and

WHEREAS, In 1989, an issue of Library Trends (38:2), "Problem Solving in Libraries: A Festschrift in Honor of Herbert Goldhor," edited by Ronald R. Powell, was devoted to his career; and

WHEREAS, Throughout his career, he was dedicated to maintaining rigor and excellence in library and information science research and believed strongly that public libraries, access to information and ideas, and lifelong learning were essential to a democratic society; now, therefore, be it

RESOLVED, That the American Library Association (ALA), on behalf of its members,

1. Recognizes the significant contributions of Herbert Goldhor over the course of his distinguished career and mourns his death; and
2. Expresses its sincere sympathy to the family of Herbert Goldhor, including Richard S. Goldhor of Belmont, Massachusetts, Alison Goldhor of Minneapolis, Minnesota, Jonathan D. Goldhor of Minneapolis, Minnesota, Barbara A. Goldhor-Wilcock, Ph.D., of Baltimore, Maryland, Debra Revere and Paul Schwartz of Seattle, Washington, Elizabeth Domig of Hallein, Austria, Cheryl and David Schwartz of Colorado Springs, Colorado, and Hilda Lutzke of Verona, New Jersey.

Mover's Name and Telephone Number, or Email Address:
Mary Mallory, Councilor-at-Large, Royal Sonesta, 217-417-8080

Seconder's Name and Telephone Number, or Email Address:
Terry Weech, ALA Lifetime member, Hilton Riverside, 504-561-0500
Michael A. Golrick, Councilor-at-Large, 504-400-6362

SAMPLE OF TRIBUTE RESOLUTION SUBMITTED TO RESOLUTIONS COMMITTEE

TRIBUTE RESOLUTION HONORING JOHN ISON ON HIS RETIREMENT FROM DEMCO, INC.

WHEREAS, John Ison has for twenty-five years represented Demco, Inc., providing a genial presence at American Library Association (ALA) exhibits and meetings as well as at numerous other library gatherings; and

WHEREAS, John has been the representative of this ALA Library-Champion corporation in the provision of funding for numerous worthy projects and activities, awards to many individuals and programs, and other activities supportive of libraries and librarians; and

WHEREAS, John has shown his support for many ALA and other library activities in numerous ways, always with grace and humor; and

WHEREAS, His library career has included professional service as a librarian at the Colorado State Library and as library director of the public library in Durango, Colorado; and

WHEREAS, He completed a master's degree in the library school at the University of Denver; and

WHEREAS, He has incorporated into his library career the experience and knowledge he acquired earlier in the U. S. Air Force; and

WHEREAS, He has announced his decision to retire from his current position with Demco effective January 31, 2011; now, therefore, be it

RESOLVED, that the American Library Association (ALA):

1. Recognizes his achievements and his contributions to the world of librarianship and specifically to ALA and its members; and
2. Expresses its appreciation and gratitude for them and wishes him well in all the years to come, with many members looking forward to his continued interest in and support of libraries.

Mover's Name and Telephone Number, or Email Address:
Larry Romans, Central Library, Vanderbilt University; 615-555-1234

Seconder's Name and Telephone Number, or Email Address:
Kevin Reynolds, Library, Sewanee University; 931-555-5678