

**TO:** ALA Executive Board

**RE:** Procedures to Govern the ALA Virtual Membership Meeting and Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings

**ACTION REQUESTED/INFORMATION/REPORT:**

The ALA Executive Board is asked to approve the Procedures to Govern the ALA Virtual Membership Meeting and Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings

**ACTION REQUESTED BY:**

JoAnne Kempf, Director, Office of ALA Governance

**CONTACT PERSON:**

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**DRAFT OF MOTION:**

***The ALA Executive Board approves the Procedures to Govern the ALA Virtual Membership Meeting and Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings***

**DATE:** April 16, 2012

**BACKGROUND:**

In June 2011, ALA held a “Virtual Town Hall Meeting.” This was in response to a call from ALA membership for additional opportunities to participate in membership meetings; particularly those members who are unable to attend the Membership Meeting held at the Annual Conference.

In 2011, the ALA Bylaws did not provide for the convening of a true “Virtual Membership Meeting;” thus, the event was deemed a “Town Hall Meeting” with no opportunity for the introduction of resolutions and voting.

The 2012 ALA ballot contains an amendment to ALA Bylaw, Article II, Meetings, Section 4, Membership Meetings. The amended section would read:

A membership meeting consists of the voting members of the Association with authority to act as set out in Article VI, Section 4(a) and 4(c) of the Constitution. A membership meeting shall be held during the annual conference and at such other times as may be set by the Executive Board, Council or by membership petition as provided for in Article II, Section 2, of the Bylaws. Membership meetings may be held virtually, and the Executive Board shall establish the procedures for such meetings. (*Underlined sentence is new.*)

Assuming this ballot measure passes, ALA is prepared to hold a full Virtual Membership Meeting on Wednesday, June 6, 2012.

Attached are the final drafts of the “Procedures to Govern the ALA Virtual Membership Meeting” as well as “Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings.” Both documents have been reviewed and sanctioned by ALA Parliamentarian Eli Mina and the ALA Resolutions Committee.

Board approval of the Procedures and Guidelines is sought at this time.

Attachments:

Procedures to Govern the ALA Virtual Membership Meeting  
Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings

## PROCEDURES TO GOVERN THE ALA VIRTUAL MEMBERSHIP MEETING

The following procedures will be used to govern the ALA Virtual Membership Meeting on June 6, 2012:

- (1) Members who wish to participate must register for the meeting using their ALA ID number. Non-members are welcome but will not be recognized to speak and are ineligible to vote on resolutions. As per Bylaw Article II, Section 6. Quorum. “Seventy-five (75) voting members shall constitute a quorum at membership meetings”.
- (2) All resolutions shall be prepared in accordance with the Virtual Membership Meeting Guidelines for Resolutions prepared by the ALA Executive Board and the Resolutions Committee, and published on ALA Connect.
- (3) No resolution shall be presented at the Virtual Membership Meeting that has not been received through the resolution process. (*See* “Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings”). Only the “Therefore be it resolved” clause of a resolution shall be read.
- (4) Members will be recognized in one of three ways to speak to an issue, ask a question, or offer a comment:
  - a. As a submission in advance via the ALA Connect Group, which will be read aloud by a Moderator,
  - b. During the Virtual Membership Meeting by text chat, which will be read aloud by a Moderator, or
  - c. By voice, provided that the attendee has their own functioning microphone and when prompted by a Moderator.

- (5) The Presiding Officer will recognize speakers in the order given by the Moderator. Every attempt will be given to balance recognition among the three methods described above. When submitting a question by text chat or when recognized to speak, please state your name and library or organizational affiliation.
- (6) Each speaker will be allowed up to two minutes. No speaker shall have the floor twice on the same question until all who wish to speak have spoken.
- (7) The Presiding Officer may close debate on an issue or resolution after 10 minutes. Once the debate is closed by the Presiding Officer a vote will be taken on the issue/resolution. The Presiding Officer will announce the result of the vote taken.
- (8) Official votes of the membership will take place on-line or by other means determined appropriate for individuals with accessibility issues.
- (9) Members present are encouraged to vote when invited by the Presiding Officer. All votes will be held open for one minute. Voting selections made following the close of that minute will not be recorded. Votes will be tabulated based on the number of valid votes received.
- (10) Informal polling may be used during the event at the discretion of the Presiding Officer. Poll results will be considered as advisory and non-binding.
- (11) Although a text-based 'open chat' will be offered for the benefit of all participants, Questions and Comments must be addressed as noted above to be answered by the speaker(s).
- (12) After the adoption of the procedures that govern the Virtual Membership Meeting, the Presiding Officer presents the agenda at the opening of the meeting. This agenda may have been amended by the Presiding Officer from any agenda distributed earlier. Other changes to the agenda must be by general consent, if there is no objection, or by a

two-thirds vote. The agenda is then adopted as presented or as amended.

- (13) The meeting will be promptly adjourned at its published time.
- (14) Resolutions not addressed at a Virtual Membership Meeting die at the adjournment of that meeting. They can be resubmitted to the Resolutions Committee for consideration at the next face-to-face or Virtual Membership Meeting.

## **Guidelines for Preparation of Resolutions for ALA Virtual Membership Meetings**

The following guidelines are addressed to individuals and units preparing resolutions to come before the ALA Virtual Membership Meeting.

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).

### **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 Strategic Plan, its mission, and/or core values.

7. Any 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 Policy Manual* (<http://tinyurl.com/buxbhlx>).
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 must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution Form.
2. Any ALA personal member may submit resolutions to be considered at a virtual membership meeting. A resolution must be submitted for review by the Council Committee on Resolutions at least seven (7) calendar days prior to the convening of the virtual membership meeting.

In the interest of expedience and effectiveness, the mover of a resolution is encouraged to submit a statement in advance to be read aloud during the virtual membership meeting.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Email addresses must be given for movers and seconders.
4. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.
5. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the virtual membership meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the Membership Forum.