

POLICIES HANDBOOK: EXECUTIVE BOARD

SCOPE OF RESPONSIBILITIES

- Transacts all business of the North Dakota Library Association. None of the Executive Board's actions shall Conflict with the NDLA Constitution or Bylaws.
- Speaks for the NDLA membership on national, state, and local library issues.
- Sets goals and executes long-range plans for the NDLA.
- Takes no position on social issues that do not directly impact libraries.
- Follows through on directives expressed by NDLA members at the Annual Conference and by section and roundtable decisions.

MEMBERSHIP

- Includes as **voting members**: officers (president, president-elect, secretary, and treasurer; immediate past president); chairs of sections and roundtables; a representative affiliated with the Mountain Plains Library Association (MPLA); a representative affiliated with the American Library Association (ALA).
- Includes as **non-voting members**: ex-officio chairs of the standing committees: Constitutions, Bylaws, and Policies; Finance; Membership; and Nominations and Elections; *The Good Stuff* Editorial Committee; State Librarian; Archivist/Historian; the Chair of the North Dakota Library Coordinating Council; and other Presidential appointed committee chairs such as Legislative, Professional Development; Public Relations, and Intellectual Freedom; and the Executive Secretary.
- All members of the Executive Board must maintain current membership in the North Dakota Library Association.

MEETINGS

- Meets at least three times a year at the call of the President.
- A majority of members shall constitute a quorum for the transaction of business at each meeting.
- Insures that all meetings are open to the NDLA membership.
- Makes decisions which are framed as motions and which are documented in the minutes.
- Approves the calling of special meetings by the President. Such a call requires a two-week notice to the membership.

NDLA EXECUTIVE BOARD LIST (NDLA-EXEC)

- Executive Board members are automatically subscribed to the NDLA-EXEC list at the beginning of their term.

- Any NDLA member may request to be subscribed as a read-only member to the NDLA-EXEC list by contacting the NDLA President. The President will notify the list manager as well as the Executive Board of the addition of non-Executive Board members.
- NDLA-EXEC is available for informal discussion as well as conducting official NDLA business.

Official Business via NDLA-EXEC List

All business of the Association is conducted in accordance with “The Standard Code of Parliamentary Procedure,” latest revised edition, by Alice Sturgis. (Article X, NDLA Constitution). Because the list environment can lead to some confusion when conducting business, the following roles and conventions have been defined.

The President – The President is the presiding officer. As such it is the President’s role to call for motions and seconds; to specify a time period for discussion; to call for votes; to ensure that a quorum of voting Executive Board members have voted; may cast tie-breaking votes; and to announce the final outcome of votes.

The Secretary – The Secretary maintains records of the discussion; keeps record of votes; writes minutes of list transactions; and is a voting member of the Executive Board.

Voting Members of the Executive Board – All voting members of the Executive Board may participate in discussion; may make and second motions; and cast their votes.

Non-Voting members of the Executive Board – Non-voting members of the Executive Board may participate in discussion.

Conventions for online business:

- Making a motion- put the subject of the motion in the subject line.
- Seconding a motion- reply to the email detailing the motion so the text of the motion appears in the body of the email.
- Voting on a motion- reply to the email containing the text of the motion in the body of the email.
- Always identify yourself and your position on the Executive Board.
- Always send all email from your own email account.
- All votes must be sent to the NDLA-EXEC list, not to an individual on the Board.

DUTIES

Reports

- Considers for formal response the minutes from the previous meeting and a current treasurer’s report.
- Receives written reports from all members of the Board at each meeting, for the purpose of making decisions on the annual operating budget, the Annual Conference budget, audits, elections, Annual conference planning, legislative priorities, and other business.

- Compiles an annual report for the NDLA, to be distributed and publicly presented at the Annual Conference.
- Receives the Annual Conference evaluation summary from the Conference Chair.
- Hears reports on specific activities requested by the NDLA President.
- Receives a report at each Board meeting of the activities of the Executive Secretary.

Budget

- Develops and administers the annual operating budget from recommendations made by the Finance committee.
- Approves the Conference budget after reviewing the recommendations of the Conference chair.
- Provides for an annual internal audit by the Finance Committee.
- Arranges for an external audit upon recommendation of the Finance Committee.
- Approves grants, special fees/assessments or costs out of the ordinary as presented by section.

Legislative Responsibilities

- Develops and distributes to the NDLA members and to legislators a statement of NDLA priorities with assistance from the Legislative Committee.
- Attends whenever possible those legislative hearings at which the NDLA President provides testimony.
- Supports NDLA initiatives with contact to appropriate legislative and executive branch officials.
- Maintains communications with NDLA membership as library issues and initiatives develop.

Awards

Major Benefactor Award

This citation is awarded by the NDLA Executive Board to a person or persons who have made significant contributions to a library or libraries in North Dakota. The Major Benefactor Award winner will be profiled in *The Good Stuff* and receive a commemorative plaque. Recognition of the recipient is made during the NDLA Award Banquet at the annual NDLA conference.

An award endorsement committee of made up of the immediate past president of NDLA and other individuals who have previously served as NDLA President will endorse an individual or group for the major benefactor award. This committee may choose to identify an individual or group themselves, or may solicit nominations from the general membership of NDLA. All nominations, whether from the endorsement committee or from the general membership, must be submitted by May 31 of each year. The award endorsement committee should make their determination by July 31 in order to provide adequate time for Executive Board review of the proposed recipients. The NDLA Executive board votes on final approval by August 31 in order to have the award ready to

present at the fall conference. The NDLA President will give the speech that awards the Major Benefactor at the Conference banquet.

Librarian of the Year

Definition

The NDLA Librarian of the Year award is "to be given to an NDLA member who has made notable contributions to the North Dakota library profession, has furthered significant development of libraries in North Dakota, or has performed exemplary statewide service for an extended period of time. In the case of retired individuals, the nominee may be a past member of NDLA."

The honoree is profiled in *The Good Stuff*, receives a commemorative plaque and a one-year free NDLA membership. Recognition of the recipient is made during the NDLA Awards Banquet at the annual NDLA conference.

Procedure

- An award committee made up of previous NDLA presidents and chaired by the immediate past president will verify that the nominee is a personal member of NDLA in good standing or in the case of retired persons - a former member by contacting the NDLA Membership Chair.
- The person or persons nominating a candidate should present **individual letters** of support (minimum of five) which illustrate the nominee's qualifications and in specific how the individual fulfills any of the three areas listed in the definition of the award. A single letter with multiple signatures is not acceptable.
- If available, please submit materials detailing the nominee's contributions to the library profession and their history of service through articles, newspaper clippings, other media references, or any other material which may illustrate the nominee's work in the profession.
- The award committee will review the nominations for Librarian of the Year. All nomination materials should be received by the immediate past president by May 31 of each year.
- The award committee will make the final selection and prepare the award citation by August 31 for presentation at the banquet of the annual conference. The NDLA immediate past president will give the speech that awards the Librarian of the Year at the Conference banquet.

Additional qualifying information

- Nominees from previous years may be nominated again.
- Individuals who have won previously may be nominated again if ten years have passed since he or she last was recognized and if the contributions to the profession or libraries are significantly different from those that garnered the first award for the individual.
- The Librarian of the Year Award is not necessarily presented every year.

Additional Duties

- Proposes Constitution and Bylaws amendments to the NDLA membership,

- including changes in the fee structure.
- Adopts and implements both an annual operating budget and a separate annual conference budget.
 - Acts upon petitions for the establishment of sections and roundtables.
 - Disbands, by vote at two consecutive meetings, sections and roundtables.
 - Validates election results and serves as final arbiter in disputes regarding elections.
 - Approves all entries for the Policies Handbook.
 - Takes directions for action from resolutions adopted by NDLA members at Annual Conference.
 - Protects the integrity of NDLA by insuring that the membership list is not available for commercial purposes; the electronic version is password protected.
 - Insures that activities of sections and roundtables are consistent with the NDLA constitution, Bylaws, and Policies.
 - Reviews the NDLA Constitution, Bylaws and Policies on a regular basis.
 - Recommends affiliation or disaffiliation with other library related organizations, such as ALA and MPLA.
 - Fills vacancies on the Executive Board as appropriate.
 - Monitors status of Board decisions and NDLA adopted resolutions on a continuous basis.
 - Approves the appointment of standing committee chairs and other Presidential committee chairs or other office appointments.
 - Sends changes for the NDLA web site to the person designated by the president as webmaster.
 - Approves Presidential arrangements for hiring an editor or production manager of *The Good Stuff*.
 - Approves and evaluates the annual contract for an Executive Secretary.
 - Evaluates the performance of the Executive Secretary once a year.
 - At the December Executive Board meeting, the Board shall determine the area where the next year's auction money will be used, and at the post-conference Board meeting, when the amount is known, determine how the proceeds will be divided if there is more than one fund involved.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the "Request for Personal Reimbursement" form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

- Determine necessary Board action on resolutions adopted by NDLA members at Annual Conference.
- Review goals and long-range plans for the NDLA, taking steps for implementation.
- Pass on manual, files, and forms to incoming Executive Board members.
- Transfer documents of historical significance to the NDLA Archivist/Historian.
- Complete roster of Executive Board for the year.
- Work out details of the approach to the Legislative Session, if appropriate year.
- Create and distribute the NDLA legislative priorities list with assistance from the Legislative Chair.

Fall/Winter Meeting

- Develop and approve the NDLA annual operating budget.
- Approve the Conference Budget, including setting of exhibit and registration fees.
- Approve Conference theme and receive planning report from the Conference chair.
- Authorize the president to sign the hotel contract for the Conference of the following year.
- Receive summary of Annual conference evaluations from immediate past Conference chair.
- Meet deadlines for *The Good Stuff*.
- Evaluate performance of the Executive Secretary, arranging for a new annual contract.
- Hear updates on activity required by NDLA Annual Conference resolutions.
- Discuss legislative progress, if in a legislative year.
- At the December Executive Board meeting, the Board shall determine the area where the next year's auction money will be used, and at the post-conference Board meeting, when the amount is known, determine how the proceeds will be divided if there is more than one fund involved.

Spring Meeting

- Review status of Annual Conference planning.
- Continue discussion of NDLA's legislative priorities and action needed, if in a session year.
- Hear needs of Elections and Nominations Committee in preparation for the annual ballot.
- Meeting deadlines for the Annual conference program.
- Meet deadlines for *The Good Stuff*.

September

- Validate election results.

- Finalize Executive Board resolutions for presentation to NDLA members at the Annual Conference.
- Confirm that written reports by all Board members have been compiled for presentation to the NDLA members at Annual Conference.

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Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

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Reimbursement statement revised by Executive Board 12/03/04

Auction proceeds statement added by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 05/30/08

Award Duties added by Executive Board 07/28/08