

POLICIES HANDBOOK TECHNICAL SERVICES ROUNDTABLE

PROCEDURES

Technical Services Roundtable Bylaws

Bylaws changes may be initiated by the TECHSERT Executive Committee or by petition signed by a least fifteen members of the Roundtable. See the NDLA Policy Handbook.

A copy of the Roundtable Bylaws will be on file in the NDLA Handbook. A copy will also be sent to ALA's ALCTS office.

Policies Handbook

The policies in the Handbook are to be reviewed annually. Each officer of the Roundtable will review the procedures. Proposed revisions need to be submitted to the Constitution, Bylaws, and Policies Committee. Upon approval of the Constitution, Bylaws, and Policies Committee, the changes are presented to the Executive Board for approval.

Copies of all current bylaws and policies handbook are to be kept in electronic form and paper backup by the chair of the roundtable. Superseded copies of the constitution, bylaws or handbook are to be deposited with NDLA Archives.

The Good Stuff

The Chair will submit approved revisions to the bylaws to *The Good Stuff* for publication in the August issue.

Ballots

The Chair will solicit biographical information for the nominees for offices and submit the information to the Nominations and Elections Committee to be included on the ballots.

Council of Regional Groups (CRG)

North Dakota is listed as an affiliate on the CRG web site. No documentation could be located as to the necessity to pay dues. The NDLA Treasurer pays dues to ALA but none are specifically designed for CRG. The web address is: www.ala.org/alcts/organization/crg The Secretary will submit the names, business addresses and phone numbers, fax numbers, and e-mail addresses of new officers, a report of the activities of the roundtable, and a copy of the Roundtable Bylaws to CRG.

Membership

A listing of current membership may be obtained via the NDLA web page, the Executive Secretary, or the Membership Chair.

Reimbursement

Receipts for expenditures must be submitted to the NDLA Treasurer. An expenditure form is available on the NDLA web site.

Committees

The Chair will appoint only a committee chairperson, who will appoint the individual committee members. Chairpersons of said committees will submit annual reports to the Executive Committee and a report upon dissolution of the committee.

Parliamentary Procedure

The business of the roundtable will be conducted in accordance with Sturgis' *Standard Code of Parliamentary Procedure*, latest revised edition.

NDLA Web Page

The Chair will submit information to the NDLA web editor for inclusion on the NDLA web page at least three times during the year. Information on nominees for positions of Chair Elect and Secretary will be submitted prior to the summer elections. The names and contact information of the winning candidates will be submitted for inclusion on the web page after the election results are validated by the Executive Board. Information on conference sessions sponsored by the Roundtable or of interest to Roundtable members will be submitted prior to the annual conference. Additional information or news on items of interest to Roundtable members may be submitted at any time to the NDLA web editor at the discretion of the Chair.

REPORTS

The Technical Services Chair is expected to attend each Executive Board Meeting and the annual conference. A written report from the chair is also expected at each Executive Board meeting and an annual report is given at the conference.

The Secretary is expected to attend the annual business meeting and record the minutes to be submitted for approval.

The Secretary will furnish the Council of Regional Groups (CRG) with a report of the activities of the Roundtable.

BUDGET

An operating budget request is solicited by the Finance Committee prior to the first Executive Board meeting. The Chair will submit the budget request. An annual budget in the amount of \$100.00 has traditionally been requested to cover the cost of copying, postage, and supplies.

Provision may be made for travel to Executive Board meetings.

An annual conference budget in the amount of \$250.00 is traditionally available for planning the annual roundtable program. This is separate from the operating budget.

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:

Incoming chair receives files from outgoing chair and both attend the Executive Board meeting immediately following the conference.

Outgoing chair provides orientation to position.

October:

An updated version of the Technical services bylaws which reflects changes passed the membership at the NDLA conference is provided to the members of the Executive Board.

January-February:

Current Technical Services Roundtable bylaws are reviewed.

March:

Recommendations for changes in the bylaws are forwarded to the Constitution, Bylaws, and Policies Committee.

Determine program content and acquire speaker for the annual conference program.

Provide financial details, remaining within conference allocation.

Provide sufficient data to promote program.

April:

The Policies Handbook is reviewed and updated.

Recommendations for changes in the Policies Handbook are forwarded to the Constitution, Bylaws, and Policies Committee.

Solicit candidates to nominate for positions of Chair Elect and Secretary.

May:

Submit the names of nominees for offices to the NDLA Nominations and Elections Committee and to NDLA web editor.

June:

Final proposed changes to the Bylaws are presented to the Executive Board at their meeting.

Approved proposals for Bylaws changes are sent to the editor of *The Good Stuff* for publication in the August issue.

Revisions to the Policies Handbook are to approved by the Executive Board prior to the annual conference.

July:

Bylaws changes are prepared for presentation to the membership.

August:

Membership is mailed a ballot of proposed changes to the Bylaws.

The Chair will submit information to the NDLA web editor for inclusion on the NDLA web page on annual conference sessions sponsored by the Roundtable, or of interest to Roundtable members.

September:

Personally greet/welcome program speakers or make arrangements for a representative to do so.

Introduce speaker and program at the convention.

Conduct annual conference business meeting.

Obtain necessary receipts from speaker(s) and present to the treasurer for payment.

The Chair will submit information to the NDLA web editor for inclusion on the NDLA web page the names and contact information of the incoming Chair-Elect and Secretary.

Approved by Executive Board: May 15, 2000

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Revisions approved by Executive Board 7/18/07

Reimbursement statement revised by Executive Board 5/30/08