

NDLA General Membership
Electronic Discussion/Action
October 1, 2010, to September 16, 2011

Wednesday, November 3, 2010

Proposed By-Laws Change for NDLA

President Ennen distributed the wording of the proposed change to the NDLA by-laws concerning the duties of NDLA officers. The proposed changes were presented to the membership during the annual conference. She informed the membership that they will be receiving a ballot to vote on the proposed changes. President Ennen encouraged the membership to ask questions and to discuss the proposed change.

Section 2. Duties of Officers

A. The president serves as the official spokesperson for the Association; presides at all meetings of the Association and the Executive Board; serves as the Association's representative on all committees as required by North Dakota statute; performs all other duties as provided for in these Bylaws or as assigned by the Executive Board and assumes all other responsibilities that are in accordance with the parliamentary procedure adopted by the Association.

B. The president-elect, at the request of the president and the Executive Board or during the president's absence or inability to act, will exercise the authority of the president; acts as the official spokesperson under the direction of the president; ~~coordinates program planning for the annual conference~~ and carries out such other duties as assigned by the president, Executive Board or as provided for in these Bylaws.

C. The secretary will record and distribute minutes of all Association and Executive Board meetings; maintains official records for the Association and performs other duties as assigned by the president or the Executive Board.

D. The treasurer is responsible for the Association's financial records, dues, other income and pays Association debts; provides quarterly and annual reports of Association financial status for Executive Board approval; serves on the Membership Committee, the Finance Committee and performs other duties as assigned by the president or the Executive Board.

E. The Past-President coordinates program planning for the annual conference.

Friday, November 5, 2010

Proposed By-Laws Change for NDLA

President Ennen clarified that any member is welcome to discuss the proposed change to the NDLA by-laws. Members are to post comments to the NDLA list.

Sally Dockter asked for clarification regarding the role of exhibits chair. She expressed her concern regarding the redistribution of conference planning duties and detailed her reasoning.

Dockter recognized the difficulty in getting members to run office, and she highlighted some of the benefits to holding an office.

Monday, November 8, 2010

Proposed By-Laws Change for NDLA

Phyllis Bratton addressed the issues raised by Dockter and explained the reasoning behind moving the conference planning responsibilities to the Past-President and the exhibit coordination to the President-Elect.

Sandi Bates stated that the proposed changes will allow the Conference Chair (Past-President) to have two years of experience on the Executive Board prior to being in charge of a conference. Bates stated that members who might otherwise have been interested in a nomination for President-Elect turned down the nomination because of the duty of conference planning in the first year in office. The proposed change to the by-laws would remove that duty from the President-Elect's first year in office.

Ellen Kotrba expressed not only her concern over the change of roles but also her support for the change if it keeps the organization relevant, progressive, and growing. Kotrba suggested that clarification is needed regarding whether the Past-President should stay on to finish approval of the conference revenues and expenses. Kotrba suggested that we start an officer mentoring program to assist those who would want to run for office.

Bates voiced support of Kotrba's suggestion of an officer mentoring program. Bates stated that the issue of getting people to run for office extends to running for positions of section/roundtable chairs as well.

Aubrey Madler agreed that officer training or other incentives might be something to pursue. She suggested offering leadership activities during a preconference or the conference itself. Those activities would be for any librarian interested in taking on a management or leadership role in his or her library. Madler also suggested offering an "NDLA 101" session to help new members become familiar with the structure of NDLA.

Madler shared that she had spoken with several librarians from other states who expressed surprised that our President-Elect is the Conference Chair. One state in particular had difficulty getting people to run for office and, as a result, is working through a transition similar to what we are considering at this time.

Madler recognized the validity of the concerns brought up by Dockter, Kotrba, and Bates. She would like us to reach a consensus that addresses these while incorporating changes which will help NDLA. An integral part of moving forward will be to enhance the conference planning and foster mentorship between current and previous board members/conference planners.

Madler offered several questions for consideration. Do we need to add more detail to the by-laws that address the various roles and proposed changes? Would it help to further outline the process in a conference planning manual? What about maintaining the "committee" format made up of the president-elect, president, and past-president to plan conferences?

Bob Jacobson asked whether this needs to be specified in the by-laws. If the “team” is designated, then the individuals’ responsibilities can be addressed in the procedural manual and changes may be addressed by the Executive Board. Jacobson stated that if someone is not able to fulfill the multi-year commitment (President-Elect, President, and then Past-President) then the President should be free to seek a volunteer to fill the opening. The by-laws establish the rules, and the Executive Board’s Policy and Procedure Manual directs how things are accomplished within the boundaries of those rules.

Bratton clarified that we do need a by-laws change if we are going to adopt this change in duties because currently the duties of the officers are spelled out in the by-laws. People running for an office need to know what they are taking on.

Kaaren Pupino voiced her concerns and questions about the change. Pupino is concerned that having to plan a conference in the third year of a three-year commitment may induce people to “bail out” along the way. Members who are President during a legislative year are expected to testify before the North Dakota Legislature, and that is an extra duty.

Pupino voiced that she does not think it would be prudent to add the duties of exhibits Chair to the position of executive secretary unless that position were to be contracted for more hours.

Pupino suggested that there be a guideline or rule that anyone running for NDLA President must have served on the board in some capacity for at least one or two years. She also encouraged members to consider running office as we approach the 2013 Joint Conference in Sioux Falls, SD. In her experience, Pupino found that planning a tri-conference was not as daunting as she had thought it would be.

Konnie Wightman voiced her support of the idea of offering leadership mentorship or a leadership course that offers CEUs or graduate credit.

Diane Briggs reflected on when she and Marilyn Johnson worked on the job descriptions for Board positions several years ago. Briggs voiced her agreement with comments by Dockter and Kotrba. She raised the question whether it is the by-laws which need changing or if it is the method of supporting members to run for office which needs changing.

Dockter stated that there is/was a conference planning manual that, if we make these proposed changes, a person would not see until becoming Past-President. Dockter is concerned that there would be not one to explain the manual because the last conference planner would be gone.

President Ennen replied that the old conference planning manual is in the process of being rewritten by a committee which has been working on it for the past two years. Bratton has done most of the writing. Bratton has served consecutively as local arrangements chair, President-Elect and conference chair, President, and finally Past-President and exhibits chair. President Ennen stated that she was provided a copy of the old manual when she was the local arrangements chair and was then able to refer to it as when she was conference chair, even though it was out of date. She believes that it has been available to each person as they needed

it. The vote regarding the changes to the by-laws will need to happen before the updates to the conference planning manual are finalized, but the manual will be available on the website. We are working to get as many planning documents as possible in the archive area of the website. All Executive Board members will have access to them. We will continue to make conference planning documents available to local arrangements committee members as well. This arrangement for planning documents will happen regardless of the results of the bylaws vote.

Tuesday, November 9, 2010

Proposed By-Laws Change for NDLA

Kirsten Baesler inquired whether it is possible add a “First Vice President” position to the Executive Board. In organizations with such a position, there are the Past-President, the President, President-Elect, First Vice President, Treasurer and Secretary. The First Vice President could work with the President-Elect their first year to assist and “learn the ropes” of conference planning before being thrown into the fire. The addition of such a role would add another position to fill, but it would remove the main obstacle many people face when considering running for office.

Traci Juhala inquired whether there has been any discussion about asking someone outside of the Executive Committee to plan the conference, perhaps someone who lives in the community where the conference will take place. If organizing the conference is what is keeping people from running for President, we could try just leaving that part out. On the flip side, maybe there are individuals who don't necessarily want a three-year Presidential commitment but would be willing to offer a one-year conference commitment.

Bates clarified that there is a local arrangements committee tasked with coordinating with the venue to plan food, technology, and so forth. It is the current role of the President-Elect to plan the programming side, including sessions and keynote speakers.

In response to concerns raised by Briggs, Bratton stated that because who does what for the conference is spelling out in the by-laws in a very general way, the by-laws do need to be changed. During the course of revising the manuals, it became evident to the committee members that this change was necessary.

In response to concerns raised by Kotrba, Bratton stated that most likely the past Past-President would want to finish up matters connected to the conference. This would include thank you notes and vouchers. Perhaps the past Past-President would prepare a final report for the November/December Executive Board meeting.

Bratton stated that a mentoring program would be a good idea, perhaps as a pre-conference topic. The longer run-up to being in charge of the conference is itself a sort of mentoring.

Bratton stated that the by-laws need to be very simple so that they allow for a lot of leeway, but the policy manuals for the officers can be as detailed as we wish. We can see how well the committee structure goes for this conference, but it is really just intended for the transition at the moment. Bratton's experience with committees has been that if responsibilities are not clearly expressed for each person, things will fall through the cracks.

Bratton emphasized that we are trying to put “helps” on a conference planning website or archive. This will house forms, processes, and lists of contacts.

Addressing the concerns raised by Dockter, Bratton clarified that the newest iteration of the NDLA website did not include the conference manual. The manual still does exist, but it is very out of date. The manual revision committee, put together two years ago, ran in to a great deal of trouble with it, as the processes did not appear to line up very well with what we were actually doing, and in discussions about who should be doing what, the idea to flip the responsibilities of the President-Elect and the Past President was born. The more we talked about it and the more we looked at what other library associations were doing, the better an idea it appeared to be.

Addressing the concerns raised by Juhala, Bratton wrote that we are also considering adding to the executive secretary’s manual the responsibility for negotiating the hotel site of the conference. This will be one more burden off the chair’s shoulders and will allow for greater continuity in what we request.

Bratton added that we are proposing to add a Continuing Education Committee, which would have as part of its responsibilities the planning for the CE credits for the School Library Media Specialists at the conference.

Tuesday, November 16, 2010

Proposed By-Laws Change for NDLA

President Ennen thanked members for contributing to the discussion regarding the proposed change to the by-laws and encouraged those with comments to add to the discussion before a vote is called for.

President Ennen summarized advantages and disadvantages of both arrangements. Moving the conference planning to the Past President has the advantage of allowing the individual almost three year’s notice that they will be planning the conference. They will have the opportunity to work with two conferences for mentoring before the job is theirs. There will also be plenty of time to line up the main speakers they want. However, this would absolutely mean that the year as Past President would be extended as they finished up with after conference business. The other advantage for the President Elect is that they would be able to “shadow” both the President and Past President during conference and benefit from their experience. It is really difficult to observe, assist and learn from what the President is doing when you are the conference chair. It is also difficult to turn one’s attention to the business of the year as President, with all of the conference tie-up activities still needing attention.

On the topic of what experience is needed for those filling these positions, President Ennen stated that her previous board experience was of course helpful, but honestly having presented at previous conferences and having worked on local arrangements was much better preparation for conference planning. For all of you who will consider running in the future, President Ennen would like you to know that everyone on the executive board and many others with prior experience shared encouragement and advice very willingly. NDLA members on the whole are very generous.

Thursday, November 18, 2010

Online Voting Information for NDLA

President Ennen distributed general instructions regarding online voting. Information included the distinction between abstaining from a vote and opting out of the electronic voting surveys.

Monday, November 22, 2010

Online Voting Information for NDLA

President Ennen informed the membership that they would shortly be receiving a test ballot from Survey Monkey. She explained that the purpose of the test e-mail is to test our database.

Wednesday, December 8, 2010

Online Voting Information for NDLA

Tina Kuntz alerted the membership that an official ballot would be sent out shortly. Anyone not receiving the ballot should contact Kuntz. The deadline for voting is December 17, 2010.

Friday, December 10, 2010

Online Voting Information for NDLA

Pupino suggested a rewording for the statement which comes with the link for the electronic ballot. The current wording suggests a survey rather than an official ballot.

Friday, January 21, 2011

Voting Results: Proposed By-Laws Change for NDLA

Kuntz announced the results of the NDLA By-Law Ballot 2010 vote. The measure passed by a majority vote.

Tuesday, August 16, 2011

Official Ballots: Elections

Kuntz informed the membership that official ballots will be distributed this week for voting on all officer candidates that were approved by the Executive Board. Section and roundtable ballots are to be distributed as well. Deadline for voting is September 1, 2011.

Wednesday, August 17, 2011

Official Ballots: Elections

Kuntz stated that the deadline for voting was overlooked on the 2011 NDLA ballot. The actual deadline is September 15, 2011, at 11:59 pm.

Respectfully submitted,
Chandra Hirning, Secretary

Approved during the Second General Session of the 2011 Annual Conference, Sept. 23, 2011