

# NDLA POLICIES AND PROCEDURES MANUAL

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# 1. Officers (President, President-Elect, Past President, Secretary, Treasurer)

## 1.1 Scope of Responsibilities

All Officers	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one’s position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Reimbursement Policy, and Communications Policy) can be found in chapter 6 of this document.</li> <li>• Forwards names of individuals interested in serving on the Executive Board to the chair of the Nominations, Elections, &amp; Voting Committee.</li> </ul>
President	<ul style="list-style-type: none"> <li>• Oversees and directs the overall business of the association.</li> <li>• Presides at Executive Board meetings; ensures there is a quorum of voting members present.</li> <li>• Presides over Executive Board listserv motions, discussions and voting.</li> <li>• Acts as the official voice of the NDLA membership on national, state and local library issues.</li> <li>• Presides over the annual conference general sessions.</li> <li>• Handles official correspondence of the association.</li> <li>• Take no position on behalf of NDLA on issues that do not directly impact libraries.</li> <li>• Is a voting member of the NDLA Finance committee.</li> <li>• Is a member of the NDLA Legislative committee.</li> <li>• Is a member of the NDLA Nominations, Elections, &amp; Voting Committee.</li> <li>• Is a voting member of the North Dakota Library Coordinating Council.</li> <li>• Notifies Executive Board members and Committee chairs of upcoming Executive Board meetings.</li> <li>• Prior to each Executive Board meeting, calls for written reports accordingly.</li> <li>• Calls for discussion on Bylaws changes at least 15 days before vote is taken.</li> <li>• Appoints committee chairs to the:             <ul style="list-style-type: none"> <li>o Archivist/Historian position</li> <li>o Bylaws and Policies Committee*</li> <li>o Conference Committee</li> <li>o Equity, Diversity, and Inclusion Committee</li> <li>o Finance Committee*</li> <li>o Good Stuff Editorial Committee (and 2-3 additional members)</li> <li>o Legislative Committee</li> <li>o Intellectual Freedom Committee</li> <li>o Membership Committee*</li> <li>o New Members Committee</li> <li>o Nominations, Elections &amp; Voting Committee*</li> <li>o Professional Development Committee</li> <li>o Technical Services and Government Documents Committee</li> <li>o Website Committee</li> </ul> </li> </ul> <p>*Required per Bylaws for the ongoing functioning of the Board</p>

	<ul style="list-style-type: none"> <li>• Has the option of presenting a President’s Award at the annual conference awards ceremony.</li> <li>• Near the end of the Annual Membership Meeting, the President turns over the gavel to the President-Elect.</li> </ul>
President-Elect	<ul style="list-style-type: none"> <li>• Assumes the duties of the President when that officer is absent or is unable to act. When acting in the place of the President, the President-Elect has all the powers, duties, responsibilities, and privileges of the President.</li> <li>• At the request of the President and/or the NDLA Executive Board the President-Elect undertakes specific assignments.</li> <li>• Is a voting member of the NDLA Finance Committee.</li> <li>• Is a member of the NDLA Legislative Committee.</li> <li>• Is a member of the Bylaws and Policies Committee</li> <li>• The President-Elect is required to attend the Chapter Leaders Forum at the ALA annual or midwinter conference.</li> <li>• Assembles a committee of past presidents, from geographical locations across ND, to review applications and select a Librarian of the Year. This same committee of past Presidents also nominates recipient(s) to the Executive Board for the annual Major Benefactor Award.</li> <li>• Assumes the Presidency at the end of the Annual Membership Meeting.</li> </ul>
Past-President	<ul style="list-style-type: none"> <li>• This position completes the succession of President-Elect to President to Past-President.</li> <li>• Is a voting member of the NDLA Finance Committee.</li> <li>• Serves on the Conference Committee.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Prepares and distributes accurate minutes of the meetings of the Executive Board and each of the General Sessions held at the annual Conference.</li> <li>• Prepares accurate minutes of electronic business conducted by the Executive Board and by the general membership; distributes electronic minutes quarterly.</li> <li>• Includes in the minutes a list of Executive Board members present and those absent, including their NDLA title (identify if acting as a proxy).</li> <li>• Distributes the <i>DRAFT</i> minutes of Executive Board meetings to the Board within two weeks of the Board meeting.</li> <li>• Send approved version of minutes (for each meeting) to the Web Editor and NDLA Archivist.</li> <li>• Delete video recordings of past meeting after written minutes of the meeting have been distributed and approved by the Executive Board.</li> <li>• Distributes the draft minutes, with a <i>DRAFT</i> watermark, of the Annual Membership Meeting to the general membership no later than 30 days after said meeting. Resolutions approved at this meeting will be attached to the minutes.</li> <li>• Draft minutes taken at the last Board meeting of the Secretary’s term should be passed along to the incoming Secretary.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Is responsible for maintaining the association’s financial records, banking and investment accounts, and paying association debts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arranges for the completion and filing of the annual tax return in compliance with IRS regulations for nonprofit organizations.</li> <li>• Provides quarterly financial reports reflecting the status of the organization to the Executive Board.</li> <li>• Serves on the Membership Committee, the Finance Committee and performs other duties as assigned by the President or the Executive Board.</li> <li>• Notifies the Executive Board of the amount of proceeds from the auction and requests action on how proceeds will be spent if a benefactor has not already been chosen by the Executive Board.</li> </ul>
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## 1.2 Budget

All Officers	<ul style="list-style-type: none"> <li>• Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>• Annual budget requests are approved by the NDLA Executive Board.</li> <li>• Refer to the Reimbursement section for details on items covered.</li> <li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
President	<p>Committee</p> <ul style="list-style-type: none"> <li>• Is a voting member of the Finance Committee.</li> </ul>
President-Elect	<p>Awards</p> <ul style="list-style-type: none"> <li>• The Librarian of the Year and Major Benefactor plaques are charged within the Awards Committee costs in the Conference budget.</li> <li>• The one-year free membership for Librarian of the Year does not have an associated cost and is awarded by contacting the Membership Committee Chair and communicating with the NDLA President and Treasurer.</li> </ul> <p>ALA</p> <ul style="list-style-type: none"> <li>• The President-Elect is required to attend the Chapter Leaders Forum at the ALA annual or midwinter conference to obtain leadership skills; therefore, NDLA will reimburse the cost for travel and conference fees at ALA if not reimbursed by the employee's agency.</li> </ul> <p>Committees</p> <ul style="list-style-type: none"> <li>• Is a voting member of the Finance Committee.</li> </ul>
Past-President	<p>Committees</p> <ul style="list-style-type: none"> <li>• Is a voting member of the Finance Committee.</li> <li>• As a member of the Conference Committee, is involved with developing a conference budget, and recommends and submits it to the Executive Board for its approval.</li> </ul>
Secretary	The Secretary prepares a budget request, which includes monies for photocopying, mailing expenses, and supplies.
Treasurer	The Treasurer shall estimate expenses for each calendar year and report this estimate to the Finance Committee Chair prior to the start of the calendar year.

## 1.3 Reports

All Officers	<ul style="list-style-type: none"> <li>• All Executive Board members and Committee Chairs (including those Committees that do not serve on the Executive Board) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>• The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year, with two exceptions:             <ul style="list-style-type: none"> <li>o Secretary Minutes</li> <li>o Treasurer's Reports</li> </ul> </li> <li>• Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year, with the exception of the secretary, who will distribute minutes with a DRAFT watermark. The final approved minutes following the Board meeting shall be distributed in PDF format. They will also be posted on the NDLA Website.</li> <li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
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## **2. Representatives of Affiliated Associations (ALA, MPLA)**

### 2.1 Scope of Responsibilities

Both representatives	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one's position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Reimbursement Policy, and Communications Policy) can be found in chapter 6 of this document.</li> </ul>
ALA Councilor	<ul style="list-style-type: none"> <li>• NDLA is a chapter of ALA, which was created to give ALA a wide geographic viewpoint on library related issues. Each chapter is allowed one voting representative. Basic requirements are that chapters pay their dues and file copies of their Constitution and Bylaws with ALA headquarters.</li> <li>• In order to run for ALA Councilor, a person must be both an NDLA and an ALA member.</li> </ul> <p>Duties and Meetings</p> <ul style="list-style-type: none"> <li>• Represent NDLA at the ALA Midwinter Meeting and Annual Conference.             <ul style="list-style-type: none"> <li>o The most significant responsibility is to attend the three Council sessions held at each conference, this includes ALA-APA meetings.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o The Councilor should attempt to attend a number of other related meetings including: the Chapter Councilors forum, ALA membership meetings, and Council forums</li> <li>o The Councilor will be invited to a number of other sessions, which can be interesting and useful: a new councilor orientation, programs aimed at chapter councilors, and various Council social events.</li> <li>o No one can substitute for the elected Chapter Councilor, so North Dakota won't be represented if the Councilor is unable to attend. If you have a legitimate reason for not attending a conference or meeting, you must notify the ALA Chapter Office.</li> <li>● Attend NDLA Executive Board meetings and keep the Board informed of ALA activities and policies.</li> <li>● Promote ALA membership for NDLA members. <ul style="list-style-type: none"> <li>o Attempts at promotion should be included in written and oral reports.</li> <li>o Various ALA handouts and display materials should be requested from the ALA Chapter Relations Office to be displayed prominently at the annual NDLA conference (usually near the registration area).</li> <li>o Additional display materials are also available from ALA and you can make your decision about borrowing them based on facilities and the ALA description of what is involved.</li> </ul> </li> </ul>
<p>MPLA Representative</p>	<ul style="list-style-type: none"> <li>● The MPLA Representative is to act as a liaison between the MPLA Board and the NDLA Executive Board, sharing information and concerns of both organizations.</li> <li>● The Representative is a voting member of both Boards.</li> <li>● In order to run for MPLA Representative, a person must be both an NDLA and an MPLA member.</li> <li>● Represent NDLA at the MPLA Annual Conferences and Executive Board meetings. Attend NDLA Executive Board meetings and keep the Board informed of MPLA activities and policies.</li> </ul> <p>General Duties</p> <ul style="list-style-type: none"> <li>● Various MPLA handouts and display materials should be requested from MPLA to be displayed prominently at the annual NDLA conference (usually near the registration desk).</li> <li>● MPLA records are kept electronically and the Board Report Archives are available at: <a href="https://mpla.us/documents/board-reports/state/north-dakota/">https://mpla.us/documents/board-reports/state/north-dakota/</a>. If you have tangible archival materials for the NDLA archives, submit them to NDLA's archivist.</li> <li>● Meet with the newly elected representative to discuss the duties and responsibilities before he/she begins serving his/her term (this can be done during the conference).</li> <li>● Coordinate membership appeals with the membership chairman of MPLA. Appeal personally to past North Dakota MPLA members</li> </ul>

	<p>that have not renewed in a timely manner. Promote membership benefits to NDLA members who have not joined MPLA.</p> <p>Joint Conference Responsibilities</p> <ul style="list-style-type: none"> <li>• When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Program Committee may have to adjust to accommodate their counterparts in the other Association (see: MPLA Bylaws and Manual of Procedure, <a href="https://mpla.us/documents/bylaws-and-manual-of-procedure/">https://mpla.us/documents/bylaws-and-manual-of-procedure/</a>).</li> <li>• Serve as a conveyor of information between MPLA and NDLA and take part in Tri-Conference Planning Committees as needed.</li> <li>• Act as a liaison for MPLA/NDLA conferences held in North Dakota. This happens about every 11 years, on average, because North Dakota and South Dakota usually combine to form a Tri-conference (NDLA/SDLA/MPLA). If MPLA adds more member states, the schedule will change.</li> </ul> <p>Annual Conference Awards</p> <ul style="list-style-type: none"> <li>• It is the current practice of MPLA to give away ten free MPLA memberships at the NDLA conference.</li> <li>• Set up a membership drawing box in the exhibit area at the MPLA display. Sign-up forms and information are available from the Executive Secretary of MPLA; place them at the booth.</li> <li>• Hold the drawing during the Awards Banquet at the NDLA Conference, if feasible.</li> <li>• Send the winners' names and all other entries to the MPLA Executive Secretary. Report the winners' names to The Good Stuff.</li> </ul> <p>Newsletter Articles</p> <ul style="list-style-type: none"> <li>• Draft and submit articles for each issue of both The Good Stuff and the MPLA Newsletter.</li> <li>• Newsletter articles submitted to The Good Stuff should provide information about MPLA events and activities, such as the Leadership Institute, conference, membership drives, etc.</li> <li>• Newsletter articles for the MPLA Newsletter should provide information about NDLA events and activities, as well as the North Dakota legislative activities that impact libraries, news about North Dakota State Library activities affecting ND libraries, and news regarding libraries in North Dakota (the State Library's newsletter, The Flickertale, is a good source for this information).</li> <li>• Provide the date and location of the annual MPLA conference to The Good Stuff a year in advance.</li> <li>• Provide the date and location of the annual NDLA conference to the MPLA Newsletter a year in advance.</li> </ul>
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## 2.2 Term of Office/Voting

ALA Representative	<ul style="list-style-type: none"> <li>• The Representative serves for three years or until a successor is chosen.</li> </ul>
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MPLA Representative	<ul style="list-style-type: none"> <li>• The Representative serves for three years or until a successor is chosen.</li> <li>• A term of office will begin at the first MPLA Board of Directors meeting following election by the state association. (4.1.Section 1 Association Bylaws, MPLA Manual of Procedure).</li> <li>• A three-year term of office was adopted by NDLA in 1998.</li> </ul>
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### 2.3 Budget

Both Representatives	<ul style="list-style-type: none"> <li>• Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>• Annual budget requests are approved by the NDLA Executive Board.</li> <li>• Refer to the Reimbursement section for details on items covered.</li> <li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
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### 2.4 Reports

Both Representatives	<ul style="list-style-type: none"> <li>• May prepare a written report before an Executive Board meeting regarding news and activities of their respective organizations.</li> <li>• Prepare an annual written report for the annual conference that includes a summary of the activities, changes, challenges faced, etc. over the last year.</li> <li>• Reports should be distributed to the executive listserv in advance of the Board meeting in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year.</li> <li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
ALA Councilor	<ul style="list-style-type: none"> <li>• Make an oral report at the NDLA Annual Conference.</li> <li>• Forward relevant information from ALA Council and Chapter Councilors listservs as appropriate.</li> </ul>
MPLA Representative	<ul style="list-style-type: none"> <li>• Draft reports about NDLA activities and other major ND library events for electronic submission to the MPLA Executive Board prior to each MPLA Board meeting.</li> <li>• Present an oral report and membership appeal to the NDLA membership during a General Session, as scheduled by the NDLA President.</li> </ul>



### 3. Sections/Roundtables (A&SL, PLS, SLAYS)

#### 3.1 Purpose

<p>All Sections and Roundtables</p>	<ul style="list-style-type: none"> <li>● Reads section of this NDLA Policy Manual specific to one's position on the NDLA Executive Board.</li> <li>● All NDLA-wide policies (Archives Policy, Reimbursement Policy, and Communications Policy) can be found in chapter 6 of this document.</li> <li>● Chairs serve as voting members to the Executive Board for their respective groups.</li> <li>● Chairs serve as members of the Nominations, Elections, &amp; Voting Committee.</li> <li>● Sponsor and encourage opportunities for continuing education.</li> <li>● Support and foster the educational aspects of librarianship relevant for their respective groups.</li> </ul>
<p>Academic and Special Libraries Section (A&amp;SL)</p>	<p>The Academic and Special Libraries Section exists to create and foster cooperation between Academic Librarians and Special Librarians in all forms of institutions.</p>
<p>Public Library Section (PLS)</p>	<p>The Public Library Section serves to:</p> <ul style="list-style-type: none"> <li>● Promote and market public library interests in North Dakota.</li> <li>● Promote cooperation among public libraries and other types of libraries in North Dakota.</li> </ul>
<p>School Library and Youth Services Section (SLAYS)</p>	<p>The School Library and Youth Services Section exists to:</p> <ul style="list-style-type: none"> <li>● Create and foster cooperation between school and public librarians who specialize in youth services.</li> <li>● Promote library and instructional media administration and librarianship within the field of education in North Dakota.</li> </ul>

#### 3.2 Membership in Section/Roundtable

<p>All Sections and Roundtables</p>	<ul style="list-style-type: none"> <li>● Section and Roundtable members must be an active NDLA member in good standing, in accordance with Article I, Section 1 of the NDLA Bylaws.</li> <li>● Membership in desired section/roundtables should be indicated in the membership application/renewal process on an annual basis.</li> <li>● A listing of current membership may be obtained by contacting the Membership Chair.</li> </ul>
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#### 3.3 Term of Office/Voting

All Sections and Roundtables	<p>The Chairs of all sections and roundtables:</p> <ul style="list-style-type: none"> <li>● Are elected as incoming Chair, and then move to the position of Past chair during the second year.</li> <li>● Must be active NDLA members in good standing.</li> <li>● Assumes his or her duties at the start of the calendar year and serves until the end of the calendar year (January-December).</li> <li>● Are voting members of the Executive Board.</li> </ul>
	<p>Secretary</p> <ul style="list-style-type: none"> <li>● Assigned at the section/business meeting the Secretary assumes his/her duties immediately upon appointment.</li> </ul>
All Sections and Roundtables: Succession of Officers / Vacancies	<p><b>Chair</b> – For a vacancy that occurs before June 2, the section/roundtable will contact the Nominations, Elections, &amp; Voting Committee to hold a special election to elect a new Chair. Notice of the special election must be given to the section or roundtable fourteen days prior to the electronic vote. A vacancy that occurs after June 2 will be filled by the annual election.</p> <p>Chair appoints members to fill vacancies in the Past-Chair and Secretary positions.</p>

### 3.4 Officers

All Sections and Roundtables: Officers	<p>The officers of sections/roundtables are the Chair, Secretary, and immediate Past Chair.</p> <p>All elections of section/roundtable officers will be conducted by ballot in compliance with Article V, Section 2.A. of the NDLA Bylaws.</p>
All Section and Roundtables: Executive Committees	<p>Comprised of the Chair, Secretary, and Past Chair for all sections and roundtables.</p> <ul style="list-style-type: none"> <li>● Works together to support the activities of the section.</li> <li>● Appoints ad hoc committees as needed.</li> <li>● Annually reviews the NDLA Bylaws and the NDLA Policy Manual with regard to their own section or roundtable or appoints a committee to do so as warranted. Forwards questions and suggestions to the Bylaws and Policies Committee.</li> </ul> <p>A majority of the Executive Committee constitutes a quorum for the transaction of business of this committee.</p>
All Sections and Roundtables: Duties of the Chair	<ul style="list-style-type: none"> <li>● Attends NDLA Executive Board meetings or designates a proxy.</li> <li>● Presides at section/roundtable meetings, including Executive Committee meetings.</li> <li>● Is a member of the Nominations, Elections, &amp; Voting Committee.</li> <li>● Prepares reports as specified in the Reports Section.</li> </ul>

	<ul style="list-style-type: none"> <li>● Sends section/roundtable news to <i>The Good Stuff</i> editor.</li> <li>● Submits annual budget request to NDLA Finance Committee.</li> <li>● Submits conference budget to NDLA Conference Chair.</li> <li>● Approves section/roundtable expenditures.</li> <li>● Fills vacancies until election as outlined in this policy manual. See Succession of Officers / Vacancies.</li> <li>● Plans biannual outreach which could include webinar, meeting, professional development, etc.</li> <li>● Submits or recruits proposals for the NDLA Conference. Minimum of two proposals per section/roundtable.</li> <li>● Collaborates with the Professional Development Committee to provide support and ideas for professional development initiatives.</li> </ul>
All Sections and Roundtables: Duties of the Past Chair	<ul style="list-style-type: none"> <li>● Serves on the Professional Development Committee.</li> <li>● Serves as a resource for continuity.</li> <li>● Serves on ad hoc committees.</li> </ul>
All Sections and Roundtables: Secretary	<ul style="list-style-type: none"> <li>● Records and distributes minutes of section meetings to the section membership within one month of the meeting.</li> <li>● Handles any correspondence, memos, and other duties at the request of the Chair.</li> </ul>
School Library and Youth Services	<p>Additional Duties of the Chair</p> <ul style="list-style-type: none"> <li>● Works toward offering programs that will meet the requirements for graduate credits on the School Library Media Specialist CE track. If programs are held during the annual conference, consult with the Conference Committee Chair.</li> <li>● Option to serve on the Flicker Tale Award Committee.</li> </ul>

### 3.5 Reports

All Section and Roundtable Chairs	<ul style="list-style-type: none"> <li>● All Executive Board members and Committee Chairs (including those Committees that do not serve on the Executive Board) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>● The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year</li> <li>● Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li> </ul>
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	<ul style="list-style-type: none"> <li>All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
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### 3.6 Budget

All Sections and Roundtables: Annual Budget	<ul style="list-style-type: none"> <li>Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>Annual budget requests are approved by the NDLA Executive Board.</li> <li>Refer to the Reimbursement section for details on items covered.</li> <li>Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
All Sections and Roundtables: Conference Budget	<ul style="list-style-type: none"> <li>Conference budget will be distributed to members of the NDLA Executive Board by the chair of the NDLA Conference Committee for approval.</li> <li>Conference budget requests are submitted to the chair of the NDLA Conference Committee.</li> <li>Conference budget includes expenses related to the programming to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference.</li> <li>Grants and Awards are part of the conference budget.</li> </ul>

### 3.7 Meetings

Quorum required for meetings	<p>A&amp;SL: 15% (of A&amp;SL membership)          PLS: 10% (of PLS membership)          SLAYS: 20% (of SLAYS membership)</p>
All Sections and Roundtables	<ul style="list-style-type: none"> <li>All sections and roundtables hold their fall business and membership meeting at the NDLA Annual Conference.</li> <li>Special meetings may be called:             <ul style="list-style-type: none"> <li>At the request of the Executive Committee</li> <li>At the request of the Chair</li> <li>Upon petition of fifteen percent of the active membership</li> </ul> </li> <li>The call requires a two week notice to the membership.</li> </ul>

### 3.8 Role at Conferences

Purpose	<p>The purpose of the NDLA Annual Conference is for networking, professional development and collegiality. A successful conference is dependent upon the sections and roundtables hosting educational sessions, holding business meetings, and giving awards / grants as outlined. Note: there is a Conference Planning Manual in the Annual Conference section of the NDLA Website.</p>
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All Roundtables and Sections	Pre-conference sessions provide a longer time-slot for professional development activities. Chairs should contact the conference chair as early as possible to discuss availability, logistics and advertising of the session. Continuing education credits can also be arranged, but should be advertised the Spring preceding the conference for the convenience of school library workers.
All Roundtables and Sections	Technology can be utilized to offer virtual conferences. NDLA has a Zoom account and NDUS has Blackboard Collaborate Ultra. <ul style="list-style-type: none"> <li>● See the Unconference webpage for an example.</li> </ul>

## 4. Committees

### 4.1 Composition/Term of Office

Committee Name	Chair / Term of Office	Committee Members
All Committees	<p>Chairs are appointed / vacancies filled by the presiding NDLA President, and serves a term concurrent with the President.</p> <ul style="list-style-type: none"> <li>• Exception: Good Stuff Committee chair serves a two-year term.</li> <li>• For consistency it is suggested that a current member of the Committee be asked to serve as chair the following year.</li> <li>• The Chair may succeed him or herself.</li> <li>• Must be NDLA members.</li> <li>• All chairs that serve on the Executive Board are non-voting members.</li> </ul> <p>Two people may opt to co-chair a committee instead of selecting one person to chair the committee, if so desired, since no committee chair is a voting member of the Executive Board.</p>	<p>Committee Members are selected annually by the Chair according to the guidelines below.</p> <ul style="list-style-type: none"> <li>• Exceptions: The Finance Committee, The Good Stuff Committee, and The Nominations, Elections &amp; Voting Committee, see below for details.</li> <li>• Committee members should ideally represent different library types and must be NDLA members.</li> </ul>
Bylaws and Policies Committee		3-5 members, including the President elect
Conference Committee		4 or more members, plus the Past-President (committee consists of a Committee Chair, a Vendor & Exhibits Chair, a Registration Chair, a Programs Chair, the Past-President of NDLA, and any others appointed by the Conference Committee)

Equity, Diversity and Inclusion Committee		4 or more members, ideally representing a variety of library types.
Finance Committee		In addition to the Chair, committee members are the President, President-elect, Past-president, Treasurer, and Membership Committee chair. A quorum consists of a majority of committee members.
The Good Stuff Editorial Committee	The Chair of the committee serves as the editor of The Good Stuff for a two-year term.	The President appoints other committee members to two-year terms. All committee members, including the Chair, may serve more than one term and may succeed themselves.
Intellectual Freedom Committee		3-5 members
Legislative Committee		4 or more members
Membership Committee		3-5 members. In addition to the Chair, committee members include Treasurer and one person in their first five years of membership.
Nominations, Elections, and Voting Committee		6 members. The Chair of the Committee, the NDLA President, and the A&SL Section, PLS Section, and SLAYS Section chairs.
Professional Development Committee		3 or more members, ideally representing various regions of the state. <ul style="list-style-type: none"> <li>• All section Past-chairs</li> <li>• Members of this committee are ineligible to apply for the grants.</li> </ul>
Technical Services and Government Documents Committee		3 or more members
Archivist/Historian Position		May call together members as needed.

Website Committee	Web editor	3 or more members, including: <ul style="list-style-type: none"> <li>• Representative from the Good Stuff Committee</li> </ul>
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## 4.2 Scope of Responsibilities

All Committees	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one’s position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Reimbursement Policy, and Communications Policy) can be found in chapter 6 of this document.</li> <li>• Ensures their familiarity with and the accuracy of the NDLA Bylaws and the NDLA Policy Manual with regard to their own committees.</li> <li>• Ensures the preservation of superseded documents.</li> </ul>
Bylaws and Policies Committee	<ul style="list-style-type: none"> <li>• This standing Committee is required for the ongoing functioning of the association because of its oversight of the NDLA Bylaws and the NDLA Policy Manual.</li> <li>• The Committee serves as the conduit between association members and their responsibility to review these foundational documents, adhere to them and suggest changes when needed.</li> <li>• The Committee also serves as the clearinghouse for policies to ensure that they do not conflict with the NDLA Constitution and Bylaws.</li> </ul>
Conference Committee	<ul style="list-style-type: none"> <li>• Oversees the entirety of the conference planning process for the organization’s annual conference.</li> <li>• Solicits and obtains vendors for the annual conference, serves as main contact, and handles logistics related to vendor placement at conference.</li> <li>• Works with third-party conference planning consultants hired by NDLA (if any).</li> <li>• Responsible for reviewing the conference duties in the Policy and Procedures Manual in consultation with others involved in planning and execution of the annual conference.</li> </ul>
Equity, Diversity & Inclusion	<ul style="list-style-type: none"> <li>• Promote education, discussion, and implementation of equity, diversity, and inclusion (EDI) in North Dakota libraries</li> <li>• Provide ongoing mentorship and training for NDLA members and its Executive Board on EDI</li> <li>• Support NDLA sections and committees in including EDI in their programming or other needs as identified</li> </ul>
Finance Committee	<ul style="list-style-type: none"> <li>• This standing Committee is required for the ongoing functioning and oversight of the organization’s financials.</li> </ul>



	<ul style="list-style-type: none"> <li>• Assists the Executive Board in budgeting with regard to investment of NDLA funds, dues structure, and budget and reimbursement requests.</li> <li>• Serves as the annual internal auditing committee.</li> <li>• Reviews the quarterly financial statements.</li> </ul>
The Good Stuff Editorial Committee	<ul style="list-style-type: none"> <li>• Is responsible for publishing <i>The Good Stuff</i> which is the official magazine of the North Dakota Library Association.</li> <li>• Strives to inform readers of NDLA's activities and represents the broad scope of issues and news that affect all North Dakota libraries.</li> <li>• Encourages the sharing of knowledge among North Dakota librarians, and publishes feature articles, news, and reports from conferences and NDLA.</li> </ul>
Intellectual Freedom Committee	<ul style="list-style-type: none"> <li>• Supports NDLA in developing a position on issues of intellectual freedom.</li> <li>• Informs the membership of legislation related to intellectual freedom.</li> <li>• Develops a position and response when appropriate by NDLA in instances of controversy over intellectual freedom.</li> <li>• Encourages North Dakota libraries to develop policies that will support free speech and the freedom to read.</li> </ul>
Legislative Committee	<ul style="list-style-type: none"> <li>• Arranges to represent NDLA before legislative interim and standing committees considering issues pertinent to libraries.</li> <li>• Develops, supports, and communicates library-related legislation as needed.</li> <li>• Works with the State Library on legislative matters.</li> <li>• Works with the legislative consulting firm in years when NDLA contracts one.</li> <li>• Coordinates legislative priorities from all NDLA sections, roundtables, and committees.</li> </ul>
Membership Committee	<ul style="list-style-type: none"> <li>• This standing Committee is required for the ongoing functioning of the association.</li> <li>• Promotes membership in NDLA by publicizing the organization to current and prospective members.</li> <li>• Maintains a database of up-to-date membership information and disseminates this information for use by NDLA members and committees as needed.</li> <li>• Quarterly reports containing membership statistics will be submitted as per Good Stuff deadlines.</li> <li>• Welcome and orient new members to NDLA and promote networking among members.</li> <li>• Administer the Grassroots Grant to encourage participation in the library association.</li> </ul>

<p>Nominations, Elections &amp; Voting Committee</p>	<ul style="list-style-type: none"> <li>● This standing Committee is required for the ongoing functioning of the association.</li> <li>● Responsible for <i>soliciting</i> a minimum of two NDLA members to run for each of the NDLA offices of President-Elect, Secretary, and Treasurer. In years when the terms of representatives of affiliated organizations are up, the Committee will solicit a minimum of two NDLA members to run for those offices (e.g. ALA and MPLA). The Committee cannot <i>guarantee</i> candidates for vacant positions.</li> <li>● Responsible for receiving from all officers, section and roundtable chairs a list of their candidates with at least one name to run per office.</li> <li>● Responsible for electronic ballots and votes of the general membership.</li> <li>● Responsible for supplying information on all candidates to the editor of The Good Stuff for inclusion in the pre-conference issue.</li> <li>● Responsible for the official ballot.</li> <li>● Responsible for the tallying, validation and reporting of the votes.</li> </ul>
<p>Professional Development Committee</p>	<ul style="list-style-type: none"> <li>● The Committee promotes, accepts and evaluates applications for the various professional development grants sponsored by NDLA.</li> <li>● Coordinates the mentorship program.</li> </ul>
<p>Technical Services and Government Documents Committee</p>	<ul style="list-style-type: none"> <li>● Provide a forum to initiate and support programs to increase the availability, use and bibliographic control of library materials, including federal, state, and local documents.</li> <li>● Create and foster cooperation between Technical Services and Government Document librarians in all types of institutions in North Dakota.</li> <li>● Be involved in the creation of the state plan for federal documents.</li> <li>● Supports awareness of the State Document Depository Program.</li> <li>● Promote the increased awareness and use of federal, state, and local documents throughout the state.</li> <li>● Annually solicit nominations, voting and presentation of the Notable Document award (notify Finance Committee as this is part of the NDLA Conference budget).</li> </ul>
<p>Website Committee</p>	<ul style="list-style-type: none"> <li>● Make sure that the website content is discoverable, current, and in accordance with NDLA's foundational documents.</li> <li>● Adheres to the NDLA Communications Policy.</li> <li>● Responsible for maintaining the website, but is not responsible for providing the content for the website.</li> </ul>

### 4.3 Budget

All Committee chairs	<ul style="list-style-type: none"> <li>● Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>● Annual budget requests are approved by the NDLA Executive Board.</li> <li>● Refer to the Reimbursement section for details on items covered.</li> <li>● Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
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### 4.4 Procedures

All Committees	<ul style="list-style-type: none"> <li>● Annually review the NDLA Bylaws and the NDLA Policies Manual with regard to their own committee. Forwards questions and suggestions to the Bylaws and Policies Committee.</li> <li>● Send superseded documents to Archivist.</li> </ul>
All Committee Chairs	<ul style="list-style-type: none"> <li>● Attend Executive Board meetings when they have business to present to the Board, with the exception of the Finance Committee Chair, who attends all Board meetings. (While committee chairs are not required to attend Executive Board meetings when there is no business to present, they are always welcome to attend.)</li> <li>● Prepares reports as specified in the Reports and Statistics Section. Submits the reports at the call of the President.</li> </ul>
Bylaws and Policies Committee	<p>The Committee:</p> <ul style="list-style-type: none"> <li>● Conducts an annual review of the NDLA Bylaws, and recommends amendments to the Executive Board.</li> <li>● Reviews petitions presented by the membership and amendments suggested by the Executive Board.</li> <li>● Submits proposed amendments to the Executive Board for approval.             <ul style="list-style-type: none"> <li>○ Proposed amendments approved by the Executive Board are to be distributed to the membership and voted on via the balloting process administered by the Nominations, Elections and Voting Committee.</li> <li>○ If Bylaws amendments are passed by the membership:                 <ul style="list-style-type: none"> <li>▪ Changes (along with dates revised) are incorporated into the existing documents;</li> <li>▪ amended documents are posted to the NDLA website;</li> <li>▪ copies of amendments and superseded documents are kept in accordance with the NDLA Archivist Policies.</li> </ul> </li> </ul> </li> <li>● Monitors Policy Manual revisions             <ul style="list-style-type: none"> <li>○ Receives and reviews proposed revisions from the appropriate parties.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Submits proposed revisions to the Executive Board for approval.</li> <li>o If policy revisions are passed by the Executive Board: <ul style="list-style-type: none"> <li>▪ Changes (along with dates revised) are incorporated into the existing document;</li> <li>▪ revised document is posted to the NDLA website;</li> <li>▪ copies of revised and superseded documents are kept in accordance with the NDLA Archivist Policies.</li> </ul> </li> <li>• Educates incoming Executive Board members regarding their responsibility to review and adhere to the NDLA Bylaws and the NDLA Policy Manual.</li> </ul>
Conference Committee	<p><u>Committee Chair</u></p> <ul style="list-style-type: none"> <li>• Sets recurring meetings for the Conference Committee. Circulates the agenda and takes minutes of each meeting.</li> <li>• Sends the Finance Committee projected annual budget of Conference Committee expenses.</li> <li>• Works with the NDLA Section/Committee Chairs to obtain program submissions.</li> <li>• Recruits keynote speaker(s). Finalizes speaker contracts, travel arrangements, and manages the speaker experience.</li> <li>• Coordinates with the venue to determine the menu, room block timeline, AV and conference room setup, and venue layout.</li> <li>• Works with the Programs Chair to develop a conference schedule.</li> <li>• Works with Past-President and site locations to draft estimated conference budget, and, along with Past President, brings budget and budget updates to the Executive Board.</li> <li>• Works with the NDLA President to prepare banquet materials, such as the awards presentation.</li> <li>• Coordinates all promotion for the conference, including Good Stuff articles and submissions.</li> <li>• Sends biographies and photographs of keynote speakers along with program descriptions to the editor of The Good Stuff and to the Website Committee.</li> <li>• Works with the Website Committee to set up a conference website.</li> <li>• Approves all forms for reimbursement of expenses.</li> <li>• Submits refund requests to the Treasurer.</li> <li>• Submits conference bills to the Treasurer.</li> <li>• Provides a final report of expenses incurred for registration.</li> <li>• Coordinates ordering of plaques for presentation at the Awards Banquet.</li> <li>• Arranges a meeting room for Pre-Conference Board Meeting, if desired by the Executive Board.</li> <li>• Coordinates and sets up space for day-of conference supplies.</li> <li>• Prepares and circulates the conference evaluation form.</li> <li>• Includes thank you letters to keynote speakers with conference payment following the conference. Compiles feedback from conference and disseminates as appropriate.</li> </ul>

- Sends post-conference information (names of award winners, etc.) to the Good Stuff and Website editors.

#### Registration Chair

- Works with the Website editor to develop the registration form for the conference.
- Works with the Programs Chair to ensure any eligibility requirements are needed for Continuing Education Units for the conference.
- Works with the Committee Chair to purchase swag for the registration table including ribbons, buttons, magnets, stickers, or other give-away items. Confirms design aspects with the Communications and Marketing Committee.
- Determines the layout of the conference registration area.
- Provide for set-up and take-down of the registration area.
- Schedule and train volunteers to staff the registration area during registration hours.
- Helps to staff the registration desk at the conference.
- Act as the information center during the conference.

#### Vendor and Exhibits Chair

- Handles all matters concerning the vendors.
- Works with the Conference Chair to determine layout and space requirements for vendors and exhibits at the venue.
- Aims to get space for 30 vendors, plus networking tables/chairs and refreshments in the exhibit hall.
- Verifies table and booth size available from conference venue (include dimensions on the exhibitor registration form).
- Works with the Website Committee to develop the vendor registration form for the conference website.
- Communicates plans to the Conference Chair for seeking sponsorship from vendors.
- Contacts vendors and handles vendor correspondence; updates vendor email addresses in the Conference Committee's shared drive.
- Works with the Treasurer to complete the Special Event Vendor Reporting Form (on the North Dakota Office of State Tax Commissioner's website) (if applicable).
- Provides content to the Conference Chair to submit to The Good Stuff editor on the vendor turnout - including a list of all vendors.
- Confirms the names of vendors for name tags and meal count (be sure to invite them to all meals-including banquet, social, and entertainment activities) and submit name tag information to the Registration Chair for printing.
- Arranges free tables in the exhibit hall for the Flickertale author, ACRL, ALA, and MPLA. If space is unavailable in the exhibit hall, work with local arrangements to find space elsewhere such as near registration.

- Develops a map of the exhibit hall which places for each vendor, taking into consideration special requests from vendors, and distributes this map to others as needed.
- Create table signs for each booth in the vendor hall.
- Greets the vendors and helps them find their place in the exhibit hall.
- Explains the rules of any games which involve them, such as vendor bingo or a scavenger hunt.
- Prepares and distributes the evaluation forms for the exhibitors to fill out; asks the vendors to fill out the assessment form after the conference, or on the last day prior to their departure.
- Works with the Conference Chair to receive feedback and suggestions of vendors the NDLA membership would like to see.
- Offers vendor information (if available) regarding next year's conference (dates, location) and thank vendors for their support/participation.

#### Programs Chair

- Works with the Website Committee to develop a Program Proposal Form.
- Reviews all programs submitted to the conference.
- Develops learning tracks from programs submitted.
- Works with the Committee Chair to develop a conference schedule.
- Deals with all matters concerning the program and speakers.
- Maintains the conference app schedule and communicates with attendees on app.
- Works with local NDLA members for local arrangements and attractions.
- Works with other committee members to incorporate ways for conference attendees to meet others and explore the host community.
- Works with SLAYS toward offering programs that meet the requirements for graduate credits on the School Library Media Special CE track.
- Creates and submits any marketing content to the Committee Chair.
- Makes daily signs for each meeting room, listing the times of each breakout session within.
- Oversees the auction and other fundraising efforts throughout the conference.

#### Past-president

- Serves as the liaison between the conference site and the Executive Board in selecting the site and preparing a contract for hosting the annual conference that will be held three years in the future.
- Works with Conference Committee Chair to draft an estimated budget for the current conference and, along with the Conference Committee Chair, brings to the Executive Board.

	<ul style="list-style-type: none"> <li>● Works with the Conference Committee chair to set the theme for the upcoming conference (if so desired).</li> <li>● Notifies the ALA Chapters Relations Office of the dates and themes of the conference; invites members of regional and affiliated library associations to attend the conference.</li> <li>● Supports Conference Committee activities and fills in as needed.</li> <li>● Receives and distributes resolutions.</li> <li>● Sends conference resolutions to the chairs of the Good Stuff Editorial Committee and Website Committee.</li> </ul>
Equity, Diversity, & Inclusion Committee	<p>The EDI Committee will:</p> <ul style="list-style-type: none"> <li>● Maintain an EDI-related resources list on the NDLA website. The list contains a variety of free or low-cost materials (books, articles, videos, websites, etc.) related to EDI topics, collection development, professional development and training. The list will: <ul style="list-style-type: none"> <li>○ Be reviewed annually for broken links and currency/relevance of topics</li> <li>○ Be periodically updated through calls for new resources from NDLA members</li> <li>○ Follow web-accessibility standards</li> </ul> </li> <li>● Offer session(s) at the annual NDLA conference each Fall <ul style="list-style-type: none"> <li>○ Topics will be brainstormed and proposed by the entire committee; a smaller group may lead the development and presentation of the session</li> <li>○ An archive of proposed and offered sessions will be maintained in the EDI Committee Shared Drive</li> </ul> </li> <li>● Provide informational articles for publication in the Good Stuff to educate NDLA membership about EDI-related topics <ul style="list-style-type: none"> <li>○ Generally, articles are written by EDI committee members; however, any NDLA member can submit ideas or written articles to the committee</li> <li>○ An EDI committee member will submit the final article to the Good Stuff editor in accordance with Good Stuff submission deadlines and guidelines</li> <li>○ An archive of submitted and published articles will be maintained in the EDI Committee Shared Drive</li> </ul> </li> <li>● Continue to seek out new opportunities for outreach, professional development, and resources regarding EDI to share with NDLA members</li> <li>● Engage in continual assessment of progress towards committee goals <ul style="list-style-type: none"> <li>○ The committee will choose two or three goals to track progress on and review quarterly, based on a scale and tracking document available in the EDI Committee Shared Drive</li> </ul> </li> <li>● Administer the EDI grant</li> </ul>
Finance Committee	<p>The Finance Committee chair:</p> <ul style="list-style-type: none"> <li>● Attends all Executive Board meetings and the annual NDLA Conference.</li> </ul>

	<ul style="list-style-type: none"> <li>● Keeps up to date with local and state sales tax issues. Specific questions relating to state and local sales tax obligations should be directed to the Sales Tax Division of the North Dakota Office of the State Tax Commissioner.</li> <li>● Reviews the travel reimbursement rate set by the State of North Dakota and communicates any changes to the Web editor for updating the reimbursement form and information on the website.</li> </ul> <p>Annual Operating Budget</p> <ul style="list-style-type: none"> <li>● Supplies the Web editor with a current copy of the budget request form for the website.</li> <li>● Contacts officers, section and roundtable chairs, committee chairs, and the ALA and MPLA representatives for budget requests. Includes a copy of the previous year budget when soliciting budget requests.</li> <li>● Compiles budget requests and sends to the Finance Committee for review. Include line items as needed. The Finance Committee will prepare a draft budget for presentation at the fall/winter meeting of the Executive Board.</li> <li>● Reminds the Executive Board that the annual operating budget is separate from the NDLA conference budget. (The conference chair and Executive Board are responsible for development of the conference budget.)</li> <li>● Circulates the final annual operating budget to all Executive Board members following its adoption by supplying an approved copy of the budget to the Web editor for posting on the website.</li> </ul> <p>Audits</p> <ul style="list-style-type: none"> <li>● Arranges for the annual financial review/internal audit of the treasurer's books by the Finance Committee.</li> <li>● Ensures that the treasurer's records are forwarded to the Finance Committee prior to the financial review/internal audit. (During the audit the treasurer is excused from the committee but remains available in an advisory capacity.)</li> <li>● Reports the results of the financial review/internal audit to the Executive Board at its spring/summer meeting.</li> <li>● Submits to the Executive Board a recommendation for an external audit should the Finance Committee deem one necessary.</li> </ul> <p>Dues</p> <p>The Finance Committee:</p> <ul style="list-style-type: none"> <li>● Evaluates, at the directive of the Executive Board, the need for a change in the dues structure and makes recommendations to the Executive Board.</li> <li>● Works with the Bylaws and Policies Committee to develop ballot language for consideration by the general membership of NDLA when the Executive Board approves a change to the dues structure.</li> </ul> <p>Investments</p> <ul style="list-style-type: none"> <li>● Reviews investment of NDLA funds periodically, making recommendations for change to the Executive Board as deemed necessary.</li> </ul>
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<p>The Good Stuff Editorial Committee</p>	<p>The Chair:</p> <ul style="list-style-type: none"> <li>● Solicits quarterly contributions from members of the organization’s executive board and committee chairs.</li> <li>● Makes Editorial committee assignments to ensure a timely publication of the Good Stuff newsletter.</li> <li>● Ensures website content on the Good Stuff Editorial committee and the Good Stuff newsletter pages is up to date and accessible to members.</li> <li>● If a company contacts the Chair about advertising, the chair communicates the cost and process for payment and notifies the treasurer if payment is expected.</li> <li>● The Chair determines quarterly submission/publication deadlines and ensures that the Good Stuff is published (Dec, Mar, Jun, Aug). Each quarter: <ul style="list-style-type: none"> <li>● Two weeks prior to submission deadline, the Chair sends email reminders of deadline to the NDLA membership and to specific NDLA members about regular content assignments (e.g., NDLA President for President’s Message, Treasurer for the Treasurer’s report and Committee Chairs for Blotter updates on committee activities).</li> <li>● The Chair proofs and edits newsletter contributions before posting them for committee members to format and arrange on a communal newsletter template. The template file is formatted by the Chair or a volunteer within the committee. Publication production is a shared responsibility among all committee members.</li> <li>● The Chair ensures that finalized content is uploaded to the website in pdf format (for archival reasons).</li> </ul> </li> </ul>
<p>Intellectual Freedom Committee</p>	<ul style="list-style-type: none"> <li>● The Committee is responsible for reviewing and updating the Intellectual Freedom Handbook.</li> <li>● The Committee will monitor challenges to materials and provide support to libraries that have materials challenged. If necessary, the chair will provide assistance and advice to librarians, trustees, and school administrators when needed. The Committee may also make Board approved public statements as necessary to promote or support intellectual freedom.</li> <li>● The Committee will monitor legislation affecting intellectual freedom at all levels. The Committee will stay informed and work with the Legislative Committee on legislative actions affecting intellectual freedom.</li> <li>● The Committee will actively promote awareness of intellectual freedom issues by providing information, workshops, conference programs, and articles in <i>The Good Stuff</i>.</li> <li>● The Committee will provide information on confidentiality of record laws and privacy rights to those requesting such information.</li> <li>● The Committee will keep intellectual freedom correspondence and state newspaper articles relating to challenges and bans. These</li> </ul>

	documents will be given to the NDLA Archivist to file in the NDLA Archives.
Legislative Committee	<p>Tracking Legislation</p> <ul style="list-style-type: none"> <li>● The committee follows proposed and adopted legislation related to library issues. The chair apprises NDLA members of proposed and enacted legislation.</li> <li>● With assistance from the committee members, the chair initiates and coordinates lobbying activities during an interim or a legislative session.</li> <li>● Communicates with the legislative consulting firm in years when NDLA contracts one.</li> </ul> <p>Communicating with NDLA Members and legislators:</p> <ul style="list-style-type: none"> <li>● Compose and submit articles to <i>The Good Stuff</i>, and communicate legislative issues through other communication channels, as desired.</li> <li>● Develops a plan for rapid response by NDLA members concerning legislative matters. This includes informing librarians of appropriate contacts and issues regarding North Dakota libraries, and how to communicate with legislators.</li> <li>● Solicits information from all NDLA sections, roundtables, and committees regarding their legislative concerns both during legislative and non-legislative years.</li> <li>● Encourages NDLA sections, roundtables, and committees to draft resolutions concerning legislative issues prior to the NDLA annual conference.</li> <li>● May arrange educational opportunities to train NDLA members on the techniques of testifying before legislative committees and on making contact with individual legislators.</li> <li>● Communicates legislative information to members electronically when desiring to elicit a rapid response to a time-sensitive legislative issue.</li> <li>● Works with the NDLA President to prepare an NDLA fact sheet for distribution to legislators.</li> </ul> <p>Library Champion Award</p> <ul style="list-style-type: none"> <li>● Coordinate the nominations and selection of individuals who meet the award criteria.</li> <li>● Invite the award winner to attend the NDLA Annual Conference Awards Banquet.</li> <li>● Arrange the public recognition of the award winner(s) at the NDLA Annual Conference Awards Banquet.</li> </ul>
Membership Committee	<p>Membership Solicitation and Support</p> <ul style="list-style-type: none"> <li>● Promotes and solicits membership of both new and potential members and current or past members.</li> <li>● Solicits renewals from current members through various official communication channels.</li> <li>● Promotes networking among NDLA members</li> </ul> <p>Membership Applications, Funds, and Database Maintenance</p> <ul style="list-style-type: none"> <li>● Manages electronic membership database.</li> </ul>

	<ul style="list-style-type: none"> <li>o Allow for 30 days of expiration of lapsed membership accounts followed by 90 days before deactivation of accounts occurs.</li> <li>o Use the membership database to determine 25 years of service plus five year increments to create certificates to be distributed to the recipients.</li> <li>● Records funds received in the appropriate online forms.</li> <li>● Maintains association listserv subscriptions.</li> <li>● Adds new Executive Board members to the NDLA EXEC listserv within one week of members joining the board.</li> </ul> <p>Membership Directory Information</p> <ul style="list-style-type: none"> <li>● NDLA members maintain membership directory information by logging into the NDLA website.</li> <li>● Updates information as received or requested.</li> <li>● Creates a snapshot of the membership directory for historical and archival purposes within a week after the conference and forwards it to the Archivist/Historian.</li> <li>● Provides The Good Stuff Editorial Committee with membership statistics by submission deadline for publication.</li> </ul> <p>Grants</p> <ul style="list-style-type: none"> <li>● Notify the Finance Committee regarding the Grassroots Grant as this is part of the NDLA Conference budget.</li> </ul> <p>Annual conference</p> <ul style="list-style-type: none"> <li>● Provides the data needed to determine quorums in membership business and section meetings.</li> <li>● Answers questions from conference registration chair about membership status of on-site registrants.</li> <li>● Give names of members receiving years of service certificates to the President.</li> <li>● A drawing for a free NDLA membership is held at the annual conference.</li> <li>● Organizes a social or other networking opportunity.</li> </ul>
<p>Nominations, Elections &amp; Voting Committee</p>	<p>Executive Board Candidates</p> <ul style="list-style-type: none"> <li>● Collects potential candidates from Officers of at least one, and preferably two, NDLA members for their respective office</li> <li>● Follows up on candidates for the offices of President-Elect, Secretary, Treasurer and MPLA/ALA candidates and confirms their willingness to run.</li> <li>● Collects potential candidates from chairs of sections and roundtables who provide names of at least one, and preferably two, NDLA members for incoming chairs.</li> <li>● Confirms with membership chair that all candidates are current members of NDLA. The candidates for MPLA/ALA representatives must be members of good standing in those organizations.</li> <li>● Executive Board approves the slate of candidates no less than 45 days preceding the election.</li> </ul>

- Requests that all candidates provide a biographical sketch, which includes current position, education, and professional development; President-Elect, Secretary, Treasurer and MPLA/ALA candidates, also submit a vision statement, and a photo.
- Ensures information on all the candidates is submitted to the editor of The Good Stuff for the pre-conference issue.

Representatives of Affiliated Associations

- ALA Councilor terms are 3 years. Terms begin with ALA MidWinter (see ALA Bylaws) following election in 2011, 2014, 2017, 2020, 2023, etc.
- MPLA Councilor terms are 3 years. Terms begin with the first MPLA Board meeting following election by the state association (see MPLA Bylaws) in 2010, 2013, 2016, 2019, 2023\*, etc.  
\*Changed in 3/19 Board meeting to be same rotation as ALA Councilor

Ballots and Voting for Elected Positions

- The Committee prepares the ballots no less than 30 days prior to distribution.
- The ballots will be distributed to the voting membership at least fifteen days prior to the opening of the voting period.
- All active NDLA members in the Membership Database will receive the ballots for the President-Elect, Secretary, Treasurer, and MPLA and ALA representatives and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.
- Maintains the confidentiality of the ballots.
- Tallies ballots and then requests the Executive Board validate election results prior to notification of candidates; in disputes regarding elections, serves as the final arbiter.
- Ensures the notification of candidates regarding election results for President-Elect, Secretary, Treasurer, and ALA and MPLA representatives.
- Ensures the notification of current section and roundtable chairs, who are expected to notify their particular candidates regarding election results.
- Ensures announcement of election results to general membership at the annual conference.
- Responsible for providing election results to the editor of The Good Stuff for publication in the December issue.

Ballots and Voting for Bylaw Changes

- The President shall send proposed Bylaws changes to the membership for a one month comment period and sets the voting date start date and end; generally two weeks is sufficient.
- This committee distributes the ballot and maintains the confidentiality of returned ballots.
  - o Tallies then requests the Executive Board validate ballot results. President will notify the membership of the outcome.

Best Practices for Voting Procedures

	<ul style="list-style-type: none"> <li>● Two form letters should be part of procedure. One letter to precede the ballot, telling members to expect their ballot within the next 48 hours, and one letter following the ballot, telling members they should have received the ballot within the past 48 hours and what to do if they did not.</li> <li>● Send ballots on a Tuesday or a Wednesday.</li> <li>● Spell out North Dakota Library Association (all caps acronyms from a survey tool could be targeted as SPAM or JUNK by email filters).</li> <li>● Create a consistent subject line, i.e. North Dakota Library Association Ballot YYYY (Insert this subject line into the email that precedes and follows the ballot alerting members what to look for.)</li> <li>● Use a generic email such as ndlaelections@gmail.com The survey administrator would have this email and password.</li> <li>● Include abstain as a choice on each question/selection on a ballot.</li> </ul>
Professional Development Committee	The Grants <ul style="list-style-type: none"> <li>● NDLA Professional Development Grant</li> <li>● Ron Rudser Memorial Continuing Education Grant</li> <li>● M. Vivian Hubbard Memorial Grant</li> <li>● Mike Jaugstetter Leadership Memorial Grant</li> <li>● Responsible for Professional Development Grants <ul style="list-style-type: none"> <li>○ Communicates with the NDLA Treasurer regarding funds available for professional development grants.</li> <li>○ Prepares promotional statements to be included in The Good Stuff and through other communication channels, as desired.</li> <li>○ Receives applications for the various grants submitted through the NDLA website.</li> <li>○ The Chair calls meetings as necessary to evaluate the completed applications.</li> <li>○ A majority vote of the committee members determines the recipient(s) of each grant with the NDLA President's approval.</li> <li>○ The Chair of the committee notifies the recipient(s) and reminds the recipient(s) of the need to submit an evaluative report to the NDLA President and said report will be published in The Good Stuff prior to the expenditure of funds.</li> <li>○ Presents the recipient(s) at the annual conference awards banquet.</li> <li>○ Grant details and application requirements are posted on the NDLA website.</li> </ul> </li> <li>● Manages Mentorship Program <ul style="list-style-type: none"> <li>○ Advertises the program via NDLA website, newsletter, etc.</li> <li>○ Grows the program to be a robust, value-added benefit of NDLA membership.</li> <li>○ Matches those seeking to be mentors to those requesting mentorship.</li> </ul> </li> </ul>

Technical Services/Government Documents Committee	<ul style="list-style-type: none"> <li>● Administer the Notable Document Award.</li> </ul>
Website Committee	<ul style="list-style-type: none"> <li>● Works closely with Executive Board members and Committee chairs on website content.</li> <li>● Sends the Archivist monthly reports containing a list of all of the web pages that had been edited during that given month for archiving via the Wayback Machine.</li> <li>● Manages administrative access and training of the website platform</li> <li>● Troubleshoots access questions; forwards non-website related queries to the appropriate party as needed.</li> <li>● Manages the ongoing maintenance of design and content of the NDLA website <ul style="list-style-type: none"> <li>○ Regularly reviews all pages for currency</li> <li>○ Monitors issues related to useability</li> <li>○ Suggests changes in response to association needs</li> </ul> </li> </ul>

#### 4.5 Reports

All Committees	<ul style="list-style-type: none"> <li>● All Executive Board members and Committee Chairs (including those Committees that do not serve on the Executive Board) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>● The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year.</li> <li>● Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li> <li>● All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> <li>● Exceptions are noted below.</li> </ul>
Finance Committee	<p>The Finance Committee chair:</p> <ul style="list-style-type: none"> <li>● Reports on Finance Committee activities at each Executive Board meeting and at the annual NDLA conference.</li> <li>● Reports on the annual financial review/internal audit to the Executive Board.</li> <li>● Forwards to the NDLA Archivist/Historian the following items at the end of the year: <ul style="list-style-type: none"> <li>○ Annual operating budget.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Annual financial review report.</li> <li>o Annual Finance Committee report.</li> </ul>
Intellectual Freedom Committee	<ul style="list-style-type: none"> <li>• The annual report will include the status of intellectual freedom in the state and general statistics on challenges both to materials and patron records. THIS REPORT WILL NOT IDENTIFY SPECIFIC LIBRARIES OR INCIDENTS.</li> <li>• The report may include recommendations deemed appropriate by the Intellectual Freedom Committee to maintain and promote intellectual freedom within the state.</li> <li>• The Chair of the committee may provide more frequent written reports to the Executive Board as needed.</li> </ul>
Membership Committee	<ul style="list-style-type: none"> <li>• Quarterly reports containing membership statistics will be submitted as per the Good Stuff deadlines.</li> <li>• Membership statistics will be kept for NDLA overall and for each section and roundtable.</li> <li>• Narrative on the committee's activities during the period may also be included along with the statistics.</li> </ul>

## **5. Other Members (Archivist/Historian and State Librarian)**

### **5.1 Scope of Responsibilities**

Other members	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one's position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Reimbursement Policy, and Communications Policy) can be found in chapter 6 of this document.</li> </ul>
Archivist/Historian	<ul style="list-style-type: none"> <li>• Serves to help North Dakota Library Association preserve records of its activities for access and use by its members, Executive Board members, and, potentially, by other members of the public.</li> <li>• Is the Executive Board's consultant on what kinds of Association records should be kept and how they should be reviewed and prepared for deposit in the archives.</li> <li>• Searches through archived records for information sought by the Executive Board or assist Executive Board members in doing so.</li> <li>• Annually advises Executive Board members on what materials to forward to them.</li> <li>• Transfers print and digital materials to be retained to the State Archives at the State Historical Society of North Dakota.</li> <li>• Adheres to NDLA archives policies.</li> </ul>
State Librarian	<ul style="list-style-type: none"> <li>• Attends the meetings of the NDLA Executive Committee as an ex-officio, non-voting member.</li> <li>• Reports to the Executive Board on statewide and national library developments and issues.</li> <li>• In all ways possible, the State Library and the staff of the State Library supports and augments the work of the Association.</li> </ul>

## 5.2 Term of Office/Voting

Archivist/ Historian	<ul style="list-style-type: none"> <li>• Appointed by the President and serves a term concurrent with that of the President.</li> <li>• May succeed him or herself.</li> <li>• Is a non-voting member of the NDLA Executive Board.</li> </ul>
State Librarian	<ul style="list-style-type: none"> <li>• Is a non-voting member of the NDLA Executive Board</li> </ul>

## 5.3 Budget

Archivist/ Historian and State Librarian	<ul style="list-style-type: none"> <li>• Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>• Annual budget requests are approved by the NDLA Executive Board.</li> <li>• Refer to the Reimbursement section for details on items covered.</li> <li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> <li>• Budget items necessary to website and electronic communications are part of the general budget and do not need to be requested annually.</li> </ul>
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## 5.4 Reports

Archivist/ Historian and State Librarian	<ul style="list-style-type: none"> <li>• All Executive Board members and Committee Chairs (including those Committees that do not serve on the Executive Board) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>• The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year.</li> <li>• Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li> <li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
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## 6. Other NDLA policies

### 6.1 Archives Policy

<p>All Executive Board members and Committee Chairs</p>	<ul style="list-style-type: none"> <li>● The records of previous years that are still being referred to on a fairly regular, periodic basis can be retained for use by those officers.</li> <li>● When records are no longer being referred to on a regular, periodic basis:             <ul style="list-style-type: none"> <li>○ Records having long-term, historic value should be passed on to the Archivist/Historian.</li> <li>○ Records whose long-term, historic value is in some question should be passed on to the Archivist/Historian.</li> <li>○ Records that are not of ongoing, long-term historic interest, should be discarded.</li> </ul> </li> <li>● Submit newspaper articles related to ND libraries and/or NDLA</li> </ul>
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### 6.2 Reimbursement Policy

<p>All Executive Board members and Committee Chairs</p>	<ul style="list-style-type: none"> <li>● See Reimbursement Policy on the NDLA website for instructions and current rates</li> </ul>
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### 6.3 Communications Policy

<p>All Members: General Information</p>	<p><u>General Information</u></p> <p>Statements made to the press/public: The President acts as the official voice of the NDLA membership on national, state and local library issues. The President handles official correspondence of the association.</p> <p>Communication among NDLA members: Communication among NDLA members is expected to be professional and collegial. Therefore, the following communication is prohibited:</p> <ul style="list-style-type: none"> <li>● Insulting, defamatory, or offensive messages</li> <li>● Political statements unrelated to improving the field and practice of librarianship within the state of North Dakota</li> <li>● Non-library related announcements or job openings</li> <li>● For-profit advertising or commercial marketing unless related to professional development opportunities</li> </ul> <p>The official mailing address for the North Dakota Library Association is:</p>
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	<p>North Dakota Library Association  c/o North Dakota State Library  604 East Boulevard Avenue, Dept. 250  Bismarck, ND 58505-0800</p> <p>This serves as the official address for membership dues and conference related fees, tax filings, and other official correspondence.</p>
<p>All Members:  Listservs</p>	<p><u>Listservs</u></p> <p>NDLA has several official listservs as well as the ability to send email messages to its members through its website. Website email messages are suited for polls and announcements to membership, listserv messages are suited for two-way communication and less formal discussion.</p> <p>Listserv communications are a tool that can be utilized by all NDLA members. Messages sent to listservs are not moderated, and senders are responsible for their content. The listserv is for casual communication among members, and an official record will not be maintained. Sections have listservs and committees do not.</p> <p>When a member joins NDLA, they are added to the NDLA listserv by the Membership chair. When a member opts to join a section on their member registration, it is the Membership chair's responsibility to add them to the section listserv.</p> <p>Members may request to be removed from a listserv list at any time. When an NDLA membership expires their email is automatically removed from listserv lists.</p> <p>NDLA's listservs are:</p> <ul style="list-style-type: none"> <li>● NDLA (All Members)</li> <li>● NDLA-ASL (Academic and Special Libraries Section)</li> <li>● NDLA-EXEC (Executive Board Members)</li> <li>● NDLA-PLS (Public Library Section)</li> <li>● NDLA-SLAYS (School Library &amp; Youth Services Section)</li> </ul> <p>NDLA members are encouraged to use the listservs to:</p> <ul style="list-style-type: none"> <li>● Conduct Association business</li> <li>● Announce deadlines (The Good Stuff, annual conference, etc.)</li> <li>● Disseminate news items of professional interest</li> <li>● Advertise library position openings</li> <li>● Exchange information on library practices and policies</li> <li>● Publicize conferences, workshops, and professional development or continuing education opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>● Announce new publications</li> </ul> <p>If an NDLA member requires listserv assistance, they should contact the Membership chair at Membership@ndla.info</p> <p><u>Executive Board Listserv</u></p> <p>The Executive Board Listserv is a tool for conducting official business and facilitating communication between meetings. An official record of postings is compiled by the secretary. Current members of the Executive Board and current committee chairs have posting privileges to this listserv. Any member may request to be a read-only member of the list.</p> <p>Within a week of a change in board membership, the Membership Chair removes/changes to read only status previous officers as appropriate, changes the status of current officers to be able to post, and adds incoming chairs to read only status (during their onboarding period) to the Executive Board Listserv.</p>
<p>All Executive Board members and Committee Chairs: Website</p>	<p><u>Website</u></p> <p>The NDLA website serves as the primary communication tool between members of the NDLA. Through it, members can share the following:</p> <ul style="list-style-type: none"> <li>● Links to vote and participate in polls</li> <li>● NDLA and affiliate organization announcements and documents and forms</li> <li>● Section and committee information</li> </ul> <p>The Website Committee authorizes members to be website administrators and will assign appropriate privileges as needed.</p> <p>Other members can be granted appropriate levels of website administration, including but not limited to chairs and chair-elects of committees and sections as well as members of host committees for the annual conference.</p> <p>Those appointed to become administrators of the website are free to make changes to the pages they are responsible for, with these caveats.</p> <ul style="list-style-type: none"> <li>● If any changes are made to the Page Title and URL, or pages and documents that may be linked in other parts of the website, the administrator must notify the website committee when such changes are made.</li> <li>● Changes conform to overall site design and accessibility standards outlined by the Website Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• The Website Committee reserves the right to make changes on any page at any time in order to promote a static design, assure accessibility standards, and maintain functionality of the website.</li> </ul> <p><u>Website messages and polls</u></p> <p>Website messages are a limited tool that can be requested by any NDLA member. This method is recommended for official announcements, polls and voting.</p> <p>Members granted full administrator permissions can send out email messages to the general NDLA membership and to NDLA sections. If an NDLA member, without full administrator privileges, has an organization-focused announcement or membership survey/poll they would like to have sent out, they may contact the web editor to facilitate this communication.</p>
<p>All Executive Board members and Committee Chairs: Working Documents and Shared Workspaces</p>	<p><u>Working Documents and Shared Workspaces</u></p> <p>To facilitate the communication of organization business the NDLA shared drives hold (at minimum):</p> <ol style="list-style-type: none"> <li>1) An updated list of office/section/committee activities/initiatives</li> <li>2) Some form of documentation of committee meetings (agenda ideally... list of meeting dates at minimum)</li> <li>3) Committee roster</li> <li>4) Passwords and list of common committee/organization tools or avenues of communication (Do you maintain your committee webpage? Do you have a social media account (transfer page ownership)? Do you use the listserv, a forum, a blog post?)</li> <li>5) A more granular list of duties than are contained in the policy handbook as well as a calendar of responsibility</li> </ol> <ul style="list-style-type: none"> <li>• Before the end of the term, the officer will ensure all necessary documents are properly labeled and organized in the dedicated shared drive. They will also send to the Archivist any records per Policy Manual 6.1 Archives Policy.</li> <li>• The outgoing officer will apprise the incoming officer of where to find these documents and provide onboarding into the position. The outgoing officer will communicate the incoming officer's contact information to the Website editor, who will then be responsible for changing passwords and granting access for the shared workspace account.</li> <li>• If the outgoing officer is unable to perform this duty, or if the committee is new, the President should communicate the newly appointed officer's contact information to the Website editor, who will then be responsible for changing passwords granting access for the shared workspace account and onboarding the incoming officer.</li> </ul>

	<ul style="list-style-type: none"> <li>• File access continuity is ultimately the responsibility of the Website Committee, which will periodically check that the shared drive access credentials are up to date for each position.</li> </ul>
<p>All Executive Board members and Committee Chairs: Social Media</p>	<p><u>Social Media</u></p> <p>Sections/committees are encouraged to utilize NDLA social media accounts as a tool for casual organizational communication purposes and to increase the visibility of section/committee action to NDLA members.</p> <p>The web editor maintains a listing of NDLA social media accounts, log in credentials and authorized users with posting privileges. Notify the web editor of any changes.</p> <p>The following are best practices for social media use:</p> <ul style="list-style-type: none"> <li>• Link the social media platform to their NDLA webpage by adding the appropriate content widget, if it has not already been linked. If the section/committee chair is not a webpage administrator, they should contact the web editor to add the current content widget</li> <li>• Monitor and moderate feed/post responses for organizational appropriateness and ensure the page feed abides by content rules set forth at the beginning of this communication policy</li> <li>• Outgoing chairs should designate incoming chairs as page administrators on all applicable section/committee social media accounts before the end of their term of duty</li> </ul>
<p>All Executive Board members and Committee Chairs: Teleconferencing</p>	<p><u>Teleconferencing</u></p> <p>The use of teleconferencing platforms is encouraged to make the conduct of business easier for NDLA members. Teleconferencing platforms may be used for informal discussions as well as for official NDLA meetings. All participants should be informed and give consent before being recorded. Regardless of the teleconferencing platform, communication among members should abide by this policy.</p> <p>NDLA Executive Board meetings may be recorded as a resource for the Secretary to refer to when writing minutes. These recordings are retained until the minutes are approved at the following executive board meeting.</p>

## 7. Guidance on conducting votes for actions decided by the Executive Board

<p>Quorum</p>	<p>For Executive Board meetings, a quorum is a majority of the voting members. The list of voting members is provided in the NDLA Constitution (Article 7, section 2). When an Executive Board vote is held via the Executive Board listserv, a quorum is assumed.</p>
<p>Process of Motion - Second - Discussion &amp; Vote</p>	<p>Proposed ideas/suggestions/recommendations require a motion and a second, whether conducted in person or on the Executive Board listserv. Only voting members can make and second motions (see exception below regarding select committee reports).</p> <p>While a formal motion is meant to lead to discussion and offer everyone a chance to speak, a vote does not need to be taken for informal items and can cause unnecessary delays.</p> <p>Use a motion and vote for important decisions, such as:</p> <ul style="list-style-type: none"> <li>● Approval of the annual budget, conference budget, or a revision of it (the Board does not need to vote on expenditures that are within an approved budget, only if there are expenditures outside the previously approved budget)</li> <li>● Approval of bylaws revision(s) to be sent to full membership for ratification</li> <li>● Policy Manual revisions</li> <li>● Approval of strategic plan</li> <li>● Legal action</li> <li>● Assumption of a new financial obligation</li> <li>● Endorsement of a public policy position</li> <li>● Hiring staff</li> </ul> <p>Examples of informal items that do not need a motion and vote are:</p> <ul style="list-style-type: none"> <li>● Approval of the agenda</li> <li>● Additions to the agenda</li> <li>● Committee reports</li> <li>● President's report</li> <li>● Offering thanks, recognition, congratulations, or appreciation</li> </ul> <p>Upon receipt of factual reports, such as annual reports, Executive Board minutes, and financial reports, the President can simply state "Are there any corrections?" If there are no corrections, the President states, "Hearing none, minutes/reports are approved." Omissions and typographical errors are noted</p>

as corrections, but statements that would substantially change the contents of the minutes/reports do require a motion/second/vote by the Executive Board.

For all other items to be voted upon: After a motion is made and seconded, the President calls for discussion or questions. For example, "There is a motion and second to approve the annual budget. Is there any discussion?" If conducting the discussion via the Executive Board listserv, the President includes a time frame for the discussion period. For example, "There is a motion and second to approve the annual budget. Are there any questions? We will have a period for discussion until Monday (date and time), at which time we will conduct a vote to approve the budget."

After the discussion period has ended, the President restates the motion and calls for a vote. For example, "We have a motion and second to approve the annual budget. All those in favor? All those opposed, same sign?". If the vote is held via the Executive Board listserv, the President also includes a time frame for the vote. To keep business moving, the time frame for conducting the vote should be more than two days but less than a week. If there seems to be a lag in voting, the President may send a message reminding everyone of the vote being conducted.

The President tallies the votes and announces the result. For example, "The motion to approve the annual budget passes (or fails). Thank you to all that voted." If the vote is held via the Executive Board listserv, the President must not call the vote until the voting period is over to avoid disenfranchising voters. If the item has a larger impact, the President should also promptly announce the Executive Board action to all NDLA members.

Committee chairs are not voting members of the Executive Board; however, some are allowed to make motions regarding recommendations of the committee. According to *Robert Rules of Order 51:11*, the reporting board or committee member usually makes the necessary motion to implement the recommendations at the conclusion of his presentation, provided he is a member of the assembly. No second is required in these cases since the motion is made on behalf of the board or committee. Committee chairs necessary for the ongoing functioning of the board are members of the assembly (i.e. Executive Board), and thus do not require a motion or a second to bring recommendations for approval by the Board.

Voting members have the right to propose any amendments to recommendations brought forth by committee chairs and can request these changes by making a motion to amend. The President may include this reminder during the call for discussion. For example, "The [XYZ Committee] has put forward recommendations regarding [changes to XYZ]. This action does not require a motion or a second, however, any proposed amendments to these changes would require a motion/second. Please take a moment to read through the proposed changes. Are there any questions?" If the President is conducting business via the NDLA listserv, the above statement should also include the time frame for discussion. For example, "We will have a period for discussion until Monday (date and time). If a voting member

	<p>wishes to amend the proposed changes recommended by the [XYZ Committee], a motion (by voting members only) and a second (by voting members only) needs to be made before this discussion period ends. A vote will be called after the discussion period ends.”</p> <p>Chairs of all other committees may bring proposals and recommendations to the board, and if the proposal gains the support of a voting member, the voting member would need to make the motion. Another voting member would also need to second the proposal before the President could call for discussion and a vote.</p>
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