

NDLA Constitution

ARTICLE I - NAME

Section 1. This organization will be known as the North Dakota Library Association under the Articles of Incorporation submitted to Secretary of State Ben Meier March 9, 1971, certificate number 22494, transferring all assets of the Association to the corporation. The Association's official acronym is NDLA.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization is to exercise professional leadership and to promote library services and librarianship.

ARTICLE III - MEMBERSHIP

Section 1. Any person or organization interested in supporting the purpose of the Association may become a member as provided for in the Bylaws.

ARTICLE IV - OFFICERS

Section 1. Officers of the Association are president, president-elect, secretary, and treasurer. Upon election the president-elect serves the first year as president-elect, the second year as president, and the third year as immediate past president.

ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board of the Association will be current NDLA members and composed of the officers, the immediate past NDLA president, chairs of the sections and roundtables, affiliated representatives to other associations, and other members as provided for in the Bylaws.

Section 2. The officers, the immediate past NDLA president, chairs of the sections and roundtables, and representatives to other affiliated associations are voting members of the Executive Board. All standing committee chairs, the editor of the official NDLA publication, the State Librarian, and other appointed representatives are ex-officio members without vote.

Section 3. The duty of the Executive Board is to transact all business of the Association in the intervals between membership meetings, make recommendations to the Association, and adopt a budget. The Board will act upon resolutions passed by the membership. None of its acts shall conflict with the Constitution or Bylaws.

Section 4. Meetings of the Executive Board will be held at least three times a year. A majority of voting members of the Executive Board shall constitute a quorum for the transaction of Executive Board business.

ARTICLE VI - ASSOCIATION MEETINGS

Section 1. Meetings will be held as provided for in the Bylaws.

Section 2. Twenty-five percent of Association membership registered at the annual conference constitutes a quorum for transaction of Association business.

Section 3. Business of the general membership between Annual Meetings will be conducted electronically.

ARTICLE VII - COMMITTEES AND APPOINTMENTS

Section 1. Committees and presidential appointments determined to be administratively necessary for the function of the Association are provided for in the Bylaws.

ARTICLE VIII - AMENDMENTS

Section 1. Amendments to this constitution must be submitted in writing to the Constitution/Bylaws and Policies Committee. Proposed constitutional changes will be presented to the membership at least one month before voting. Passage will require a two-thirds majority of those voting.

Section 2. Amendments may be initiated by the Executive Board or by a petition signed by at least fifteen members of the Association.

ARTICLE IX - BYLAWS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the Constitution, Bylaws and Policies Committee. Proposed Bylaws changes will be presented to the membership at least one month before voting. Passage will require a majority of those voting.

Section 2. Bylaws changes may be initiated by the Executive Board or by a petition signed by at least fifteen members of the Association.

ARTICLE X - PARLIAMENTARY PROCEDURE

Section 1. The business of the Association will be conducted in accordance with "The Standard Code of Parliamentary Procedure," latest revised edition, by Alice Sturgis.

NDLA Bylaws

Article I. Membership

Section 1. Classifications of Membership.

Membership of the Association will consist of:

A. Active membership: active membership includes several types of special interest categories with varying dues structures. All active members can vote, hold office, and receive member registration rates at the annual conference.

Individual personal membership: Any person employed by a North Dakota library or otherwise actively engaged in promoting North Dakota library interests will, upon payment of specified dues, be entitled to active membership in the Association.

Student membership (3-year limit): Any person enrolled in a library school program will, upon payment of specified dues, be entitled to active membership in the Association.

New director membership: Any new library director in a North Dakota library is entitled to have the individual personal membership fee waived for her/his first year of directorship if she/he has not previously been a member of the Association. New director members are considered active members.

Library trustee membership: Any trustee of a library board in the state of North Dakota may, upon payment of specified dues, be entitled to active membership in the Association.

B. Other types of membership (non-voting): the non-voting memberships include several types of special interest categories with varying dues structures. Non-voting members can neither vote nor hold elected office.

Associate membership: Any person not employed by a North Dakota library nor actively engaged in promoting North Dakota library interests but interested in promoting the purposes of the Association may, upon payment of specified dues, become a nonvoting member of the Association. Associate members cannot hold elected office or vote but do receive member registration rates at the annual conference

Institutional membership: Any library or organization interested in or concerned with the work of libraries or librarianship may, upon payment of specified dues, become a nonvoting member of the Association. Institutional members cannot hold office and are not eligible for member benefits.

Depending on the level of membership, up to three staff of the institutional member may receive member registration rates at the annual conference.

Honorary membership: Honorary membership may be conferred upon a person or institution for meritorious contributions to library development or for high attainment in the field of librarianship by a three-fourths vote of those present at an annual meeting. Length of membership will be determined by the Executive Board. Honorary members will not be required to pay dues and are not eligible to vote or hold office but do receive member registration rates at the annual conference.

Section 2. Dues

Annual dues are payable at the beginning of each calendar year. Privileges begin upon receipt of payment and expire Dec. 31 of the same year. If a new member pays the active membership fee at the time of conference registration his/her membership is good through the end of the following calendar year as a one-time benefit.

A. Dues structure:

1. Active Membership

a. Individual Personal Membership: \$35

b. Student Membership: \$20

c. New Director Membership: waived

d. Library Trustee Membership: \$20

2. Non-voting Membership

a. Associate Membership: \$20

b. Institutional Membership:

Permanent staff FTE	Library Dues	Staff can register at member rate for conference
---------------------	--------------	--

3 or fewer	\$50	1
------------	------	---

9 or fewer and more than 3	\$100	2
----------------------------	-------	---

10 or more	\$150	3
------------	-------	---

c. Honorary Membership: waived

B. The Executive Board will review the dues structure annually. When directed by the Executive Board, the Finance Committee will recommend changes to the dues structure.

C. All proposals for changing the dues structure will be submitted to the Constitution, Bylaws, and Policies Committee. Proposed dues changes will be presented to the membership at least one month before voting. Passage will require a majority of those voting.

ARTICLE II - MEETINGS

All meetings of any board, committee, or other body of the Association at which Association business is discussed or at which any formal action is taken are open.

Section 1. Annual Membership Meeting

A. The annual meeting of the Association will be held at such time and place as determined by the Executive Board. Thirty days' notice must be given all members of the Association.

B. Proposed resolutions must be submitted in writing by the announced deadline as determined by the President. During association business meetings (e.g. general sessions), resolutions must be read aloud; the reading may take place just prior to the vote.

Section 2. Special Meetings

Special meetings may be held at the call of the president, upon approval of the Executive Board, provided that two weeks' notice is given to all of the Association. A quorum for any special membership meeting will be based on twenty-five percent of the Association membership registered at the last annual conference.

Section 3. General Membership Business

Business of the general membership between annual meetings will be conducted electronically.

ARTICLE III - NOMINATIONS AND ELECTIONS

Section 1. Nominations

The president will appoint a four member Nominations, Elections, and Voting Committee.

A. The Nominations, Elections, and Voting Committee proposes a minimum of two NDLA members for each of the NDLA offices of president-elect, secretary, and treasurer and reports nominations to the Executive Board. The Executive Board approves the nominations prior to the creation of the ballot.

B. The Nominations, Elections, and Voting Committee proposes a minimum of two NDLA members to run as representatives for each affiliated organization and reports nominations to the Executive Board. The Executive Board approves the nominations prior to the creation of the ballot. Terms of office for affiliation representatives are as specified in the Policies Handbook.

Section 2. Elections

The Nominations, Elections, and Voting Committee assumes responsibility for working out election details as specified in the Policies Handbook.

A. All elections of NDLA officers, affiliation representatives and officers of sections and roundtables will be conducted by ballot. The Nominations, Elections, and Voting Committee prepares the official ballot

coordinating it with section and roundtable chairs. The ballots, which will provide for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

B. For each office the candidate receiving the largest number of votes shall be elected. The Nominations, Elections, and Voting Committee determines and reports the results of the balloting to the Executive Board which validates election results and, in disputes regarding elections, serves as the final arbiter. In the case of a tie vote, the successful candidate shall be determined by lot conducted by the Executive Board.

Section 3. General Membership Voting

The Nominations, Elections, and Voting Committee assumes responsibility for working out general membership voting details as specified in the Policies Handbook.

A. All voting done of the general membership will be conducted by ballot. The Nominations, Elections, and Voting Committee prepares the official ballot. The ballots will be distributed to the voting membership at least thirty days prior to the opening of the voting period.

B. A majority vote of all returned ballots determines results. The Nominations, Elections, and Voting Committee determines and reports the results of the balloting to the Executive Board which validates results and in disputes regarding results serves as the final arbiter.

C. Voting questions will be announced to the general membership by the President of NDLA at least 30 days prior to the opening of electronic vote. Discussion can occur electronically. The President will announce opening and closing of electronic voting.

ARTICLE IV - OFFICERS

Section 1. Term

A. Officers are elected for a one-year term and assume their duties at the close of the annual meeting following their election. Incoming and outgoing Executive Board members will meet together immediately after the close of the annual meeting and the new officers will assume their duties. They serve until the close of the next annual meeting.

B. The exception is the treasurer, who serves for a calendar year. The incoming treasurer will serve an orientation period with the presiding treasurer following the annual meeting until the term begins.

Section 2. Duties of Officers

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

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

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

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

E. The immediate past-president shall be the responsible coordinating agent for the program planning of the Association's annual conference and, with regard to the annual conference, shall perform other duties affecting the annual conference as may be assigned by the president of the Association and the Association's Executive Board.

Section 3. Vacancies

Vacancies in office will be filled for the duration of an unexpired term by appointment made by the Executive Board, except the office of president which will be filled by the president-elect.

Section 4. Removal of Officers

A. Elected officers of the Association may be removed from office for just cause. A two-thirds majority vote of the Executive Board is required to authorize a ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, violation of statutory law which tarnished the reputation of the Association, or incapacity in executing the responsibilities of office.

ARTICLE V - Executive Board

Section 1. Voting Members

If a voting member of the Board is unable to attend an Executive Board meeting, that member may designate a proxy with full privileges of the office.

Section 2. Primary Duties of the Executive Board

Responsibilities include:

- A. Approve the annual budget;
- B. Approve the budget of the annual conference;
- C. Approve all minutes and financial reports;
- D. Act upon petitions for the establishment of sections and roundtables;
- E. Validate election results and in disputes regarding elections serves as the final arbiter;
- F. Approve the Policies Handbook.

Section 3. Executive Board Meetings

A Board meeting may be held at the call of the president or a majority of the Board members.

Section 4. Reimbursement of Expenses

Actual expenses incurred in transacting or furthering of Association business may be reimbursable as specified in the Policies Handbook. Reimbursement is never to exceed total actual expenses.

Section 5. Executive Committee of the Board

The Executive Committee of the Board shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer. In situations where the full Board cannot address a matter in a timely fashion, as determined by the Executive Board, the Executive Committee of the Board may be called upon to investigate, discuss, and either recommend a course of action or to act with final authority for the Executive Board when dealing with the matter at hand (if explicitly stated in the charge); however, proposed or final course(s) of action are subject to review, modification, approval (if required), or rescinding by a majority vote of the Executive Board. Any action taken by the Executive Committee of the Board must be reported to the full Executive Board within 14 days or at the next Executive Board meeting, whichever occurs first.

ARTICLE VI - COMMITTEES

All committees are as specified in the Policies Handbook.

Section 1. Appointments

Standing committee chairs are appointed by the president and serve a term concurrently with that of the president. The president has the authority to establish additional committees as needed.

Section 2. Reports

All committee chairs submit an annual written report to the president prior to the annual meeting and written reports at meetings of the Executive Board.

Section 3. Standing Committees

Committees required for the ongoing functioning of the Association include Constitution/Bylaws and Policies, Finance, Membership, and Nominations, Elections, and Voting.

ARTICLE VII - SECTIONS AND ROUNDTABLES

Section 1. Membership

Members of the sections and roundtables will be current members of NDLA. A section or roundtable may prescribe any additional qualifications for membership and engage in activities appropriate to its interest which do not conflict with the provisions of the NDLA Constitution and these Bylaws.

Section 2. Sections and Roundtables

Sections of the Association may be established to represent members interested in the same type of library or trusteeship. Roundtables may be established to represent members interested in a specific library activity.

Section 3. Formation

A. A petition to the Executive Board for the establishment of a section or roundtable will state the purpose and need of the proposed section or roundtable. The petition will be signed by ten current NDLA members who become charter members of the section or roundtable. Sections and round-tables have voting representation on the Executive Board two years after their petition has been approved.

B. Both sections and roundtables require a chair and a chair-elect. Other officers will be elected as deemed appropriate. Section and roundtable chairs are responsible for providing the NDLA Nominations, Elections, and Voting Committee with a slate of candidates for vacant offices. Elections will be conducted by ballot in accordance with the provisions outlined in these Bylaws (Article III, Sec. 2).

Section 4. Discontinuation

By a majority vote of the Executive Board at two consecutive Board meetings, a section or roundtable may be discontinued.

Section 5. Section and Roundtable Bylaws

Section and roundtable bylaws revisions are approved by the Executive Board after following procedures as specified in the Policies Handbook.

ARTICLE VIII - AFFILIATIONS

Section 1. Membership

The Association will maintain memberships in the following affiliated organizations and will discharge the duties and exercise the rights and privileges which pertain to these memberships.

A. The American Library Association (ALA). The North Dakota member of the Council of the American Library Association will be elected in the same manner as the officers of the Association in accordance with the term and rules provided by ALA.

B. The Mountain Plains Library Association (MPLA). The North Dakota representative to MPLA will be elected in the same manner as the officers of the Association in accordance with the term and rules provided by MPLA.

Section 2. Duties

A. Representatives to affiliated organizations will assume their duties at the close of the annual meeting following their election.

B. The duties of the NDLA representative to affiliated organizations will be to represent NDLA at organization meetings and to report on these meetings at the annual NDLA meeting, in the official NDLA publication, and as otherwise required by the NDLA Executive Board.

Section 3. Affiliation Process

A. Upon the recommendation of the Executive Board and an affirmative vote of two-thirds majority of membership ballots returned, NDLA may affiliate with other associations/organizations.

B. Petitions from organizations or groups wishing to affiliate with NDLA will be presented to the membership. A majority of two-thirds of the registered members present will be necessary for ratification.

C. The Association may disaffiliate with an organization upon recommendation of the Executive Board and an affirmative vote of two-thirds of the membership ballots returned.

Section 4. Vacancies

Vacancies in office will be filled for the duration of an unexpired term by an appointment made by the Executive Board.

ACADEMIC AND SPECIAL LIBRARIES SECTION BYLAWS

ARTICLE I. NAME

Section 1. The name of this section will be the Academic and Special Libraries Section of the North Dakota Library Association.

Section 2. The official abbreviation will be A & SL.

ARTICLE II. PURPOSE

Section 1. The purpose of the section will be to promote academic and special libraries and librarianship in North Dakota by:

- A. Providing an opportunity for discussion and exchange of ideas for persons interested in the problems of academic and special libraries;
- B. Contributing to the total professional development of academic and special libraries;
- C. Improving service capabilities of academic and special libraries;
- D. Promoting and speaking for the interests of academic and special libraries;
- E. Promoting study and research relevant to academic and special librarianship and library education.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the A & SL is open to all persons who are members of the North Dakota Library Association with an interest in the above stated purposes of the section and have the right to vote.

ARTICLE IV. MEETINGS

All meetings are open where A & SL business is discussed or where any formal action is taken.

Section 1. Annual Meeting

The section holds its annual business meeting in conjunction with the North Dakota Library Association. A program is also sponsored by the Section at the annual conference.

Section 2. Special Meetings

Special meetings may be called by the Chair. The call requires a two week notice to the Section membership.

Section 3. Quorum

A quorum for the transaction of business at any meeting will be 15% of total membership.

ARTICLE V. NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will appoint a nominations committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Elections Committee assumes responsibility for conducting the election. All elections of section officers will be conducted by ballot in compliance with the NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

ARTICLE VI. OFFICERS

Section 1. Term

Officers will be elected for a one-year term and assume their duties at the close of the annual conference following their election. The Chair-elect succeeds the Chair upon expiration of the Chair's term.

Section 2. Executive Committee

A. The Executive Committee is composed of the Section officers: Chair, Chair-elect and Secretary. The immediate past chair is an ex-officio nonvoting member of the committee.

B. All members of the Executive Committee will serve one-year terms. No officer can simultaneously hold more than one office.

C. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

Section 3. Duties of Officers

A. The Chair will act as the chief administrative officer of the section, preside at all section meetings, appoint committees necessary to conduct section business, submit a budget to the NDLA Finance Committee, represent the section at the NDLA's Executive Board meetings as a voting member of the Board, and assume all other responsibilities in accordance with section needs.

B. The Chair-elect will be responsible for the planning and preparation of the section's program at the NDLA annual conference, preside at section meetings in the absence of the Chair, assume responsibilities as assigned by the Chair, and succeed to the office of Chair.

C. The Secretary will record and distribute minutes of the section meetings and of the Executive Committee business meetings, and will send reports of such meetings to the President of the NDLA and to The Good Stuff as appropriate. The Secretary will also handle correspondence, memos, and other duties as requested by the Chair.

Section 4. Vacancies

A vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. Other vacancies will be filled by Chair appointment until elections are held.

Section 5. Removal of Officers

A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution of Bylaws, or Section Bylaws, violation of statutory law which tarnishes the reputation of the Association or Section, or incapacity in executing the responsibilities of office.

ARTICLE VII. COMMITTEES AND APPOINTMENTS

Section 1. Secretary

The Chair will select a Secretary from those in attendance for the purpose of recording the minutes and submitting a written copy to the Chair.

Section 2. Committees

The Chair will appoint the membership of committees established to perform the function or to meet the purpose of the Roundtable. Committees may be created or abolished by a majority vote of the roundtable membership.

ARTICLE VIII. AMENDMENTS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section bylaws revision.

Section 2. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting.

ARTICLE IX. FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the section will be submitted to the NDLA Executive Board for approval.

GOVERNMENT DOCUMENTS ROUNDTABLE BYLAWS

ARTICLE I. - Name

Section 1. This organization will be known as the Government Documents Roundtable of the North Dakota Library Association.

Section 2. The Roundtable's abbreviation is GODORT.

ARTICLE II. - Purpose

Section 1. The purpose of this organization will be to:

A. provide a force for initiating and supporting programs to increase availability, use, and bibliographic control of federal, state and local documents;

B. provide a forum for discussion and exchange of ideas for librarians working with federal, state and local documents;

C. develop standards for the administration of federal, state and local documents;

D. monitor, influence and recommend policies and legislation which affects state, federal and local documents;

E. collaborate with the State Library to facilitate the collection, indexing and distribution of state documents;

and,

F. and, promote the increased awareness and use of state, federal and local documents throughout the state.

ARTICLE III. - MEMBERSHIP

Section 1. Membership is open to any member of the North Dakota Library Association who supports the purposes of the GODORT and have the right to vote.

ARTICLE IV. - MEETINGS

All meetings where GODORT business is discussed, or where any formal action is taken are open.

Section 1. Annual Meetings

There will be an annual Government Documents Roundtable business meeting during the North Dakota Library Association's annual conference.

Section 2. Special Meetings

Special meetings of the membership may be held at the call of the Chair or at the call of a majority of the Executive Committee members. The call requires a two week notice to the GODORT membership.

Section 3. Quorum

A quorum will consist of 10% of the members.

ARTICLE V. - NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will forward the names of the nominees to the NDLA Nominations and Election Committee. The NDLA Executive Board approves the nominations prior the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for the election. All elections of GODORT officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for written votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

ARTICLE VI. - OFFICERS

Section 1. Term

Officers shall be elected for a one-year term. The Chair-Elect shall succeed the Chair upon expiration of the Chair's term. Officers will assume their duties at the close of the annual conference following their election and will serve until the close of the annual conference at the end of their term.

Section 2. Executive Committee

Officers of the Roundtable are the Chair and Chair-Elect.

Section 3. Duties of the Officers

A. The Chair presides at all meetings; submits annual budget to the Finance Committee; assures a slate of nomination for offices is submitted to the NDLA Nominations and Elections Committee; attends Executive Board meetings; submits reports to the Executive Board; appoints committees necessary to conduct Roundtable business.

B. The Chair-Elect assists the Chair and performs program planning for the annual conference; assumes responsibilities as assigned by the Chair; and submits GODORT news of the editor of The Good Stuff.

Section 4. Vacancies

Vacancies in office will be filled for the duration of an unexpired term by appointment by the Chair, except for the office of Chair, which shall be filled by the Chair-Elect. Any Officer moving from the state must resign from office if the move interferes with the execution of the duties of the office.

Section 5. Removal of Officers

A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

ARTICLE VII - COMMITTEES AND APPOINTMENTS

Section 1. Secretary

The Chair will select a Secretary from those in attendance for the purpose of recording the minutes and submitting a written copy to the Chair.

Section 2. Committees

The Chair will appoint the membership of committees established to perform the function or to meet the purpose of the Roundtable. Committees may be created or abolished by a majority vote of the roundtable membership.

ARTICLE VIII – AMENDMENTS

Section 1. All proposed amendments by the Roundtable membership will be submitted in writing to the Constitution, Bylaws and Policies Committee. The Association's Executive Board approves roundtable bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the Roundtable membership at least one month before voting. Passage will require a majority of those voting.

ARTICLE IX - FEES

Section 1. Fees, grants, or special assessments under consideration by the Section will be submitted to the NDLA Executive Board for approval.

ARTICLE X - AFFILIATION

Section 1. The Roundtable shall maintain membership in the American Library Association's Government Documents Roundtable otherwise known as ALA-GODORT, and exercise the rights and privileges which pertain to this membership. A liaison representative will be elected at the fall business meeting to supply ALA-GODORT with a copy of the bylaws and reports of activities of the organization.

HEALTH SCIENCE INFORMATION SECTION BYLAWS

Section 1. The name of this section of the North Dakota Library Association will be the Health Science Information Section.

Section 2. The official abbreviation will be HSIS.

Article II PURPOSE

Section 1. As an integral part of the NDLA organization, the Health Science Information Section exists to contribute to the quality of health care by:

- A. promoting interest in health science information;
- B. promoting cooperation among health science and other types of libraries; and,

C. enhancing the status, qualifications, and skills of health science librarians by sponsoring and encouraging opportunities for continuing education.

Article III MEMBERSHIP Section 1. Membership

Any person employed full or part-time in a health science library or otherwise interested in health science information shall, upon payment of the specified NDLA individual membership dues, be eligible for membership and have the right to vote.

Article IV MEETINGS

Section 1.

All meetings where HSIS business is discussed or where any formal action is taken are open.

Section 2.

Annual Meeting

The Section holds spring and fall annual meetings to conduct business and to provide continuing education. The fall meeting will be held at the NDLA annual conference.

Special Meetings

Special meetings of the membership may be held at the call of the Chair or at the call of a majority of the Executive Committee members. The call requires a two-week notice to the HSIS membership.

Section 3. Quorum

Twenty-five percent of HSIS membership constitutes a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

ARTICLE V NOMINATIONS AND ELECTIONS Section 1. Nominations

The chair will activate the Nominations Committee and will forward the slate of candidates to the NDLA Nominations and Election Committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of HSIS officers will be conducted by ballot in compliance with NDLA ballot procedures.

The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

Article VI OFFICERS Section 1. Term

Officers will be elected for a one-year term, with the exception of the Regional Advisory Council Representative, and assume their duties at the close of the annual conference following their election. The Chair-Elect succeeds the Chair upon expiration of the Chair's term. The term of the Regional Advisory Council Representative is an alternating term of two years and three years.

Section 2. Executive Committee

The Executive Committee is composed of the Section officers: Chair, Chair-Elect, Secretary, and Regional Council Representative. The immediate Past Chair is an ex-officio nonvoting member of the Committee.

Section 3. Duties of Officers

A. The Chair will preside at all meetings of HSIS; attend the NDLA Executive Board meetings as a voting member of the Board; submit to the NDLA Executive Board, a written report for each meeting and an annual report at the annual conference; plan the spring meeting and programming; maintain the HSIS Policies Handbook; send Section news to The Good Stuff editor regularly; submit budget to the NDLA Finance Committee and requests for disbursements to the NDLA treasurer; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; and, assume all other responsibilities in accordance with Section needs.

B. The Chair-Elect will, upon request of the Chair, exercise the authority of the Chair in the Chair's absence; plan the program for the annual conference; and carry out other duties as assigned by the Chair.

C. The Secretary will record and distribute minutes of the meetings to the Section membership within one month of the meeting; handle correspondence, memos, and other duties when requested by the Chair; chair the Bylaws Committee.

D. The Regional Council Representative will attend regional council meetings and report on regional activities to the Section at the annual meetings.

E. Past Chair will serve as an ex-officio non-voting member of the Executive Committee and will chair the Nominations Committee.

2

Section 4. Vacancies

Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-Elect. A vacancy in the office of Chair- Elect, Secretary, or Regional Council Representative will be filled by Chair appointment until elections.

Section 5. Removal of Officers

A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a ballot to the membership seeking removal of an officer(s).

B. Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

C. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law, which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

Article VII COMMITTEES AND APPOINTMENTS

Committees will serve for a one-year term concurrent with the current Chair.

Section 1. Section 2.

Nominations Committee

The Chair-Elect, Secretary, and the immediate past Chair will serve as the Nominating Committee. The immediate past Chair is Chairperson.

Bylaws Committee

The Bylaws Committee will be a standing committee appointed by the Chair, chaired by the Secretary.

Section 3. Ad Hoc Committees

The Executive Committee will appoint ad hoc committees as needed.

Article VII AMENDMENTS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee.

The NDLA Executive Board approves section or roundtable bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the HSIS membership for approval at least one month prior to voting.

Article IX FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the Section will be submitted to the NDLA Executive Board for approval.

NEW MEMBERS ROUNDTABLE BYLAWS

Section 1. The name of this organization shall be the North Dakota New Members Roundtable.

Section 2. The official abbreviation will be ND/NMRT.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be to:

- A. promote and encourage participation in professional activities, particularly at the state level North Dakota Library Association;
- B. promote a sense of responsibility for the development of library service and librarianship; and,
- C. orient new members to North Dakota and to the library profession.

ARTICLE III MEMBERSHIP

Section 1. Regular members: Any person who has an active NDLA membership as specified in the NDLA bylaws, for the first five years of membership, shall be considered eligible for regular membership in ND/NMRT and have the right to vote and hold office.

Section 2. Associate members: Individual members of NMRT who do not meet the conditions of membership but who are interested in promoting NMRT interests may, upon payment of their NDLA dues, be eligible as associate members. Associate members do not have the right to vote or to hold office.

ARTICLE IV MEETINGS

All meetings where ND/NMRT business is discussed or where any formal action is taken are open.

Section 1. Annual meeting

There shall be a Fall business and membership meeting held each year in conjunction with the annual North Dakota Library Association annual conference.

Section 2. Special meetings

Special meetings of the membership may be held at the call of the Executive Committee.

Section 3. Quorum

Ten percent of the ND/NMRT membership shall constitute a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee shall constitute a quorum for the transaction of Executive Committee business.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1. Nominations

A. A nominating committee of no fewer than three members shall be appointed by the Chair. The Nominating Committee shall have the responsibility of nominating candidates for Chair-elect.

B. The Nominating Committee shall obtain from all nominees their written consent, their professional addresses, and their brief biographical sketches. The biographical sketches shall become part of the North Dakota Library Association annual ballot.

C. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of the ND/NMRT officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

ARTICLE VI OFFICERS

Section 1. Terms of office

Officers will be elected for a one-year term and will assume their duties at the close of the NDLA annual conference following their election. The Chair-elect succeeds the Chair upon expiration of the Chair's term.

Section 2. Executive Committee

The Executive Committee is composed of the Roundtable officers: Chair, Chair-elect, and Secretary.

Section 3. Duties of Officers

A. The Chair will preside at all meetings of ND/NMRT; attend the NDLA Executive Board meetings as a voting member of the Board; submit a written report for each meeting and an annual report at the NDLA annual conference; maintain the ND/NMRT Policies Handbook; send Roundtable news to The Good Stuff editor when appropriate; submit a budget to the NDLA Finance Committee; request disbursements from the NDLA treasurer; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; appoint a secretary to take notes at each meeting; and assume all other responsibilities in accordance with Roundtable needs.

B. The Chair-elect will upon request of the Chair, exercise the authority of the Chair in the Chair's absence; plan the program for the annual conference; and carry out other duties as assigned by the Chair.

C. The Secretary will record and distribute minutes of the meetings to the Roundtable membership within one month of the meeting; handle correspondence, memos, and other duties when requested by

the Chair.

Section 4. Vacancies

Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. A vacancy in the office of Chair- elect will be filled by Chair appointment until elections.

ARTICLE VII COMMITTEES AND APPOINTMENTS

Committees will be appointed and will serve as needed to conduct section business. The section chair will appoint committee chairpersons who will appoint the individual committee members.

ARTICLE VIII AMENDMENTS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section or roundtable bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting.

ARTICLE IX FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants or special assessments under consideration by the Roundtable will be submitted to the NDLA Executive Board for approval.

ARTICLE X AFFILIATION

Section 1. The ND/NMRT shall maintain membership as an affiliate of the American Library Association New Members Roundtable.

PUBLIC LIBRARY SECTION BYLAWS

Article I NAME

Section 1. The name of this section of the North Dakota Library Association will be the Public Library Section.

Section 2. The official abbreviation will be PLS.

Article II. PURPOSE

Section 1. As an integral part of the NDLA organization, the Public Library Section exists to promote interest and participation in quality public library service to:

- A. support NDLA in accomplishing its objectives;
- B. promote improvement and expansion of public library service;
- C. provide a forum for common concerns and interests; and,
- D. provide a vehicle for action on behalf of public libraries and librarians.

Article III MEMBERSHIP

Section 1. Membership

Any person employed full or part-time in a public library or otherwise interested in public libraries information shall, upon payment of the specified NDLA individual membership dues, be eligible for membership and have the right to vote.

Article IV MEETINGS

All meeting are open where PLS business is discussed or where any formal action is taken is open.

Section 1. Annual Meeting

The Section holds an annual meeting is held to conduct business and provide continuing education at the time of the NDLA conference. Notice for the business meeting shall be

given with the call for conference in the Association's newsletter.

Section 2. Quorum

Ten members of the section's membership constitute a quorum for transaction of business at any general membership meeting.

Section 3. Presentations

Programs with speakers, discussion groups, workshops and similar programs will not require a quorum.

Article V. NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will appoint a Nominations Committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of the PLS officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

Article VI OFFICERS

Section 1. Term

Officers will be elected for a one-year term and assume their duties at the close of the annual conference following their election. The Chair-Elect succeeds the Chair upon expiration of the Chair's term.

Section 2. Executive Committee

The Executive Committee is composed of the Section officers: Chair, Chair-Elect, and Secretary. The immediate Past Chair is an ex-officio non-voting member of the Committee.

Section 3. Duties of Officers

A. The Chair will preside at all meeting of the PLS; attend the NDLA Executive Board meetings as a voting member of the Board; submit a written report for each meeting and an annual report at the annual conference; plan PLS programming; maintain the PLS Policies Handbook; send Section news to The Good Stuff, editor regularly; submit

budget to the NDLA Finance Committee; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; and, assume all other responsibilities in accordance with Section needs.

B. The Chair-Elect will upon request of the Chair, exercise the authority of the Chair in the Chair's absence; plan the program for the annual conference; and carry out other duties as assigned by the Chair.

C. The Secretary will record and distribute minutes of the meetings to the Section membership within one month of the meetings; handle correspondence, memos, and other duties with requested by the Chair; Chair the Bylaws Committee.

Section 4. Vacancies

Vacancy in the Chair position will be filled for the duration of a remaining term by the ChairElect.

A vacancy in the office of Chair-Elect and Secretary will be filled by Chair appointment until elections.

Section 5. Removal of Officers

A. Elected officers of the Section maybe removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-third majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

Article VII AMENDMENTS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the membership at least on month before voting.

Article VIII FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the Section will be submitted to NDLA Executive Board for approval.

SCHOOL LIBRARIES AND YOUTH SERVICES SECTION BYLAWS

Article I NAME

Section 1. The name of this section of the North Dakota Library Association will be the School Libraries and Youth Services Section.

Section 2. The official abbreviation will be SLAYS.

Article II PURPOSE

Section 1. As an integral part of the NDLA organization, the SLAYS section exists to:

- A. exercise leadership in the profession of school librarianship among librarians and/or media specialists working with youth;
- B. promote library and instructional media administration, and librarianship within the field of public education; and,
- C. support other aspects of library development within the state.

Article III MEMBERSHIP

Section 1. Any person actively interested in, or employed in the work of school librarianship, and/or children's and young adult services shall, upon payment of the specified NDLA individual membership dues, be entitled to section membership with the right to vote and hold office.

Article IV MEETINGS

All meetings where SLAYS business is discussed or where any formal action is taken are open.

Section 1. Annual Meeting

The annual meeting of the Section will be held at the NDLA annual conference.

Section 2. Special Meetings

Special meetings of the membership may be held at the call of the Chair or upon petition of 15% of the active membership. The call requires a notice to the SLAYS

membership.

Section 3. Quorum

Twenty percent of SLAYS membership constitutes a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1. Nominations

The chair will appoint a Nominations Committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for conducting the election. All elections of SLAYS officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

Article VI OFFICERS

Section 1. Term

Officers will be elected for a one-year term and assume their duties at the close of the annual conference following their election. The Chair-elect succeeds the Chair upon expiration of the Chair's term.

Section 2. Executive Committee

The Executive Committee is composed of the Section officers: Chair, Chair-elect, and Secretary.

Section 3. Duties of Officers

A. The Chair will preside at all meetings of SLAYS; attend the NDLA Executive Board meetings as a voting member of the Board; submit a written report for each meeting and an annual report at the annual conference; maintain the SLAYS Policies Handbook; send Section news to "the Good Stuff" editor regularly; submit budget to the NDLA Finance Committee and requests for

disbursements to the NDLA treasurer; assure a slate of nominations for offices is submitted to the NDLA Nominations and Elections Committee; and, assume all other responsibilities in accordance with Section needs.

B. The Chair-elect will upon request of the Chair, exercise the authority of the Chair in the Chair's absence; coordinate the revision of the Section bylaws; and, carry out other duties as assigned by the Chair.

C. The Secretary will record and distribute minutes of the meetings to the Section membership; maintain official records for the Section; handle correspondence, memos, and other duties when requested by the Chair; and carry out other duties as assigned by the Chair or Chair-elect.

Section 4. Vacancies

Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. A vacancy in the office of Chair-elect, Secretary, or Regional Council Representative will be filled by Chair appointment until elections. Any officer moving permanently from the state and unable to perform their duties must resign from office.

Section 5. Removal of Officers

A. Elected officers of the Section may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws violation of statutory law which tarnish the reputation of the Association or Section, or incapacity in executing the responsibilities of the office.

Article VII COMMITTEES AND APPOINTMENTS

Committees will serve for a one-year term concurrent with the appointing chair.

Section 1. Nominations Committee

The Chair will appoint a committee to propose a minimum of two Section members for office of Chair-elect and Secretary.

Section 2. Awards Committees

The Chair will appoint committees to select and present Section sponsored awards.

The Chair of each committee works with the NDLA Treasurer to coordinate all income receipt and planned disbursements.

Section 3. Ad Hoc Committees

Ad hoc committees shall be appointed by the Executive Committee as needed.

Article VII AMENDMENTS

Section 1. All proposals for amending the Bylaws will be coordinated by the Chair-elect and submitted in writing to the Constitution, Bylaws and Policies Committee. The NDLA Executive Board approves section or roundtable bylaws revision.

Section 2. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting.

Article IX FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the Section will be submitted to the NDLA Executive Board for approval.

Article X AFFILIATION

Section 1. The Section will maintain membership as an Affiliate of the American Association of School Librarians (AASL) within the American Library Association.

TECHNICAL SERVICES ROUNDTABLE BYLAWS

ARTICLE I NAME

Section 1. This roundtable will be known as the Technical Services Roundtable of the North Dakota Library Association.

Section 2. The Roundtable's official abbreviation will be TECHSERT.

ARTICLE II PURPOSE

Section 1. The purpose of the Roundtable will be:

- A. to promote coordinated standards and quality control among libraries,
- B. to provide a forum for discussion of information and concerns pertinent to technical services,
- C. to support collection of data to assist in coordinating statewide collection development,
- D. to assist librarians in evaluation of sources of library materials and cataloging data, their costs, and their timeliness,
- E. to provide opportunities for continuing education by sponsoring programs and workshops.

ARTICLE III MEMBERSHIP

Section 1. Membership is open to any member of the North Dakota Library Association with an interest in the above stated purposes of TECHSERT.

ARTICLE IV MEETINGS

All meetings at which TECHSERT business is discussed or at which any formal action is taken are open.

Section 1. Annual Meeting

There will be an annual TECHSERT business meeting held in conjunction with the North Dakota Library Association's annual conference.

Section 2. Special Meetings

Additional meetings may be called at the discretion of the Chair.

Section 3. Quorum

A quorum will consist of 10% of the members of the

roundtable.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1. Nominations

The Chair will appoint a Nominations Committee. The NDLA Executive Board approves the nominations prior to the creation of the ballot.

Section 2. Elections

The NDLA Nominations and Election Committee assumes responsibility for election. All elections of officers will be conducted by ballot in compliance with NDLA ballot procedures. The ballot, which provides for write-in votes, will be distributed to the voting membership at least thirty days prior to the annual conference.

ARTICLE VI OFFICERS

Officers of the Roundtable will be a Chair, ChairElect, and a Secretary.

Section 1. Term

Officers will be elected for a one-year term. The Chair-Elect will succeed the Chair upon expiration of the Chair's term. Officers will assume their duties at the close of the annual conference following their election and will serve until the close of the annual conference at the end of their term.

Section 2. Executive Committee

The Chair, Chair-Elect, Secretary and the immediate Past Chair constitute the Executive Committee of the Roundtable.

Section 3. Duties of Officers

A. Chair will conduct business at the annual meeting; submit a budget to the NDLA Finance Committee; assure and submit a slate of nominations for offices to the NDLA Nominations and Elections Committee; attend Executive Board meetings; submit reports to the Executive Board; and submit an annual report to the Board and membership.

B. Chair-Elect will assist the chair, preside in the absence of the Chair, do program planning for the annual conference, and perform other duties as assigned by the Chair.

C. The Secretary will record minutes of the Roundtable business meeting, serve as liaison to Council of Regional Groups (CRG), and perform other duties as assigned by the Chair.

Section 4. Vacancies

A. Vacancies in office will be filled for the duration of an unexpired term by appointment by the Executive Committee, except the office of Chair, which will be filled by the Chair-Elect.

B. Any officer moving from the state must resign from office if the move interferes with the execution of the duties of that office.

Section 5. Removal of Officers

A. Elected officers may be removed from office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of

an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.

B. Just cause is defined as any willful violation of the provisions of the NDLA Constitution or Bylaws, Roundtable Bylaws, violation of statutory law which tarnished the reputation of the Association or Roundtable, or incapacity in executing the responsibilities of office.

ARTICLE VII COMMITTEES AND APPOINTMENTS

Committees will serve for a one-year term concurrent with the appointing chair.

Section 1. Nominations Committee

The Chair will appoint a committee chairperson, who will appoint the individual committee members.

Section 2. Bylaws Committee

The Executive Board approves Roundtable Bylaws revisions after following procedures as specified in the Policies Handbook.

Section 3. Ad Hoc Committees

Ad hoc committees will be appointed by the Executive Committee as needed.

ARTICLE VIII AMENDMENTS

Section 1. All proposed bylaws changes by the Roundtable membership will be submitted in writing to the NDLA Constitution, Bylaws and Policies Committee. The Executive Board approves roundtable bylaws revisions.

Section 2. Proposed Bylaws changes will be presented in writing to the Roundtable membership at least one month before voting. Passage will require a majority of those voting.

ARTICLE IX FEES, GRANTS, SPECIAL ASSESSMENTS

Section 1. Fees, grants, or special assessments under consideration by the Roundtable will be submitted to NDLA Executive Board for approval.

ARTICLE X AFFILIATION

Section 1. Membership

The roundtable will maintain membership in the Council of Regional Groups (CRG) of the American Library Association's Association for Library Collections and Technical Services (ALCTS) and exercise the rights and privileges which pertain to the membership. The secretary will serve as the liaison.

Section 2. Duties

Duties of the liaison are as specified in the Policies Handbook.

POLICIES HANDBOOK:

EXECUTIVE BOARD

SCOPE OF RESPONSIBILITIES

- Transacts all business of the North Dakota Library Association. None of the Executive Board's actions shall conflict with the NDLA Constitution or Bylaws.
- Speaks for the NDLA membership on national, state, and local library issues.

- Sets goals and executes long-range plans for the NDLA.
- Takes no position on social issues that do not directly impact libraries.
- Follows through on directives expressed by NDLA members at the Annual Conference and by section and roundtable decisions.

MEMBERSHIP

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

MEETINGS

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

NDLA EXECUTIVE BOARD LIST (NDLA-EXEC)

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

Official Business via NDLA-EXEC List

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

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

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

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

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

Conventions for online business:

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

EXECUTIVE COMMITTEE OF THE BOARD

The Executive Committee of the Board shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer. In situations where the full Board cannot address a matter in a timely fashion, as determined by the Executive Board, the Executive Committee of the Board may be called upon to investigate, discuss, and either recommend a course of action or to act with final authority for the Executive Board when dealing with the matter at hand (if explicitly stated in the charge); however, proposed or final course(s) of action are subject to review, modification, approval (if required), or rescinding by a majority vote of the Executive Board. Any action taken by the Executive Committee of the Board must be reported to the full Executive Board within 14 days or at the next Executive Board meeting, whichever occurs first.

DUTIES

Reports

- Considers for formal response the minutes from the previous meeting and a current treasurer's report.
- Receives written reports from all members of the Board at each meeting, for the purpose of making decisions on the annual operating budget, the Annual Conference budget, audits, elections, Annual Conference planning, legislative priorities, and other business.
- Compiles an annual report for the NDLA, to be distributed and publicly presented at the Annual Conference.
- Receives the Annual Conference evaluation summary from the Conference Chair.

- Hears reports on specific activities requested by the NDLA President.
- Receives a report at each Board meeting of the activities of the Executive Secretary.

Budget

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

Legislative Responsibilities

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

Awards

Major Benefactor Award

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

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

Librarian of the Year

Definition

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

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

Procedure

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

Additional qualifying information

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

Additional Duties

- Proposes Constitution and Bylaws amendments to the NDLA membership, including changes in the fee structure.

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

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

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

Fall/Winter Meeting

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

Spring Meeting

- Review status of Annual Conference planning.
- Continue discussion of NDLA's legislative priorities and action needed, if in a session year.
- Hear needs of Elections, Nominations, and Voting Committee in preparation for the annual ballot.

- Meet deadlines for the Annual conference program.
- Meet deadlines for The Good Stuff.

September

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

POLICIES HANDBOOK:

EXECUTIVE SECRETARY

SCOPE OF RESPONSIBILITIES

The Executive Secretary performs the contracted services set by the North Dakota Library Association (NDLA) Executive Board as described in this Policies Handbook.

TERM OF CONTRACT

By signed agreement, the Executive Secretary fulfills duties as outlined in this Policies Handbook. The term of contract runs for two years, commencing January 1 of the odd-numbered year and ending December 31 of the even-numbered year unless circumstances require otherwise. The Executive Board will review the contract for needed changes at the spring meeting of the year the existing contract is due to expire.

This contractual agreement may be terminated:

- upon written notice and by mutual consent of the NDLA Executive Board and the Executive Secretary before its completion or,
- by one of the parties to the contract before its completion to prevent a further breach of the contract or to minimize damages.

Unless one of the above conditions dictate otherwise, this agreement terminates on December 31st of the last calendar year of the contract period. [BA1]

Both NDLA and the Executive Secretary understand the Executive Secretary is not an employee

of the NDLA.

CONTRACT PAYMENT

By signed agreement between the Executive Board, under the President's signature, and the Executive Secretary, the position requires a two-year commitment at a contract fee to be negotiated by the Executive Board and the Executive Secretary, payable in equal installments on or before the last working day of each month with the exact date to be determined by the NDLA. The NDLA funds the Executive Secretary position for 12 months per year.

REIMBURSEMENT

The Executive Secretary is not eligible for reimbursement of travel expenses and will not be reimbursed for tangible items used in providing services to NDLA (e.g., computers, file cabinets, organizers, paper, ink, etc.). See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>

DUTIES AND RESPONSIBILITIES

The Executive Secretary position was created to handle support functions. The position should ensure consistency in organizational operation, especially in conference assistance. Centralized administrative functions conducted by the Executive Secretary will avoid duplication and fragmentation of the Association's business.

Responsibilities of the position include, but are not limited to, the following:

General administration:

1. Maintain a central business address for the association, distribute mail and other communications as appropriate.
2. Serve as the primary contact for local, regional and national library groups.
3. Respond promptly to inquiries.
4. Keep updated on policies and procedures for all offices, committees, sections and roundtables.
5. Arrange for photography services at meetings, conferences, and other events. See that photographs are organized so that they are ready for use in The Good Stuff and for archival purposes.
6. Keep a calendar of association, North Dakota State Library and other organizations'

events (i.e., ALA, MPLA, etc.) that are directly relevant to the library community and make accessible to members via The Good Stuff, membership listserv, NDLA website, Facebook, etc.

7. Assist with promotion and public relations efforts by drafting press releases and articles for approval by the NDLA President; assist with other public relations functions as requested.

8. Prepare, duplicate or arrange for copying and distributing of NDLA documents as directed by members of the Executive Board.

9. Maintain copies of NDLA contracts with outside vendors.

10. Produce invoices as needed.

11. Produce receipts for donations and send acknowledgements to donors.

12. Prepare purchase orders and/or billing letters as needed.

Executive Board meetings:

1. Make meeting room and meal arrangements for NDLA Executive Board or other NDLA-sponsored meetings as requested. Assist the President to make IVN arrangements for March Board meeting.

2. Publicize Executive Board meetings.

3. Prepare name cards for Executive Board meetings.

4. Prepare Executive Secretary report for each Executive Board meeting.

5. Take minutes at Executive Board meetings. Type and send to Secretary.

1. Assist the President to negotiate hotel/conference site contracts and maintain copy of all contracts.

2. Assist the Annual Conference Chair and the NDLA President with conference planning.

3. Prepare press release for North Dakota statewide media and The Good Stuff on the conference registration and program.

4. Contact Board members regarding potential awards to be presented at annual conference. Coordinate the ordering and delivery of awards, plaques and certificates.

5. Serve as Registration Chair following guidelines as set forth in the Conference Planning Manual.

6. Maintain copies of special contracts for conference activities including speakers, special equipment, etc.
7. Prepare annual conference-related mailings as requested (i.e., to members, etc.).
8. Coordinate preparation of the annual conference program book. Contact printer for quotes and send quotes to conference chair. Obtain information from Board Members for the conference program book. Provide draft of conference book and banquet program for review.
9. Direct printing of conference program book. Print 2 weeks before conference.
10. Prepare banquet program booklet. Print 1 week before conference.
11. Assist with directing activities at the annual conference.
12. Collect all resolutions at conference, make copies as directed, and make them available at the general session following resolution deadline.
13. Take minutes at the general session or ask the NDLA Secretary to take the minutes if busy with other conference tasks.
14. Prepare press release on new officers and Board members; send to President for review; finalize and send it to media outlets including The Good Stuff.
15. Prepare press release on award recipients; send to President for review; finalize and send to media outlets including The Good Stuff.
16. Arrange for office equipment for use at the annual conference.

Legislative Year:

- In State Legislative years, arrange for exhibit date in the Capitol Building's Great Hall and for materials for exhibit; prepare for and schedule participants/staffing of the exhibit.

POLICIES HANDBOOK:

EXECUTIVE SECRETARY SEARCH COMMITTEE

A. SCOPE OF RESPONSIBILITIES

The Search Committee recruits and recommends to the NDLA Executive Board suitable

candidates for the position of Executive Secretary when an existing contract is terminated or not renewed. In collaboration with the NDLA President, the Search Committee arranges for Executive Board interviews with recommended candidates.

B. MEMBERSHIP

The Search Committee is appointed by the President. Recommendation for membership includes the Membership Committee Chair; the Public Relations Committee Chair; the Constitution, Bylaws and Policies Chair; the President-Elect; and one other non-officer member of the Executive Board. The President does not serve on the Search Committee. Whenever possible, the person named as Chair by the President should have previous Executive Secretary Search Committee experience.

C. PROCEDURES

1. Prior to the search, the incoming and outgoing Presidents review the Executive Secretary job posting (ndla.info/jobs/ExSecposition.pdf), making recommendations for changes to the Executive Board.
2. Recruit for the position by advertising in as many places as possible, including but not limited to The Good Stuff, listservs, and NDLA's web page. The job description should appear as part of the notice. The initial posting of the position is the responsibility of the Secretary.
3. The contract for the Executive Secretary is for two years. The Executive Secretary is not an employee of NDLA but functions under contractual agreement for services. The person holding the position is responsible for any personal taxes required by the federal or state government. Since NDLA does not have a payroll, this provision eliminates extra expense for NDLA as well as time-consuming paperwork and recordkeeping duties.
4. Applicants should be asked to submit a cover letter, a brief resume, and the names of three references to the Chair of the Search Committee. The Chair distributes copies of application materials to all committee members.
5. Committee members draft questions to ask applicants' references.
6. Committee members contact at least two of the references for each applicant by telephone. Whenever possible, two Search Committee members participate in each call to references--one to ask the questions and the other to take notes. Before asking questions, the interviewer provides the references with a summary or overview of the Executive
1
Secretary's job description.
7. After references are checked, the Committee decides which candidates to conduct a phone interviews with. After drafting questions to ask the candidates, the interviews are conducted in the same manner as the reference checks -- two Committee members participate in each call, one to ask questions and the other to take notes. Notes are then distributed to all other Committee members.
8. Only job-related criteria as spelled out in the job description may be used as the basis for screening applicants. It is the policy of NDLA to select applicants who possess the qualifications to perform the duties of the position most effectively regardless of race, color, religion, sex, national origin, age,

physical/mental disability, status with respect to marriage or public assistance, sexual orientation or gender identity

9. After screening candidates, the Search Committee makes its recommendations for final candidate(s) to the NDLA President.

10. The Search Committee Chair in collaboration with the President sets up an interview schedule with the candidates and the Executive Board. Each person being interviewed is e-mailed a packet of information which includes:

- a. Interview schedule
- b. NDLA Constitution, Bylaws, and Executive Secretary Policies Handbook
- c. Recent copies of The Good Stuff
- d. NDLA web page address
- e. Current Library Vision with any updates and
- f. A copy of the most recent Annual Conference program

11. The President has the option to hold the interviews at the regularly scheduled fall/winter board meeting or to call a special board meeting to conduct the interviews. If a special board meeting is also deemed infeasible, the President may ask the Executive Board to utilize the Executive Committee of the Board to assist or expedite the process.

12. The candidates attend the board meeting at NDLA's expense, which covers transportation, lodging, and meals costs. Candidates are invited to share in the board's social activities including breaks and meals.

13. The Search Committee may provide sample questions for the board members to consider.

14. The NDLA President introduces the candidates, sets time allotments, and explains the interview procedure. Board members may ask the candidates questions, and the candidates may ask the board members questions as well.

15. Upon completion of the interviews, an Executive Secretary may be selected by majority vote of the NDLA Executive Board members. The NDLA President makes the

2

position offer in writing. The President will send the other candidates a letter thanking them for their interest and their time.

16. The NDLA President and the Executive Secretary sign a contractual agreement. A blank copy of the contract can be found at ndla.info/forms/exec_sec_contract.pdf. The original signed contractual agreement is retained in the President's files.

17. The Search Committee Chair is responsible for updating the policies handbook after the search is completed, being sure to include the current job description and the contractual agreement. The original signed contractual agreement is retained in the President's files.

18. The Search Committee Chair weeds out committee working papers, sending substantive documents to the Archivist/Historian. This will include a dated copy of the job description and the contractual agreement.

D. REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

E. CHRONOLOGICAL GUIDELINES

(In the Second Year of the Executive Secretary's Term, provided the contract is not being renewed)

1. September

- a. The outgoing and the incoming NDLA Presidents review the job description and the contractual agreement, making any recommendations for change to the Executive Board.
- b. The incoming President appoints the Search Committee and names its Chair.
- c. The Secretary posts the advertisement of the position with its job description on listservs, e-mail, the NDLA web page, and in the pre-Conference issue of The Good Stuff.
- d. The incoming President announces the opening of the position at the Annual Conference and provides members with the URL of where the job description may be found on the NDLA website.

2. October

- a. Applications are due to the Search Committee Chair by October 15.
- b. The committee develops questions that will be asked of references, to ensure 3 fairness and consistency in the process.
- c. Telephone interviews are conducted.

3. November

- a. The Search Committee reaches its decision on the candidates to be interviewed by the Executive Board. Two final candidates are recommended. The Chair contacts the President with that information by November 15.
- b. The Search Committee Chair and the President work together to set up the interview schedule with the Executive Board.
- c. The Search Committee Chair contacts the successful candidates with the details of the interview schedule and sends them a packet of information about NDLA (see Procedures, bullet point 9 for contents.)
- d. The Search Committee prepares sample questions for Executive Board members to pose during the interviews.

4. December

- a. The Search Committee Chair greets the candidates attending the board meeting, introducing them to the President.
- b. Interviews are conducted.
- c. Selection decision is made by majority vote of the Executive Board.
- d. The President sends a letter to the person selected offering him/her the Executive Secretary position and arranges to sign the contractual agreement between NDLA and the Executive Secretary.
- e. Thank you letters are sent to unsuccessful candidates from the NDLA President.
- f. The Search Committee Chair sends substantive committee records, including a copy of the dated job description and the contractual agreement to the Archivist/Historian. The Chair also updates the policies handbook.

POLICIES HANDBOOK

PRESIDENT

A. SCOPE OF RESPONSIBILITIES

1. Oversees and directs the overall business of the association.
2. Presides at executive board meetings. Makes certain there is a quorum of voting members present if any action is to be decided by a vote of the Board.
3. Presides over executive board listserv motions, discussions and voting.
4. Acts as the official voice of the NDLA membership on national, state and local library issues.
5. Presides over the annual conference general sessions.
6. Handles official correspondence of the association.
7. Take no position on behalf of NDLA on issues that do not directly impact libraries.

8. Is a voting member of the NDLA finance committee.

9. Is a member of the NDLA Legislative committee.

10. Is a voting member of the North Dakota Library Coordinating Council and attends meetings whenever possible.

11. Works closely with and supervises the NDLA Executive Secretary.

12. Appoints committee chairs for the Finance Committee, Legislative Committee, Public Relations Committee, Intellectual Freedom Committee, Constitution and Bylaws Committee, Membership Committee, Nominations, Elections, and Voting Committee, Professional Development Committee, Archivist/Historian position, Continuing Education Committee, The Good Stuff Editorial Committee, and Web Editor position.

13. President has the option to give out a President's Award at the annual conference awards ceremony.

B. MEMBERSHIP

1. The President is elected for a one-year term by the NDLA membership.

2. The President must be an NDLA member in good standing.

C. REPORTS

1. The President provides a quarterly update on the activities of the office.

2. At the pre-conference board meeting, the President provides an annual report to the Executive Board and to the Association membership at the first General Session.

D. BUDGET

1. Travel monies are included as part of the President's budget.
2. As such the President shall communicate to the NDLA finance committee anticipated travel costs.
3. The President's conference hotel room is paid for by the conference budget.

E. PROCEDURES

1. Submits an article to The Good Stuff editor for each issue that can summarize activities of the position to date or can discuss topics of the President's choice.
2. Communication with Executive Board members is done through e-mail, Executive Board listserv and telephone.
3. Executive Board meeting time and place will be scheduled by the president.

F. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

G. CHRONOLOGICAL GUIDELINES

1. During Annual Conference

- a. Assume the office of NDLA President at the end of the last general session of the annual conference.
- b. Preside at the Executive Board meeting immediately following the annual conference.
- c. Work with outgoing president to create the agenda for the Executive Board meeting.
- d. Allow for general introductions of all the outgoing and incoming board members to take place.
- e. President announces committee chairs for the following year.
- f. Executive Board photograph is taken for publication in the December issue of The Good Stuff.
- g. Schedule the date, time and place of the December Executive Board Meeting.

2. October/November

- a. Attend the budget planning meeting of the Finance Committee.
- b. Attend scheduled North Dakota Library Coordinating Council Meeting.
- c. Discuss theme ideas for the next conference with the Past-President.
- d. Set date and authorize the Executive Secretary to negotiate conference site/hotel contract for the annual conference at least three years ahead of time.
- e. This will depend upon what city is scheduled to host the conference for that particular year.

3. November/December

a. Create agenda for the next board meeting, which must be held in person in order to approve the budget.

1) See past board meetings agenda for general format.

2) Allow time for Committees, Sections and Roundtables to speak regarding their submitted reports as necessary.

b. Conduct discussion and approval of the budget proposed by the Finance committee.

c. Discuss budget for the upcoming conference after the Past-President submits proposal and announces conference theme.

d. Discuss plans for promoting libraries to the ND Legislature even when it is not a legislative year.

e. Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership.

f. Set the date, time and place of the next board meeting which generally takes place sometime in March via virtual communication.

1) Work to secure host locations for appropriate connections across the state.

2) This meeting is not mandatory, but can be called at the discretion of the President and/or the board majority.

4. January/February

a. Testify before the ND Legislature in support of the State Library Budget and any other matters affecting libraries and librarianship in North Dakota.

1) Legislature meets during odd-numbered years.

b. Attend a North Dakota Library Coordinating Council meeting.

5. March

a. If applicable, create an agenda for the meeting.

1) See past board meetings agenda for general format.

b. Allow time for Committees, Sections and Roundtables to speak regarding their submitted reports as necessary.

c. Hold discussion on plans for the annual conference.

d. Finish old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership.

e. Set the date, time and place of the next board meeting which generally takes place sometime in May or June.

1) This meeting is often held at the site of the upcoming conference.

6. May/June

a. Preside at the summer Executive Board meeting which is dedicated primarily to the upcoming conference.

b. Allow time for Committees, Sections and Roundtables to speak regarding their submitted reports as necessary.

c. Old and new business may be conducted but time may be limited because of the conference activity.

7. July/August

a. Remind members on the e-mail listserv to begin thinking about and formulating resolutions to be considered by the membership at the conference general sessions.

b. Remind or delegate someone to remind people of the deadlines for registration for the conference and hotel reservations. Whenever possible, these deadlines should be the same.

8. Pre-conference Executive Board Meeting

a. Pre-conference Executive Board meeting is held at the conference site before the conference begins.

b. The time and place for this meeting is worked out with the conference planner who has the schedule of events.

c. This needs to be decided when the conference schedule is being worked out. Post-conference meeting is scheduled likewise.

d. President and Past-President share the overview of the conference plan.

e. Allow time for Committees, Sections and Roundtables to speak regarding their submitted reports as necessary.

f. President attends to any leftover old business that can be finished up before the change of Board members at the next meeting.

g. Invite new Board members to attend as a start to the turnover process.

h. Propose a resolution regarding conference appreciation and any other resolutions deemed appropriate by the Board.

9. General Sessions at Conference

a. President creates agenda for the scheduled general conferences.

1) The schedule includes time for welcome speeches, State Librarian Report, MPLA Representative Report, ALA Councilor Report, Library Coordinating Council Report, and Treasurer's Report.

b. Other Board members may want to report as well and should be asked at the June Board meeting to let the President know if they will need to speak to the membership.

c. Remind members of deadline to submit finished resolutions from their sections and round tables.

d. Time must be given for the membership to read and consider the resolutions brought before the members at conference.

e. At all General Sessions where there is voting the President must determine that there is a quorum of members present to do the voting.

1) President calls for seconds, discussion and vote on proposed resolutions.

f. Near the conclusion of the third/last general session, President turns over the gavel to the President-Elect.

POLICIES HANDBOOK:

PRESIDENT-ELECT

SCOPE OF RESPONSIBILITIES

The President-Elect 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. The President-Elect sits as a voting member of the North Dakota Library Association's Executive Board. At the request of the President and/or the NDLA Executive Board the President-Elect undertakes specific assignments.

Under the direction of the President, the President-Elect acts as the Association's official spokesperson. After completing one year of service, the President-Elect moves into the position of NDLA President at the close of the Third General Session of the annual Conference.

The President-Elect serves as Exhibits Chair for the annual Conference.

The President-Elect 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 an annual award known as the Major Benefactor Award.

REPORTS

The President-Elect shall submit an annual written report to the president prior to the annual meeting and written reports at meetings of the Executive Board.

BUDGET

Travel monies are included as part of the Executive Board budget. As such, the President-Elect shall communicate to the NDLA President anticipated travel costs. The Librarian of the Year and Major Benefactor plaques are charged within the Awards

Committee costs in the Conference budget. 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.

The President-Elect is encouraged 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 employer's agency.

The President-Elect sits as a member of the Finance Committee during the development of the Association's annual operating budget. The President-Elect sits as a member of the Legislative Committee during a legislative year.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

AWARDS

Librarian of the Year Committee Guidelines

(as approved by the NDLA Executive Board, March 20, 1998 and updated 7/2008)

1. The committee is chaired by the President-Elect
2. Committee members are the past presidents in good standing with NDLA (minimum: 3; maximum: 5) representing a diversity of library types and geographical areas as great as possible;
3. The appropriate time for the award presentation is the Annual Conference banquet; however, another time may be agreed upon by the committee;
4. The chair of the committee should submit the call for nominees to The Good Stuff editorial committee so that it can be published in the March issue, should determine an application deadline of May 31st, should receive the nomination packets, verify the membership standing of the nominees and should distribute copies to the other members of the committee. Upon the decision of the committee,

the chair should notify the President, the Conference Chair, and the Executive Secretary so that the award plaque can be prepared.

5. The Librarian of the Year announcement, the biography, picture and other significant information should be included in the post-conference issue of The Good Stuff. This information should also be provided to the chair of the Public Relations committee for press release purposes. The committee chair should submit this information and should verify the award (free one-year membership) with the membership chair. The President-Elect will give the speech that awards the Librarian of the Year at the Conference Banquet.

Major Benefactor Guidelines

(as approved by the NDLA Executive Board, September 22, 1999 and updated 7/2008 and 6/2008)

1. The committee is chaired by the President-Elect.

2. Committee members are the past presidents in good standing with NDLA (minimum: 3; maximum: 5) representing a diversity of library types and geographical areas as great as possible.

Note: This committee is comprised of the same members as the Librarian of the Year committee;

3. The appropriate time for the award presentation is the Annual Conference banquet; however, another time may be agreed upon by the Executive Board;

4. The chair of the committee should submit the call for nominees to The Good Stuff editorial committee so that it can be published in the March issue, should determine an application deadline of May 31st, should receive the nomination packets, and should distribute copies to the other members of the committee. Upon the decision of the committee, the chair should notify the President of the committee's endorsement for NDLA Executive Board approval.

5. Upon approval by the board, the NDLA President notifies the conference Chair and the Executive Secretary so that the award plaque can be prepared.

Note: The NDLA President will also arrange for the Major Benefactor plaque, pictures and The Good Stuff article. The NDLA President will give the speech that awards the Major Benefactor at the Conference banquet.

The Major Benefactor announcement, the biography, picture and other significant information should be included in the post-conference issue of The Good Stuff. This information should also be provided to the chair of the Public Relations committee for press release purposes.

CHRONOLOGICAL GUIDELINES

Fall conference*

Upon receiving the gavel from the outgoing President at the Third General Session, conducts the final NDLA membership meeting with brief reflection on the direction of the Association in the past year and on its future and acknowledges the immediate past President with thanks and presentation of traditional plaque.

At the NDLA Executive Board meeting immediately following the Third General Session conducts the meeting of the incoming and outgoing officers.

Sends documents of historical value to the NDLA Archivist, and turns over files and manuals to the new President-Elect.

Attend and participate in Finance and Legislative Committee meetings as they are called.

At end of Conference or soon thereafter

As soon as possible at or after conference, the President-Elect receives files in person from his or her predecessor and arranges for a personal and private conversation with the President for insight and tips. Prepare any personal correspondence and thank you notes for special speakers, exhibitors, etc.

October

Submit budget requests, if any, to finance committee. Review President-Elect files; if questions occur or materials are unclear, contact previous president for clarification. Contact the NDLA President and offer him or her support. Draft committee list of previous NDLA presidents for Librarian of the Year and Major Benefactor Award Committee remembering broad geographic representation is important.

November

Contact web editor regarding annual updates to web pages that involve the President-Elect, including awards information and exhibitor information for the upcoming conference.

December

Communicate to all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor. Also ask the ND State Library to communicate this information via their electronic lists.

Draft list of prospective exhibitors for fall conference complete with contact information; prepare exhibitor's invitation letter for distribution. Gather input from other NDLA members regarding exhibitors that they would like to see at the conference.

January

Submit new articles and/or advertisements for soliciting nominations for Librarian of the Year and Major Benefactor to be included in the March issue of The Good Stuff. Deadline for award applications is May 31st.

If it is a legislative year, assist with public testimony at the legislature as needed.

Send out invitation letters to prospective conference exhibitors; monitor responses. Collect information required by North Dakota HB1074 from each vendor. Record this information on the Special Event Vendor Listing downloadable as an Excel file from the North Dakota Tax Department's website <http://www.nd.gov/tax/salesanduse/specialevents/organizer.html>. Forward payments as received to the treasurer.

February

Continue collecting vendor name ideas and if more are identified, then send out invitation letters and continue to monitor responses. Forward payments as received to the treasurer.

March

Communicate to all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor. Also ask the ND State Library to communicate this information via their electronic lists.

Distribute information or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences such as the Public Library Association, and the Association of College and Research Libraries.

April

Communicate to your committee that all communications were sent and send committee members a copy of the NDLA Librarian of the Year and Major Benefactor committee guidelines. Indicate that their

help will be expected in June since the deadline for nominations is May 31st. Answer any questions regarding the procedure for the awards or research the question if the answer is not immediately known.

May

Follow up with confirmed exhibitors and continue to contact prospective vendors through other forms of communication.

June

Copy nomination packet information and send to committee members. Arrange for a face-to-face meeting and/or conference call. The committee determines the Librarian of the Year recipient, endorses a selection for the Major Benefactor Award, or rejects all nominations. Communicate results to NDLA President and urge all to maintain secrecy for Librarian of the Year.

Continue to work on exhibitor follow-up.

July

August

Arrange with Executive Secretary for the ordering of the Librarian of the Year plaque. The NDLA President will arrange for the Major Benefactor plaque, pictures and The Good Stuff article. Begin planning speech for giving the Librarian of the Year award at the Conference banquet. The NDLA President will give the speech that awards the Major Benefactor at the conference banquet.

Answer any questions of vendors; begin space planning for exhibit area.

Contact the Conference Chair and/or the Local Arrangements Committee to ensure arrangements for a vendor hospitality room.

September

The NDLA President will give the speech that awards the Major Benefactor and the President-Elect will give the speech that awards the Librarian of the Year at the Conference banquet. After the conference, arrange with the Membership Chair for the free one-year membership for recipient. Communicate with the Librarian of the Year recipient and arrange to get pictures and an article for the December issue of The Good Stuff. Notify the Web Master so the Librarian of the Year can be added to the list on the web page.

Finalize information on the Special Event Vendor Listing and submit it to the Treasurer by the end of the conference.

Work with the local arrangements committee to welcome and assist vendors at the conference; ensure that the vendor hospitality room is stocked with refreshments.

Physically hand over all files to the incoming President-Elect.

*See Conference Chair Policies Handbook

POLICIES HANDBOOK:

PAST-PRESIDENT

SCOPE OF RESPONSIBILITIES

As established by NDLA's Constitution, the Past-President is a voting member of the Executive Board. This position completes the succession of President-Elect to President to Past-President. The Past-President serves as a member of the Finance Committee.

The Past-President, as Conference Chair, coordinates program planning for the organization's annual conference and maintains contact with the President and with the Executive Secretary during Conference planning.*

REPORTS

At each Executive Board meeting the Past-President as Conference Chair provides an update on the planning process. Refer to the Conference Chair Policy Handbook for details. An annual report to the NDLA membership at Conference time summarizes conference attendance, budget, and programming.

BUDGET

Travel monies are included as part of the Executive Board budget. As such, the Past-President shall communicate to the NDLA President anticipated travel costs.

As Conference Chair, the Past-President develops, recommends and submits a budget to the Executive Board for its approval at the fall/winter meeting. This budget is separate from the NDLA annual operating budget.*

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

Attend and participate in Finance and Legislative Committee meetings as they are called.

At end of the Conference or soon thereafter

As soon as possible at or after the conference, the Past-President receives files in person from his or her predecessor and arranges for a personal and private conversation with the immediate Past-President for insight and tips. Prepare any personal correspondence and thank you notes for special speakers, exhibitors, etc.

October

Submit budget requests, if any, to the finance committee. Review the Past-President files; if questions occur or materials are unclear, contact the previous Past-President for clarification. Contact the NDLA President and offer him or her support and offer to answer questions as they occur.

Determine the theme for the next conference and develop a logo. Present these for approval at the next Executive Board meeting.

November

Contact the web editor regarding annual updates to web pages that involve the Past-President, including information for the upcoming conference.

Work with the Continuing Education Committee to ensure programming suitable for CE credit and to identify presenters for the pre- and post-conference workshops.

Identify an appropriate keynote speaker and an additional pre-conference workshop speaker.

December

Work on contracts for all speakers. Remind the section and roundtable chairs to submit session programs.

January

Continue to develop the conference program.

February

Continue to develop the conference program. Contact the Local Arrangements Committee to arrange/contract for IT support, to include equipment for the speakers and sessions for the entire conference. If Local Arrangements chooses to contract this with a vendor the contract must be approved by the Executive Board.

Notify ALA Chapter Relations Office of the dates and theme of the conference.

March

Present to the Executive Board information about the speakers, workshops, session programs, and budget. Write a Good Stuff article to begin promoting the conference.

April

Continue to develop the conference program. Work with the Continuing Education Committee to publicize the CE credits to the School Library Media Specialists before the end of the school year.

May

Continue to develop the conference program. Forward to the Executive Secretary all the information about the program which is available so far.

June

Continue to develop the conference program.

July

Compile descriptions of each workshop and session, along with speaker biographies and photos, for the Executive Secretary.

August

September

Physically hand over all files to the incoming Past-President.

*See Conference Chair Policies Handbook

POLICIES HANDBOOK:

EXECUTIVE SECRETARY

SCOPE OF RESPONSIBILITIES

The Executive Secretary performs the contracted services set by the North Dakota Library Association (NDLA) Executive Board as described in this Policies Handbook.

TERM OF CONTRACT

By signed agreement, the Executive Secretary fulfills duties as outlined in this Policies Handbook. The term of contract runs for two years, commencing January 1 of the odd-numbered year and ending December 31 of the even-numbered year unless circumstances require otherwise

The Executive Board will review the contract for needed changes at the spring meeting of the year the existing contract is due to expire.

This contractual agreement may be terminated:

- upon written notice and by mutual consent of the NDLA Executive Board and the Executive Secretary before its completion or,
- by one of the parties to the contract before its completion to prevent a further breach of the contract or to minimize damages.

Unless one of the above conditions dictate otherwise, this agreement terminates on December 31st of the last calendar year of the contract period.

Both NDLA and the Executive Secretary understand the Executive Secretary is not an employee of the NDLA.

CONTRACT PAYMENT

By signed agreement between the Executive Board, under the President's signature, and the Executive Secretary, the position requires a two-year commitment at a contract fee to be negotiated by the Executive Board and the Executive Secretary, payable in equal installments on or before the last working

day of each month with the exact date to be determined by the NDLA. The NDLA funds the Executive Secretary position for 12 months per year.

REIMBURSEMENT

The Executive Secretary is not eligible for reimbursement of travel expenses and will not be reimbursed for tangible items used in providing services to NDLA (e.g., computers, file cabinets, organizers, paper, ink, etc.). See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>

DUTIES AND RESPONSIBILITIES

The Executive Secretary position was created to handle support functions. The position should ensure consistency in organizational operation, especially in conference assistance. Centralized administrative functions conducted by the Executive Secretary will avoid duplication and fragmentation of the Association's business.

Responsibilities of the position include, but are not limited to, the following:

General administration:

1. Maintain a central business address for the association, distribute mail and other communications as appropriate.
2. Serve as the primary contact for local, regional and national library groups.
3. Respond promptly to inquiries.
4. Keep updated on policies and procedures for all offices, committees, sections and roundtables.
5. Arrange for photography services at meetings, conferences, and other events. See that photographs are organized so that they are ready for use in The Good Stuff and for archival purposes.
6. Keep a calendar of association, North Dakota State Library and other organizations' events (i.e., ALA, MPLA, etc.) that are directly relevant to the library community and make accessible to members via The Good Stuff, membership listserv, NDLA website, Facebook, etc.
7. Assist with promotion and public relations efforts by drafting press releases and articles for approval by the NDLA President; assist with other public relations functions as requested.

8. Prepare, duplicate or arrange for copying and distributing of NDLA documents as directed by members of the Executive Board.
9. Maintain copies of NDLA contracts with outside vendors.
10. Produce invoices as needed.
11. Produce receipts for donations and send acknowledgements to donors.
12. Prepare purchase orders and/or billing letters as needed.

Executive Board meetings:

1. Make meeting room and meal arrangements for NDLA Executive Board or other NDLA-sponsored meetings as requested. Assist the President to make IVN arrangements for March Board meeting.
 2. Publicize Executive Board meetings.
 3. Prepare name cards for Executive Board meetings.
 4. Prepare Executive Secretary report for each Executive Board meeting.
 5. Take minutes at Executive Board meetings. Type and send to Secretary.
-
1. Assist the President to negotiate hotel/conference site contracts and maintain copy of all contracts.
 2. Assist the Annual Conference Chair and the NDLA President with conference planning.
 3. Prepare press release for North Dakota statewide media and The Good Stuff on the conference registration and program.
 4. Contact Board members regarding potential awards to be presented at annual conference. Coordinate the ordering and delivery of awards, plaques and certificates.
 5. Serve as Registration Chair following guidelines as set forth in the Conference Planning Manual.
 6. Maintain copies of special contracts for conference activities including speakers, special equipment, etc.
 7. Prepare annual conference-related mailings as requested (i.e., to members, etc.).
 8. Coordinate preparation of the annual conference program book. Contact printer for quotes and send quotes to conference chair. Obtain information from Board Members for the conference program book. Provide draft of conference book and banquet program for review.
 9. Direct printing of conference program book. Print 2 weeks before conference.
 10. Prepare banquet program booklet. Print 1 week before conference.

11. Assist with directing activities at the annual conference.
12. Collect all resolutions at conference, make copies as directed, and make them available at the general session following resolution deadline.
13. Take minutes at the general session or ask the NDLA Secretary to take the minutes if busy with other conference tasks.
14. Prepare press release on new officers and Board members; send to President for review; finalize and send it to media outlets including The Good Stuff.
15. Prepare press release on award recipients; send to President for review; finalize and send to media outlets including The Good Stuff.
16. Arrange for office equipment for use at the annual conference.

Legislative Year:

- In State Legislative years, arrange for exhibit date in the Capitol Building's Great Hall and for materials for exhibit; prepare for and schedule participants/staffing of the exhibit.

POLICIES HANDBOOK:

OFFICE OF SECRETARY

SCOPE OF RESPONSIBILITIES

The Secretary prepares and distributes accurate minutes of the meetings of the Executive Board and of each of the General Sessions held at the annual Conference. The Secretary also prepares and distributes accurate minutes of electronic business conducted by the Executive Board and by the general membership.

TERM OF OFFICE

The Secretary holds an elected position and takes office at the Executive Board meeting following the Third General Session at the annual Conference. The Secretary is a voting member of the Executive Board.

BUDGET

The Finance Committee will solicit a budget request prior to the December* Executive Board meeting. The Secretary prepares a budget request, which includes monies for photocopying, mailing expenses, and supplies. Provision may also be made for travel to Executive Board meetings.

EQUIPMENT/SUPPLIES

NDLA provides approved recording equipment and supplies for the use of the Secretary. A laptop computer is a personal option, but is highly recommended.

PROCEDURES

Minutes

- Distribute an attendance sheet at each Executive Board meeting
- Get the correct name spelling, mailing address, phone/FAX, and e-mail address for each Board member at the post-conference Executive Board meeting
- Take notes at each meeting and also record the meeting on a digital voice recorder or on VHS tape for IVN sessions, reminding attendees to speak loudly and clearly
- Include all pertinent points of discussion in the minutes so that the issues/positions involved are clear if and when they are referred to in the future
- Be specific in making corrections to minutes or reports
- Be prepared to read the text of a motion in order to be sure that the wording is clear before voting
- Compile minutes of electronic business conducted by the Board and by the general membership
- Minutes shall be distributed to the list electronically and to the Web Editor for uploading to the web site.
- Distribute copies of the minutes and written reports to the Board via e-mail and to the membership via the NDLA web site as soon as possible following each meeting

Resolutions

- Prior to the Conference, prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board
- Be prepared for the first reading of resolutions at the Second General Session and voting at the Third
- If two or more Sections or Roundtables have identical or very similar resolutions, ask them if they would care to co-sponsor a joint resolution
- Make certain that resolutions are signed by the Chair(s) of the sponsoring body(ies)
- Resolutions should be prepared using the official form either in paper or electronic format.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Arrange for the Executive Secretary to receive and print copies of the resolutions at conference
- Prior to the conference, distribute the minutes of electronic business conducted by the general membership since the previous Annual Conference, utilizing the NDLA web site as means of distribution. Provide the minutes of electronic business to the Web Editor for uploading to the NDLA web site.

October*

- Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and to the Web Editor for uploading to the NDLA web site
- Prepare the resolutions for publication in The Good Stuff and to the Web Editor for uploading to the NDLA web site

- E-mail the minutes of the pre-and-post Conference Board meetings and the three General Sessions to the Editorial Committee Chair for publication in The Good Stuff
- Review the files and transfer dated information to the Archivist/Historian for retention decisions. It is suggested that the Secretary keep at least four years of back files on hand.

December*

- Distribute electronic copies of the minutes of the post-conference Board meeting prior to the Board meeting
- Take notes, record, and prepare minutes for the December Executive Board meeting
- Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

May*

- Distribute electronic copies of the minutes of the December Board meeting prior to the Board meeting
- Take notes, record, and prepare minutes for the May Executive Board meeting
- Distribute minutes to Executive Board via e-mail and to the web editor to post on the NDLA web site.

July-August

- Prior to the Conference, prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board.

POLICIES HANDBOOK:

TREASURER

SCOPE OF RESPONSIBILITIES

The Treasurer is responsible for maintaining the association's financial records, banking and investment accounts, and paying association debts. S/he arranges for the completion and filing of the annual tax return in compliance with IRS regulations for nonprofit organizations. The Treasurer provides quarterly financial reports reflecting the status of the organization at the end of each quarter to the Executive Board for approval. The Treasurer serves on the Membership Committee, the Finance Committee and performs other duties as assigned by the president or the Executive Board.

TERM OF SERVICE

The position of Treasurer runs for one calendar year beginning January 1st. The incoming Treasurer will serve an orientation period with the presiding Treasurer following the annual meeting until the term begins. The Treasurer is a voting member of the Executive Board.

FINANCIAL TRANSACTIONS AND RECORDS

NDLA's financial transactions are recorded using financial software. QuickBooks was chosen as the association's software in 1999 and is updated periodically as needs arise. Paper records are kept as backup to electronic records for the purpose of verifying financial activity. Paper records include but are not limited to requests for payment, invoices, receipts, deposit slips, financial statements, tax forms, and documentation relating to grants, memberships, or programs.

Electronic Database Structure (QuickBooks)

Accounts are divided into the following types: banking, income, expense, other income, and other expense. Categories may be added or deleted as required.

Banking Accounts Actual checking and investment accounts kept in financial institutions.

Income Accounts Association funds from sources such as annual conference, checking interest, donations, dues, ads and subscriptions.

Expense Accounts Expenses in budgeted categories.

Other Income Accounts Contains funds generated from sources external to the association such as grants and investment accounts.

Other Expense Accounts Expenses for activities external to the association such as grants.

STATISTICS AND REPORTS

A financial report is produced at the end of each quarter that reflects the association's financial status to that point. Consistent end-of-quarter reporting provides comparative data from year to year. Ending balances from the previous calendar year are carried over and become the beginning balances for the new year. Reports are cumulative each quarter within a given year. Detailed profit and loss statements and balance sheets, generated from the financial software, support the quarterly financial report. Up-to-date reports are also generated for each board meeting. Quarterly reports must be approved by the

board while reports generated for board meetings are informational only and do not require board approval.

Financial Report Structure

The quarterly financial report is divided into two basic sections. The top section reflects pass-through (other income and expense categories) and NDLA funds (ordinary income and expense categories) that make up the check book balance. Columns include beginning balance, receipts, disbursements, and ending balance. The bottom section of the report reflects funds in money market and certificate of deposit accounts held at financial institutions. Principle, interest, deposits, and donations are reported. Columns include beginning balance, receipts, disbursements, and ending balance.

RESPONSIBILITIES and PROCEDURES

Backup and Archiving of Records

Financial records in electronic format should be backed up immediately after any change to the database to insure their integrity. An archival copy of the financial database will be created at the end of each calendar year. The archived copy will be stored with the Treasurer's records. Paper records of invoices paid and funds received will be maintained for a three-year period. Quarterly and annual reports appear in issues of The Good Stuff and are submitted to the NDLA Archivist/Historian.

Deposits and Transfers

Funds are deposited directly into any of the bank accounts and transfers move funds between accounts. A transaction record must be made in the financial software for transfers and transfers are recorded on the financial report.

Deposit of Dues, Conference Funds, etc.

There are instances where NDLA members involved with special projects will make deposits into NDLA's checking account. Dues and donations are deposited into the checking account by the Membership Committee Chair. Conference funds are deposited by the Conference Registration Chair. Receipts are sent to the Treasurer along with a report containing necessary information for entry of data into the accounting software. Funds for special projects such as book sales and the conference auction should be deposited by the project's committee chair. In these cases, the bank receipt for the deposit is sent to the Treasurer. Deposits during a quarterly period should be reported to the Treasurer prior to the end of that quarter.

Acknowledgment of Donations

NDLA's Executive Secretary acknowledges donations with a letter of thanks to the individual or organization making the donation. The Membership Chair informs the Executive Secretary about incoming donations. A form letter is used containing information about NDLA's donation categories. The letter includes a receipt for tax purposes.

Balancing of Account Statements

Statements from checking and money market accounts are received on a monthly basis and should be balanced with the association's financial records in a timely manner. It is recommended that this be done within a few days of receiving the statement so that discrepancies can be reported to the financial institution.

Investment Funds

The association desires to strike a balance between a sound investment strategy and the preservation of adequate liquidity to meet its financial obligations. Funds not needed to support short-term goals are available for investment. Traditionally, the association has invested these funds in certificate of deposits (CDs) because of their relative safety and low maintenance requirements. The Treasurer is responsible for establishing and maintaining these accounts as prescribed by either the Finance Committee or the Executive Board.

Paying Bills and Reimbursing Expenditures

Payments are made from NDLA's checking account. A payment may be transacted using either a paper check or the bank's bill pay service. Payments are made to businesses and individuals providing services to NDLA and to individuals seeking reimbursement for personal expenses made on behalf of NDLA. A "request for payment" form must support requests and, except for those submitted electronically using the form on the NDLA website, be signed by the individual responsible for the expenditure. Forms submitted electronically must include the e-mail address of the person making the request and are restricted to requests for payment to a vendor when the vendor sends the invoice or statement directly to the Treasurer. Receipts must accompany requests for payment and reimbursement as indicated on the forms. Request for payment forms can be found on the association's website at <http://www.ndla.info/forms.htm>. Conference expense forms found on the annual conference web page are used for conference related expenses and must be signed by the Conference Chair. If a request for payment is questionable or not fully understood, the Treasurer should request clarification from the individual making the request. If the payment request is still not clear, the request should be referred to the Finance Committee Chair for approval of payment.

Authorized Signer

The NDLA Treasurer is designated by NDLA's chosen financial institution as an authorized signer of checks drawn on NDLA's checking account. In the temporary absence of the Treasurer, it may become necessary for a second person to make payments and reimbursements in order to meet the obligations of the association. This person shall be known as the "backup authorized signer" and must be a current NDLA member. The person shall be selected by the Treasurer and appointed by the NDLA Executive Board after careful consideration of that person's suitability. The appointment of backup authorized signer will be reviewed annually by the Treasurer by the end of January. Any change in the appointment must be approved by the Executive Board. The "backup authorized signer" must follow all policies relating to payment and reimbursement as outlined in this policy manual.

Data Entry into Database

Payments - Fields recorded for payments include check number, date, name, amount, expense account, memo, and expense class. Check numbers recorded for payments made using the bank's bill pay service should be followed by the letter "E". Payments to one entity may be split among various expense accounts and classes and have more than one memo line.

Deposits - Fields recorded for deposit include received from (i.e., source of funds), from account (i.e., income account), memo, check number, income class and amount. Deposits may be split among various income accounts and classes and have more than one memo line.

Transfers - Fields recorded for transfers of funds between accounts include date, amount, transfer funds from, and transfer funds to. Details may be recorded in the memo line.

Externally Funded Projects

There may be projects undertaken by NDLA that rely upon external funds. The NDLA Treasurer will work to administer funds from external agencies in support of such projects as directed by the NDLA Executive Board and as required by the funding agency.

PayPal Transactions

NDLA began making credit card payment options available for payment of dues, member conference fees, exhibitor fees, and donations in 2009. The Treasurer monitors the PayPal account balance and transfers funds from the account to NDLA's checking account periodically. Transfers should be made prior to the end of each fiscal quarter so that amounts can be reflected in the quarterly financial report. However, transfers may be made more often if desired. Payments made through PayPal are indicated as such in the accounting software.

COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

Annual Report

The Treasurer will file the Domestic and Foreign Nonprofit Corporation Annual Report each January with the North Dakota Secretary of State. This report verifies NDLA's continued existence as a nonprofit corporation. If a new registered agent needs to be named, the pertinent section of the report should be completed after board approval of the new registered agent. A copy of the return is kept in the Treasurer's files.

State Sales Tax

Sales requiring collection of state and local sales tax must be tracked within the accounting software. Guidelines stating conditions under which gross receipts from sales are exempt from sales tax are available from the state tax department and should be periodically reviewed. The Treasurer will file the Sales, Use, and Gross Receipts Tax Return each January with the North Dakota Office of State Tax Commissioner. A copy of the return is kept in the Treasurer's files.

Nonemployee Compensation

Payments qualifying as nonemployee compensation (see the IRS website for definitions) must be tracked within the accounting software. Individuals and other entities receiving such compensation must provide the Treasurer with IRS Form W-9 before compensation is received. A MISC-1099 form Miscellaneous Income will be sent to the recipient of nonemployee compensation prior to January 31st of the year following payment of the compensation. Appropriate copies of the MISC-1099 along with the Annual Summary and Transmittal of U.S. Information Return (i.e., Form 1096) will be sent to the IRS and to the North Dakota Office of State Tax Commissioner prior to March 1st following the year in which compensation was paid. Copy C of form 1099 as well as W9 forms received are kept in the Treasurer's files.

Filing of Federal Income Tax Return

As a nonprofit organization with gross receipts of less than \$500,000 and total assets less than \$1,250,000, NDLA is required to file the IRS Form 990-EZ Short Form Return of Organization Exempt

From Income Tax. The Treasurer will identify a paid or nonpaid preparer and provide information to that individual, current as of the end of the tax year, which is necessary for completing the return. Information includes but may not be limited to the 4th quarter financial report, balance sheet, profit loss detail, approved budget for the tax year, and a current list of Executive Board members. The Treasurer will sign the return on behalf of NDLA. If a paid preparer has prepared the return the preparer will also sign the return. A copy of the return and supporting schedules are kept in the Treasurer's files.

Payments to Lobbyist

All payments made to lobbyists are tracked within the accounting software. This information is made available to the preparer of NDLA's tax return.

BUDGET

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.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

January:

- Creates financial statement reflecting beginning balances for the new year.
- Archives copy of financial database from previous calendar year.
- Files "Domestic and Foreign Nonprofit Corporation Annual Report" with the North Dakota Secretary of State's Office.
- Files North Dakota Sales and Use Tax Return.
- Files the previous year's quarterly and annual reports with the NDLA Archivist/Historian.

- Sends Form 1099-MISC to individuals that received nonemployee compensation during the previous calendar year.
- Submits financial report for 4th quarter of the previous year to the board for approval.

February:

- Submits end-of-year financial reports from the previous year to the Finance Committee Chair.
- Files Copy A of Form 1099-MISC along with Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) with the Internal Revenue Service. Copy 1 of Form 1099-MISC along with a copy of Form 1096 is sent to the North Dakota State Tax Department.

March - May:

- Arranges to have the association's federal tax return completed.
- Compiles relevant data and submits data to the tax preparer.
- Signs the return on behalf of NDLA.
- Files the return if the preparer is not paid.
- Submits financial report for 1st quarter to the board for approval.

July:

- Provides NDLA's Web Editor with conference payment, reimbursement, and refund forms for posting on NDLA's conference web page.
- Submits financial report for 2nd quarter to the board for approval.

August:

- Works with conference planners regarding financial aspects of the conference.

September:

- Pays conference bills.

- Records conference deposits using the accounting software.
- Prepares annual report for NDLA membership.

October:

- Pays conference bills.
- Provides an annual conference income and expense summary to the NDLA President after the annual conference.
- Submits financial report for 3rd quarter to the board for approval.

November:

- Submits a budget estimate for Treasurer to the Finance Committee Chair.

December:

- Transfers funds between accounts if needed to reflect proper end-of-year balances.

POLICIES HANDBOOK:

ALA COUNCILOR

A. SCOPE OF RESPONSIBILITIES

1. 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.

2. In order to run for ALA Councilor, a person must be both an NDLA and an ALA member.

B. TERM OF OFFICE

1. As of 2002, Chapter Councilor terms will be for three years. Up until that time, the terms were for four years.

2. An ALA Councilor is elected prior to NDLA's Annual Conference and begins their NDLA term immediately following the Conference with attendance at the post-conference Executive Board meeting.

3. The ALA term begins the following January.

4. Following is a list of recent ALA Councilors:

a. Laurie L. McHenry 2015-2017

b. Shelby E. Harken 2009-2011, 2012-2014 (elected for two terms)

c. Charles Pace 2005-2006; vacancy filled by Shelby Harken Jan. 2007- July 2008

d. Phyllis Bratton 2002-2004

e. Dennis Page 1998-2001

f. Betty Gard 1993-1997, 1989-1993 (elected for two terms)

g. Jerry Kaup 1984-1989

h. Tom Jones 1980-1984

C. DUTIES AND MEETINGS

1. Represent NDLA at the ALA Midwinter Meeting and Annual Conference.

a. The most significant responsibility is to attend the three Council sessions held at each conference.

b. The Councilor should attempt to attend a number of other related meetings including: the Chapter Councilors meeting, ALA membership meetings, ALA-APA meetings, Council forums, and Affiliate Relations Committee (formerly CRG).

c. 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.

d. 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.

2. Attend NDLA Executive Board meetings and keep the Board informed of ALA activities and policies.

3. Promote ALA membership for NDLA members.

a. Attempts at promotion should be included in written and oral reports.

b. 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).

c. 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.

D. REPORTS

1. Submit a written quarterly report to the NDLA President for each NDLA Executive Board meeting and supplement as necessary at the meeting.

2. Submit a written annual report to the NDLA President for the NDLA Annual Conference Executive Board meeting.

3. Make an oral report at the NDLA annual conference.

4. Forward relevant information from the ALA Council and Chapter Council listservs to appropriate North Dakota listsservs.

5. Post ALA information on the ALA Councilor blog.

E. BUDGET

1. The following expenses are covered:

a. conference registrations,

b. flight,

c. lodging,

d. transportation to and from the airport, and

e. food.

2. Itemized expenses to attend NDLA Executive Board meetings may also be budgeted.

3. No funding is included for programming at the NDLA annual conference.

4. An itemized budget request for both meetings should be submitted to the NDLA Finance Committee when requested, using the standard NDLA form.

5. It is expected that people will use every possible means to economize, such as seeking reduced/super saver airline rates and considering rooming with others. (Choosing a less expensive hotel is an option, but there are some advantages in staying in the official conference hotel where Council events are usually held).

6. The food allowance will follow state guidelines.

7. NDLA has a tradition of covering the major expenses for the ALA Conferences, but it is possible that the Councilor's library might be willing to underwrite some of the expenses if they have sufficient travel funds.

F. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

G. CHRONOLOGICAL GUIDELINES

1. General note: Usually shortly after an ALA meeting, ALA Councilors receive an email announcement of hotel room availability. Councilors are given preference in obtaining a room reservation. Specific dates and locations of meetings are set several years in advance and are easily attainable from the ALA website, American Libraries, and other sources.

2. January - February:

a. The ALA Midwinter Meeting is normally held in the latter part of January, or, more rarely, in early February. Include a report of the Council and related activities in the quarterly report.

3. June - July:

a. The ALA Annual Conference is normally held in the latter part of June and/or early July. Include a report of the Council and related activities in the quarterly report.

4. September:

a. Attend the NDLA pre-conference and post-conference Board meetings.

b. Present an oral report, normally at the second general session of the Conference.

c. At the Conference, submit an annual written report to the ALA President.

d. Monitor the ALA display materials.

POLICIES HANDBOOK:

MPLA REPRESENTATIVE

SCOPE OF RESPONSIBILITIES

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. The Representative is a voting member of both boards. In order to run for MPLA Representative, a person must be both an NDLA and an MPLA member.

TERM OF OFFICE

The Representative serves for three years or until a successor is chosen. 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). A three-year term of office was adopted by NDLA in 1998.

MEETINGS

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.

DUTIES

General Duties

- For the annual NDLA conference, the MPLA Representative will exhibit the MPLA display (each state rep. to MPLA has their own, though additional handouts may need to be requested from MPLA's Executive Secretary), ask for space from the NDLA exhibits chairperson, set up the display, monitor the display and take the display down and store it until the next conference.
- MPLA records are kept electronically and the Board Report Archives are available at: <http://www.mpla.us/documents/reports/index.html>. If you have tangible archival materials for the NDLA archives, submit them to NDLA's archivist.
- 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).
- Coordinate membership appeals with the membership chairman of MPLA. Appeal personally to past North Dakota MPLA members that have not renewed in a timely manner. Promote membership benefits to NDLA members who have not joined MPLA.

Joint Conference Responsibilities

- 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 Manual of Procedures, <http://www.mpla.us/documents/procedures/index.html>).

- Serve as a conveyor of information between MPLA and NDLA and take part in Tri-Conference Planning Committees as needed
- 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.

Annual Conference Awards

- It is the current practice of MPLA to give away ten free MPLA memberships at the NDLA conference. 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. Hold the drawing during the Awards Banquet at the NDLA Conference, if feasible. Send the winners' names and all other entries to the MPLA Executive Secretary. Report the winners' names to The Good Stuff.

Newsletter Articles

- Draft and submit articles for each issue of both The Good Stuff and the MPLA Newsletter.
- Newsletter articles submitted to The Good Stuff should provide information about MPLA events and activities, such as the Leadership Institute, conference, membership drives, etc.
- 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).
- Provide the date and location of the annual MPLA conference to The Good Stuff a year in advance.
- Provide the date and location of the annual NDLA conference to the MPLA Newsletter a year in advance.

Reports

- Draft reports about MPLA activities for electronic submission to the NDLA Executive Board prior to each board meeting (submit to: ndla-exec@listserv.nodak.edu).
- Draft reports about NDLA activities and other major ND library events for electronic submission to the MPLA Executive Board prior to each board meeting (submit to: mpla-exec@mpla.memberclicks.net).
- Draft an annual report regarding MPLA activities for submission to the NDLA Executive Board prior to the conference.

- Present an oral report and membership appeal to the NDLA membership during a General Session, as scheduled by the NDLA President.

BUDGET

The following expenses are covered: conference registrations, flight, lodging, transportation to and from the airport, and food. An itemized budget request for all meetings should be submitted to the NDLA Finance Committee when requested using the standard NDLA form. It is expected that people will use every possible means to economize, such as seeking reduced/super saver airline rates and considering rooming with others. The food allowance will follow out-of-state per diem guidelines. NDLA has traditionally covered the major expenses for conferences, but it is possible that the Representative's library might be willing to underwrite some of the expenses if they have sufficient travel funds. No funding is included for NDLA conference programming.

Itemized expenses to attend NDLA Executive Board meetings may also be budgeted.

Funding is not available from MPLA to attend conferences (MPLA Expense Reimbursement Policies 2.3 MPLA Manual of Procedure, <http://www.mpla.us/documents/procedures/index.html>).

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Submit MPLA Newsletter article
- Submit annual and quarterly reports to the NDLA Executive Board electronically

- Attend NDLA's Annual Conference, including the Pre-Conference Executive Board Meeting and the Post-Conference Executive Board Meeting
- Present an oral report and make a membership appeal to the general membership during a general session designated by the NDLA President (typically the second general session)
- Exhibit the MPLA booth, extolling membership benefits, taking applications, and encouraging entries in the membership drawing
- Outgoing representative visits with incoming representative regarding duties and responsibilities and hands off any pertinent tangible materials (typically at the post-conference NDLA meeting)
- Draw ten free membership winners during the Awards Banquet or another prominent public venue
- Send all membership drawing slips to MPLA Executive Secretary and inform him or her of the ten winners
- Submit budget requests, if any, to the NDLA Finance Committee, as solicited by the committee
- Submit MPLA board report

October

- Submit article to The Good Stuff, including the membership winners
- Attend the MPLA conference and board meetings (if on the fall conference schedule) or the MPLA Executive Board meeting conference call (note that conference schedules may vary)

November

- Submit MPLA Newsletter article

December

- Submit quarterly NDLA board report
- Attend the NDLA Executive Board meeting (if held)

January

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit MPLA Newsletter article

- Submit article to The Good Stuff
- Remind the NDLA Past President that MPLA has monies to sponsor pre-conference workshops at the NDLA conference

March

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit MPLA Newsletter article
- Submit article to The Good Stuff
- Attend the NDLA Executive Board meeting (if held)

April

- Attend the MPLA conference and board meetings (if on the spring conference schedule - note that conference schedules may vary)

May

- Submit MPLA board report
- Attend the MPLA Executive Board meeting (conference call)
- Submit MPLA Newsletter article
- Submit NDLA quarterly board report

June

- Submit article to The Good Stuff
- Attend the NDLA Executive Board meeting (if held)

July

- Submit MPLA Newsletter article

August

- Make a membership appeal to NDLA members to join MPLA in cooperation with the membership chair of MPLA

POLICIES HANDBOOK:

ACADEMIC AND SPECIAL LIBRARIES SECTION

A. SCOPE OF RESPONSIBILITIES

1. The Academic and Special Libraries Section of NDLA exists to:

a. Create and foster cooperation between Academic Librarians and Special Librarians in all forms of institutions.

b. Support and foster the educational aspects of librarianship.

c. Provide continuing education to members of the section.

B. MEMBERSHIP

1. Any person employed in an Academic or Special Library or interested in promoting the library as an educational institution may be a member of the AS&L section.

2. All members must be members in good standing of the North Dakota Library Association. Voting privileges are in accordance with Article I, Section I of the NDLA Constitution.

C. OFFICERS

1. The officers of AS&L are the Chair, Chair-elect, and the Secretary. The term of office is one year. The Chair and Chair-Elect assume their duties at the close of the Annual Conference following their election; the Secretary assumes his/her duties immediately upon appointment.

2. The officers and the immediate past Chair are the Executive Committee.

2. Duties of the Chair:

a. Presides at all section meetings.

b. Presides at all AS&L Executive Committee meetings.

c. Represent AS&L at all Executive Board meetings.

d. Send section news to the editor of The Good Stuff.

e. Submit requested general budget to the NDLA Finance Committee.

f. Submit Annual Conference budget to the NDLA Conference Chair.

g. Fill vacancies in the offices of Chair-Elect and Secretary until the next annual election.

h. Approves any section expenditures.

3. Duties of the Chair-Elect

a. Assumes the position of the Chair in the Chair's absence, inability to act, or vacancy in the chair position.

b. Plans the section program for the Annual Conference.

c. Carries out other duties as assigned by the Chair.

d. Moves into the position of Chair at the end of the term as Chair-Elect.

4. Secretary

a. Records and distributes minutes of section meetings to the section membership within one month of the meeting.

b. Handles any correspondence, memos, and other duties at the request of the Chair.

c. Forwards proposed Bylaws amendments or Policies Handbook revisions to the NDLA Constitution, Bylaws, and Policies Committee.

d. Maintains a notebook which contains all official communications of the section, including all minutes, meeting notices, announcements, and other materials that are important to the membership in either print or electronic format for the past 5 years, or longer as needed.

e. Annually sends outdated materials of “ongoing, long-term, historical interest”* to the NDLA archives.

*See NDLA Archivist’s Policies Handbook

5. Executive Committee

a. Works together to support the activities of the section.

b. Appoints ad hoc committees as needed.

c. Serves as the nominating committee for the section.

d. Annually reviews the section Bylaws and Policies Handbook for amendments and changes.

- e. Forwards changes to the NDLA Constitutions, Bylaws and Policies Committee.
- f. Annually reviews section records, minutes and other materials to be sent to the NDLA Archives.
- g. A majority of the Executive committee constitutes a quorum for the transaction of business.

D. BUDGET AND FINANCES

1. Operating expenses of the section are approved by the Executive Board of NDLA.
2. A budget is sent to the Finance Chair annually, upon request.
3. The section budget includes fund for photocopy expenses, mailing costs, and similar supplies.
4. Requests for reimbursement are approved by the section chair and sent to the NDLA treasurer on the appropriate form.
5. Annual Conference expenses are established and approved by the Chair-elect as program chair. Requests for reimbursement are sent to the Conference Chair.

E. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

F. CHRONOLOGICAL GUIDELINES

1. September

a. Incoming Chair attends first Executive Board meeting, held at the Annual Conference.

b. Incoming officers receive files and orientation from the outgoing officers (can be done via phone/e-mail).

c. Secretary distributes minutes from the section meeting held at the Annual Conference to the Section membership via listserv.

2. Winter

a. Chair attends NDLA Executive Board meeting.

b. Chair-elect begins plans for the program for the next Annual Conference.

3. Spring

a. Nominating Committee begins work on slate of officers for the next election.

b. Chair attends NDLA Executive Board meeting.

c. Names of nominees and their bios are sent to the NDLA Nominations and Elections Committee, upon their request, usually in May.

4. Summer

a. Chair-elect works with the Conference Chair to determine final schedule and plans for the Annual Conference.

b. Chair plans for the annual business meeting, to be held at the Annual Conference.

POLICIES HANDBOOK:

GOVERNMENT DOCUMENTS ROUNDTABLE

A. SCOPE OF RESPONSIBILITIES

1. The Government Documents roundtable, also known as GODORT, serves to provide a forum to initiate and support programs to increase the availability, use and bibliographic control of federal, state, and local documents.

2. GODORT also develops standards for the administration of federal, state, and local documents.

a. It collaborates with the State Library to facilitate the collection, indexing and distribution of state documents.

b. GODORT promotes the increased awareness and use of federal, state, and local documents throughout the state.

3. GODORT is responsible for the annual solicitation of nominations, voting and presentation of the Notable Document award.

4. GODORT holds its annual business meeting at the NDLA Annual Conference.

a. Additional meetings may be called as needed.

B. MEMBERSHIP

1. Membership is open to any member of the North Dakota Library Association.

C. REPORTS

1. The Chair or the designated representative will attend each Executive Board meeting and the Annual Conference.

2. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

D. BUDGET

1. The Chair will prepare a budget request for the Finance Committee at their request.

The budget request should include:

a. expenses for travel to Executive Board meetings,

b. copying,

c. postage,

d. a Notable Document award plaque, and

e. other supplies.

E. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

F. NDLA ANNUAL CONFERENCE

1. The Chair or designee will submit a request to the Conference Exhibits Chair for booth space to accommodate Notable Documents and GODORT display material as well as voting supplies.

2. The Chair is responsible for the booth setup, operation, and tear down.

G. AWARDS

1. The name of the award is: Notable Document.

2. Documents eligible for nomination must be published in the 18 months preceding the voting.

3. Selection criteria should be compatible with that used by the ALA Notable Documents Committee (ALA GODORT Policies and Procedures Manual, Chapter 24, Section V(E)(iv)pg. 10; http://wikis.ala.org/godort/images/7/72/Chapter24_PublicationsCmte.pdf).

4. The Chair will solicit nominations throughout the year.

a. Nominations will be accepted until a month before the Annual Conference, giving the Chair time to prepare the ballot and to request copies of nominated items from the agencies.

5. A list of the selected items with author, title, publisher, web address (if applicable), and date will be prepared to use as a ballot.

6. Extra copies should be made available for librarians to use as selection lists.

7. The Chair will also procure extra copies of the nominated items for inspection by voters at the Annual Conference.

8. Voting for the award is done at the Annual Conference of NDLA and should be promoted at various business meetings.

a. Ballots can be accepted for the award until 6 p.m. of the evening of the Annual Banquet.

9. The GODORT Chair announces the voting results for the top 3 Notable Documents at the Annual Banquet.

10. A plaque is made for the First Place Notable Document winner for the appropriate year.

Sample text:

(YEAR) NOTABLE DOCUMENT AWARD

Presented To

(RECIPIENT'S NAME)

For

"TITLE"

by the North Dakota Library Association

Government Documents Roundtable

11. All three winners are notified of the win by the GODORT Chair, but a plaque is given only to the First Place Notable Document winner.

12. Duplicate plaques may be made if the First Place Notable Document is a joint production of more than one agency.

13. Stickers reading "North Dakota Library Association Notable Documents Award Winner" are kept by the Chair, and should be sent out to depository libraries to affix to the First Place Notable Documents winner in their collections.

a. Stickers should also be sent to the publisher/producer of the winning document to affix to their winning items.

14. After the conference a copy of each winning item is mailed to the ALA Notable Documents Panel Chair before the deadline listed on the ALA Notable Documents site, usually December 31st.

a. The Chair should verify the date well in advance.

b. Winners of the ALA award are announced in Library Journal, generally in the May 15 issue .

H. CHRONOLOGICAL GUIDELINES

1. September

a. Chair attends Pre-Conference Executive Board Meeting.

b. Chair coordinates setting up and removing booth.

c. Chair conducts GODORT Annual Business Meeting.

d. Chair and Incoming Chair attend the Executive Board meeting at the conclusion of the Annual Conference.

e. Chair submits budget request to the Finance Committee.

f. Chair arranges for the First Place winner of the Notable Document Award to receive the plaque.

g. Chair writes On the DOcket article for December issue of The Good Stuff about the three Notable Document Award winners.

2. November-December

a. The winning Notable Documents are mailed to the ALA Notable Documents Panel Chair before the deadline.

b. Send updated list of winning Notable Documents to NDLA Web Editor for inclusion on Awards page.

c. Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

3. January-March

a. Begin planning for the Spring Meeting, if needed, and solicit ideas for the Annual Conference program.

b. File all minutes and memos. Submit documents as requested by the Archivist for retention.

During legislative years, monitor GODORT resolutions and contact legislators as needed.

c. Forward the list of candidates to the Nominations and Elections Committee.

d. Chair writes On the DOcket article for The Good Stuff on a government documents-related topic for the March issue.

4. April-May

a. Write letters or e-mails to the issuing agencies of the Notable Documents winners when the Library Journal issue is published.

b. Complete conference program planning and request GODORT booth by May 31.

Send updated list of winning ALA Notable Documents, to NDLA Web Editor for inclusion on Awards page, if applicable.

c. Chair writes On the DOcket article for The Good Stuff on a government documents-related topic for June and August issues.

5. August

a. Prepare the written Annual Report for distribution at the Annual Conference.

b. Complete Conference programming arrangements.

c. Chair contacts the agencies nominated for Notable Documents and requests copies of nominated documents for display at the Annual Conference.

d. Gather Notable Documents and other materials for display at the Annual Conference.

POLICIES HANDBOOK:

HEALTH SCIENCE INFORMATION SECTION

SCOPE OF RESPONSIBILITIES

The Health Science Information Section (HSIS) exists to:

- Promote interest in health science information
- Promote cooperation among health science libraries and other types of Libraries in North Dakota
- Enhance the status, qualifications, and skills of health science librarians sponsoring and encouraging opportunities for continuing education
- Serve as a North Dakota Health Science Library Consortium to Region 3 of the National Network of Libraries of Medicine – also referred to as: the Greater Midwest Region of the National Network of Libraries of Medicine, the GMR, and Region 3 GMR/NNLM

Note: Region 3/NNLM is a contract program with the National Library of Medicine, currently based at the University of Illinois at Chicago Library of the Health Sciences.

MEMBERSHIP

Any person employed in a health science library or interested in health information may become an HSIS member if s/he is a member in good standing of NDLA. Voting privileges are in accordance with Article I, Section 1 of the NDLA Bylaws.

Membership should be indicated on the membership application/renewal form on an annual basis.

OFFICERS

The officers of HSIS are the Chair, Chair-Elect, Past Chair, Secretary, and GMR Regional Advisory Council (RAC) Representative. The term of office is one year, with the exception of the GMR Regional Advisory Council Representative. The term of the RAC Representative is an alternating term of 2 years and 3 years. Officers assume their duties at the close of the annual conference following their election.

Chair

- Preside at all HSIS meetings
- Preside at all HSIS Executive Board meetings
- Represent HSIS on the NDLA Executive Board
- Send section news to the editor of The Good Stuff
- Submit requested general budget to the NDLA Finance Committee
- Submit requested conference budget to the NDLA Conference Chair
- Fill vacancies in the office of Chair-Elect, Secretary, and GMR Regional

Advisory Council Representative by appointment until the next annual election occurs

- Assume all other responsibilities in accordance with parliamentary procedures as established by the NDLA Constitution in Article X, Section 1
- May appoint a parliamentarian to serve for one year at regular and special

HSIS meeting

- Plan the Spring meeting
- o Distribute notice and agenda prior to the meeting
- Approve HSIS expenditures
- Appoint members of the Bylaws and Policies Committee
- Chair the HSIS Professional Development Grant award
- Annually send copies of correspondence and Section documents older than 2 years to the NDLA Archivist
- Prepare an annual report for the Board and to the membership

- Appoint the Midwest Chapter/MLA State Liaison as required, every two years

Chair-Elect

- Plan the education program at the annual meeting, prior to assuming office of Chair
- Assume position of the Chair in the Chair's absence, inability to act or a vacancy in the chair position
- If and when the Chair-Elect assumes the duties of the Chair, it will be his/her duty to appoint an HSIS member to assume the duties of Chair-Elect until the next annual election occurs
- Serve on the HSIS Nominating Committee
- Serve on the HSIS Executive Committee
- Carry out other duties as assigned by the Chair

Secretary

- Record and distribute minutes of the meetings to the membership within one month of the meeting in print and/or electronic format
- Handle correspondence, memos, and other duties when requested by the Chair
- Chair the HSIS Bylaws and Policies Committee
- Forward Policies Handbook and constitutional revisions/amendments to the NDLA Constitution, Bylaws and Policies Committee
- Incorporate NDLA Executive Board approved amendments and revisions into HSIS Bylaws and Policies handbook
- Maintain a notebook that includes all official communications of the section, including but not limited to minutes, meeting notices, and announcements that go to the membership in print and/or electronic format
- Serve on the HSIS Nominating Committee
- Serve on the HSIS Executive Committee

Past Chair

- Chair the HSIS Nominating Committee
- Serve on the HSIS Executive Committee (ex-officio)

GMR Regional Advisory Council (RAC) Representative

HSIS will elect a representative to the GMR Regional Advisory Council (RAC) to further improve and enhance the communication between Region 3/NNLM and North Dakota's health science libraries.

Duties of the GMR Regional Council Representative will include but will not be limited to:

- Attend the Region 3 meetings and report back to HSIS
- Serve on Region 3 committees
- Submit a written report of committee activities to the HSIS Chair three weeks prior to the annual meeting
- Distribute copies of the RAC annual report to the HSIS members at the annual meeting
- Serve on the HSIS Executive Committee

Assistance and guidance will be provided by the staff of the Harley French Library of the Health Sciences, which currently serves as a Resource Library for Region 3/NNLM.

MIDWEST CHAPTER/MLA STATE LIAISON

Each state is required to appoint one member to the Midwest Chapter/MLA State Liaisons Committee. This is chaired by the Midwest Chapter/MLA Representative-At-Large. The State Liaison will have a two-year appointment and may serve multiple terms. Duties of the State Liaison will include but will not be limited to:

- Receiving summaries of the board meetings from the State Liaisons Committee Chair and sharing them with the local chapter
- Sharing other information with the Committee, other State Liaisons, and the local chapter, such as legislative activities, identifying new librarians, library openings and closings, recruiting award applicants, and chapter business

- Working within the state to promote health sciences librarianship and Chapter membership
- Participate in committee business through emails and telephone calls; not required to attend Midwest Chapter events

COMMITTEES

Committees serve for the current elective term. Standing committees include the Executive Committee, Nominating Committee, and the Bylaws and Policies Committee.

STANDING COMMITTEES

Executive Committee

The Executive Committee consists of the Chair, Chair-Elect, Secretary, GMR Regional Advisory Council (RAC) Representative, and the immediate Past Chair (ex-officio).

A majority of the Executive Committee constitutes a quorum for the transaction of HSIS Executive Committee business. Duties of the Executive Committee are to:

- Perform Business of the Section as required in the absence of a full meeting of the membership
- Review and award the HSIS Professional Development Grant

Nominating Committee

The Chair-Elect, Secretary, and the immediate Past Chair serve as the Nominating Committee. The immediate Past Chair is chair. Duties are to:

- Nominate all officers with input from HSIS members
- Submit a slate of officers to the NDLA Nominations and Elections

Committee

- Be responsible for working out specific details of elections as requested by the

NDLA Nominations and Elections Committee

- Submit nominees' names and bios to the NDLA nominating committee according to their requested deadline
- Ensure nominated candidates would not hold concurrent positions within the Executive Committee

Bylaws and Policies Committee

The Bylaws and Policies Committee is a standing committee appointed by the HSIS

Chair and chaired by the Secretary.

Duties are to:

- Review HSIS Bylaws and Policies Handbook annually
- Submit proposed revisions to the HSIS membership
- Forward proposed revisions, clearly indicating old language and proposed changes, to the chair of the NDLA Constitution, Bylaws and Policies Committee
- Report on committee activities at regular HSIS meetings as needed.

PROFESSIONAL DEVELOPMENT GRANT

HSIS Professional Development Grants have been made possible through the efforts of the HSIS Section as host of the Medical Library Association - Midwest Chapter 2005 annual conference. Proceeds from the conference are being used to award up to two grants per year to HSIS members to attend the regional Midwest Chapter meetings. Grants up to \$750 will be awarded with grant amounts not to exceed actual expenses. The HSIS Executive Board administers the grant application process and applications should be sent to the current Chair of HSIS eight weeks prior to the Midwest Chapter meeting each year. The HSIS Chair will send an email reminder to members at least two months prior to the grant application deadline.

Application Requirements:

1. Applicants must:

- * be current members of NDLA - HSIS and must have been a member the preceding year.
- * submit a detailed budget of expected expenses.
- * submit a short narrative describing personal growth/career development expectations from the proposed program.
- * submit printed materials which describe the program

2. Applicants need to be currently employed as a practicing librarian.

Conditions:

1. Members may receive more than one grant although grants will be awarded with preference being given to those who have not previously received the award.

2. Completed application forms must be submitted eight weeks prior to the Midwest Chapter meeting each year.
3. Applicants must submit a report of the conference experience for presentation at the spring HSIS meeting.
4. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. Receipts are required for all expenses except per-diem meals and mileage.

Application Form

The application form is appended to the Policy Handbook. The form is available on the NDLA web page and is to be sent to the current Chair of the Section.

Grant Awards

Up to two grants may be awarded in a given year. The HSIS Executive Committee, chaired by the current Section Chair, will decide the number of awards and the recipient of the awards based on the applications received. Members of the Executive Committee who have submitted applications will not participate in the selection process. Awards do not exceed \$750 and are not to exceed actual expenses. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. The written report of the conference is to be presented to the sectional members at the Spring meeting. The Section Chair will contact and announce the grant winner. The Chair will also collect the receipts from those who receive the grant(s) and complete a NDLA "Request for Personal Reimbursement Form" to be sent to the NDLA Treasurer for disbursement of the award. A log will be kept in Policies Handbook to record the year of the award, the recipients, the Section Chair, and the amount of the award.

ARCHIVES

Records that are to be retained should be forwarded to the NDLA Archivist/Historian by the HSIS chair.

BUDGET & FINANCES

Operating Budget

- Operating expenses are approved by the Executive Board of NDLA
- The chair of the Finance Committee will solicit from the Chair a request for financial needs of the section

- Following Executive Board approval, the Finance Committee will distribute the operating budget
- The operating budget for HSIS includes travel to Executive board meetings, photocopy expenses, mailing costs, and supplies
- Sectional expenses must be approved by the HSIS chair and submitted to the NDLA treasurer on the NDLA Request for Payment form

Conference Budget

- Conference expenses will be approved by the chair of the NDLA Conference Committee
- The Conference budget will be distributed to members of the NDLA Executive Board by the chair of the Conference Committee
- The Conference Budget includes expenses related to the program to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Annual Conference with the annual HSIS Sectional Meeting
- Incoming officers receive files and brief orientation from the outgoing officers as the Chair Elect becomes Chair at the post-conference board meeting

- Secretary distributes minutes from the section meeting of the Annual Conference within 1 month following the conference
- Records older than 2 years but which are to be retained are to be forwarded to the NDLA Archivist/Historian by the HSIS chair
- Chair appoints the Midwest Chapter/MLA State Liaison following the Annual Conference every other year, starting with 2007

October

- Chair submits Section budget to chair of Finance Committee

January-February

- Chair plans Spring Meeting
- Chair-elect contacts the chair about Fall programming plans
- Bylaws and Policies committee begins annual review of Bylaws and/or Policy Handbook with changes to be presented for discussion at the Spring Meeting

March-April

- Spring Meeting held
- Nominating Committee prepares a slate of officers to be presented to the membership at the Spring Meeting
- Chair distributes notice of meeting time, place, and date at least four weeks before the Spring Meeting and calls for agenda items
- Chair distributes an agenda for the Spring Meeting two weeks in advance of the meeting
- Chair-elect presents program possibilities for the fall conference and communicates fall programming plans to the chair of the Conference Committee

May

- Submit nominees' names & bios to the NDLA Nominating Committee

June/July/August

- Chair sends email reminder to members at least two months prior to the application deadline for the Professional Development Grant award
- Chair convenes the Executive Board to review and award professional grant applications
- Chair prepares agenda and annual report for Annual Conference
- Chair-Elect works with the chair of the Annual Conference regarding the section's program and business meeting
- Chair-Elect to follow budget guidelines for the fall program

Approved by HSIS: April 7, 2000

Approved by Executive Board: May 15, 2000

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Revisions approved by HSIS: September 22, 2005

Revisions approved by Executive Board: September 20, 2006

Revisions approved by HSIS: September 21, 2006

Revisions approved by Executive Board: April 12, 2007

Revisions approved by HSIS: September 27, 2007

Revisions approved by Executive Board: November 1, 2007

Revised and approved by Executive Board: March 14, 2008

Revisions approved by HSIS: April 17, 2009

Revisions approved by Executive Board: September 1, 2009

Reimbursement statement revised by Executive Board 12/12/12

Revisions approved by Executive Board: June 24, 2013

Appendix A –Grant Application Form

NDLA – HEALTH SCIENCE INFORMATION SECTION

PROFESSIONAL DEVELOPMENT GRANT

HSIS Professional Development Grants have been made possible through the efforts of the HSIS Section as host of the Medical Library Association - Midwest Chapter 2005 annual conference. Proceeds from the conference are being used to award up to two grants per year to HSIS members to attend the regional Midwest Chapter meetings. Grants up to \$750 will awarded with grant amounts not to exceed actual expenses. The HSIS Executive Board administers the grant application process and applications should be sent to the current HSIS Chair eight weeks prior to the Midwest Chapter meeting.

Application Requirements:

1. Applicants must:

- * be current members of NDLA - HSIS and must have been a member the preceding year.
- * submit a detailed budget of expected expenses.
- * submit a short narrative describing personal growth/career development expectations from the proposed program.
- * submit printed materials which describe the program

2. Applicants need to be currently employed as a practicing librarian.

Conditions:

1. Members may receive more than one grant although grants will be awarded with preference being given to those who have not previously received the award.
2. Completed application forms must be submitted eight weeks prior to the Midwest Chapter meeting each year.
3. Applicants must submit a report of the conference experience for presentation at the spring HSIS meeting.
4. Grant money will be awarded after completion of the conference and the report has been received by the HSIS Chair. Receipts are required for all expenses except per-diem meals and mileage.

NDLA – HEALTH SCIENCE INFORMATION SECTION
PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Name: _____
(Last) (First) (Middle)

Address: _____
(Street)

(City) (State)

Current employment: _____
(Position)

(Library)

MLA – Midwest Chapter Conference:

(Location)

(Dates)

Please provide the following information. Additional pages may be appended to this application form.

Professional and other relevant work experience:

Professional activities and honors:

Program description:

A. Indicate what and how the planned program will contribute to your personal growth, future goals, and career development.

B. Indicate the full budget of expenses:

Transportation \$ _____

Registration \$ _____

Course(s) \$ _____

Lodging/Meals \$ _____

TOTAL \$ _____

Signature: _____ Date: _____

Return application form and supporting documentation to the current Chair of the HSIS Section. Applications are due eight weeks prior to the Midwest Chapter meeting.

Date received: _____ Date reviewed: _____

Grant awarded: _____ yes _____ no

HSIS Chair: _____

Appendix B

PROFESSIONAL DEVELOPMENT GRANT APPLICATION

AWARD WINNERS

Year	Winner(s)	Chair	Award Amount
------	-----------	-------	--------------

2006 Medical Joan Bares, Ann Pederson Medcenter One Karen Anderson, Cameron
\$750 each

2007

Eileen Chamberlain,
MeritCare Joan Bares
\$750

2008

None
Eileen Chamberlain
\$0

2009

Travis Schulz,
Medcenter One
Karen Anderson
\$750

2010 Mary Markland,

UND SE Clinical Campus
Laura Trude
Ctr for Rural Health
Travis Schulz
\$750 each

2011

None
Mary Markland
\$0

2012

Holly Gabriel and

Ann Pederson

Lila Pederson

\$750 each

2013

Marcia Francis

Holly Gabriel

\$731.64

2014

POLICIES HANDBOOK:

NEW MEMBERS ROUNDTABLE

SCOPE OF RESPONSIBILITIES

The New Members Roundtable, also known as NMRT, serves to promote and encourage participation in professional activities, particularly at the state level. The NMRT also promotes a sense of responsibility for the development of library service and librarianship. NMRT serves to orient new members to North Dakota and to the library profession. NMRT is responsible for the presentation of the Friendly Booth award at the NDLA Annual Conference. NMRT holds its fall business and membership meeting at the NDLA Annual Conference. Special meetings may be held at the request of the Executive Committee.

MEMBERSHIP

Membership is open to any member of the North Dakota Library Association for the first five years of membership.

REPORTS

The Chair or the designated representative will attend each Executive Board meeting and the Annual Conference. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Chair will prepare a budget request for the Finance Committee at their request. The budget request should include expenses for the Grassroots Grant and the Friendly Booth award plaque, and may include expenses for travel to Executive Board meetings, copying, postage, and other supplies.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

LISTSERV MAINTENANCE

The NMRT Chair is responsible for the NMRT Listserv. The listserv Home Page is located at <http://listserv.nodak.edu/> . Click on List Owner Management to login, after which the list may be managed. There is a welcome message available to all new members of the list. To send an email to all members currently subscribed, the address is NDLA-NMRT@listserv.nodak.edu

NDLA ANNUAL CONFERENCE

The Chair or designee is responsible for appointing a committee of NMRT members to evaluate exhibitors and determine which exhibitor will receive the Friendly Booth Award.

AWARDS

NMRT awards the following at the annual fall conference: Friendly Booth Award. Exhibitors and their booths are evaluated based on four criteria: friendliness, helpfulness, knowledge of the product or service offered, and attractiveness of display. As quickly as possible at the annual conference a committee should be designated to select an exhibitor. The NMRT Chair announces the award and the exhibitor is invited to the evening banquet where a plaque is presented.

Sample text:

North Dakota Library Association

New Members Roundtable

(YEAR)

FRIENDLY BOOTH AWARD

(Name of Winner(s))

(Company Name)

GRANTS

The North Dakota Library Association (NDLA) provides librarians with training opportunities, leadership, and support. Through its annual conference, NDLA facilitates the gathering and training of librarians throughout the region. The New Members Round Table (NMRT) Grassroots Grant Committee would like to extend the experiences of the annual conference through a Grassroots Grant. NMRT awards this grant to help finance attendance of up to two members to the annual conference. One award will be given to a student currently enrolled in an ALA accredited MLS program; the second award will be given to a librarian with less than 6 years of experience who is attending an NDLA conference for the first time. Both recipients must be current members of NDLA. The NMRT will waive the full registration (including meals) for each recipient. The grant does not cover the cost of travel, lodging, or any other expenses. Applications for the Grassroots Grant are available on the NDLA web site in the "Awards Section." The selection of grant recipients rests solely with the NMRT Grassroots Grant Committee, composed of NMRT members.

A committee of 2 or more members should be appointed in the fall, preferably at conference, to advertise, solicit applications, and select award recipient(s) according to policy. Advertising should consist of flyers for each library in the state, promotion in The Good Stuff, and posting to appropriate listservs. The last date to apply shall be August 15. Applications will be judged the last week of August and the winner(s) and the conference registration chair will be notified on or before August 31.

Upon selection of recipient(s), said person should be notified by email and the recipient(s) name(s) should be forwarded to conference registration. The Grassroots Grant Agreement form, available under “forms”, on the NDLA web site must be signed by the recipient and the NMRT Chair. The recipients must agree to attend the full conference (agreement does not cover the pre-conference) and submit an article to The Good Stuff about their conference experience.

CHRONOLOGICAL GUIDELINES

September

- Chair forms committee to select and award the “Friendly Booth Award.”
- Chair attends Pre-Conference Executive Board Meeting.
- Chair conducts NMRT Annual Business Meeting, and invites NDLA officers, especially the President, to attend this meeting.
- Chair and Incoming Chair attend the Executive Board meeting at the conclusion of the Annual Conference.
- Chair submits budget request to the Finance Committee.
- Chair forms committee for the Grassroots grant award.
- Chair arranges for the winner of the Friendly Booth Award to receive the plaque.

November-December

- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

January-March

- Begin planning and solicit ideas for the Annual Conference program.
- Form nomination committee to nominate candidates for the next year
- Forward the list of candidates to the Nominations and Elections Committee.
- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

April-May

- Complete conference program planning.
- Grassroots Grant committee begins advertising for Grassroots grant award.

June-July

- Attend Executive Board meeting/s as scheduled and prepare written reports for each meeting.

August

- Prepare the written Annual Report for distribution at the Annual Conference.
- Complete Conference programming arrangements.
- Grassroots grant committee selects recipients for the Grassroots grant award. Committee notifies recipients and conference registration.

POLICIES HANDBOOK:

PUBLIC LIBRARY SECTION

SCOPE OF RESPONSIBILITIES

The Public Library section of NDLA:

Promotes and markets public library interests in North Dakota

Promotes cooperation among public libraries and other types of libraries in North Dakota

Enhances the status, qualifications, and skills of public librarians by sponsoring and encouraging opportunities for continuing education

MEMBERSHIP

Any person employed full or part-time in a public library in North Dakota or interested in promoting public library goals/philosophies may become a member of the Public Library section if s/he is a member in good standing of NDLA. Voting privileges are in accordance with Article I, Section I of the NDLA Bylaws. A listing of current membership may be obtained via the NDLA web page, the Executive Secretary, or the NDLA Membership chair.

Officers

The officers of the Public Library section are the Chair, Chair elect, and Secretary. The term of office is one year. Officers assume their duties at the close of the annual conference following their election. Duties of the Public Library section officers are in accordance with Article VI, Section 3 of the PLS Bylaws.

PROCEDURES

Policies in this handbook are to be reviewed annually

The Constitution, Bylaws and Policies Committee will present any revisions to the Executive Board for approval

Handbook revisions are to be placed in the Policies Handbook

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

REPORT

The Public Library Chair is expected to attend all Executive Board meetings

The Public Library Chair submits a written report at each Executive Board meeting and at the annual conference

The Secretary of the Public Library section is expected to attend the annual business meeting at the annual conference and record the minutes to be submitted for approval

BUDGET

An operating budget request is solicited by the Finance Committee prior to the first Executive Board meeting

The Public Library Chair will submit the budget request to cover the cost of copying, postage, and supplies

Following Executive Board approval, the Finance Committee will distribute the operating budget

Provision may be made for travel to Executive Board meetings

Sectional expenses must be approved by the Public Library Chair and submitted to the NDLA treasurer on the NDLA request form

Conference expenses will be approved by the chair of the NDLA Conference Committee

Conference budget will be distributed to members of the NDLA Executive Board by the chair of the NDLA Conference Committee

Conference budget includes expenses related to the program to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

Annual conference

Public Library chair attends annual conference and presides at section meeting at annual conference

Secretary distributes minutes from the section meeting at the annual conference

Public Library chair introduces speakers for programs which Public Library section has sponsored

Public Library chair obtains necessary receipts from speaker(s) and presents them to the treasurer for payment

Incoming Chair receives files from outgoing Chair at the Executive Board meeting immediately following the conference. The outgoing Chair provides orientation to the position

Incoming chair expected to attend Executive Board meeting following annual conference

January/March

In years that the North Dakota State Legislature convenes, members of Public Library section lobby and testify before state congressional hearings and committees to promote bills and appropriations dealing with public library interests

Current public library bylaws and handbook are reviewed annually

Recommendations for changes in the bylaws and/or handbook are forwarded to the Constitution, Bylaws, and Policy Committee

Nominating Committee solicits candidates to nominate for positions of Chair Elect and Secretary

Chair elect solicits program possibilities for the annual fall conference

April/May

Plans and budget requests for the program at the annual fall conference are prepared by the Chair elect and submitted for approval to the Public Library section Executive Board

Nominating Committee submits the names of nominees and biographical information for offices to the NDLA Nominations and Election Committee

Chair elect finalizes program plans for annual fall conference. Chair elect submits budget for annual conference to the NDLA Executive Board

June/July/August

Chair elect communicates fall programming plans to the chair of the NDLA Conference Committee

Chair elect works with the chair of the NDLA Conference Committee to follow budget guidelines for the annual fall conference

Approved proposed changes to bylaws and/or handbook are sent to the editor of The Good Stuff for publication in the August issue

Bylaws and/or handbook changes are prepared for presentation to the membership

Membership is mailed a ballot of proposed changes to the Bylaws and/or Handbook

Public Library chair solicits items for agenda for annual meeting, prepares agenda, and prepares copy of agenda for distribution at annual section meeting

POLICIES HANDBOOK:

SCHOOL LIBRARY AND YOUTH SERVICES SECTION

SCOPE OF RESPONSIBILITIES

The School Library and Youth Services Section of NDLA exists to:

- Create and foster cooperation between school and public librarians who specialize in youth services;

- Promote library and instructional media administration and librarianship within the field of education in North Dakota;
- Support and foster the educational aspects of librarianship;
- Enhance the status, qualifications, and skills of children's librarians by sponsoring and encouraging opportunities for continuing education.

MEMBERSHIP

Membership is open to any person actively interested and/or employed in the work of school librarianship and/or children's and youth services. All members must be in good standing with the North Dakota Library Association. Voting privileges are in accordance with Article 1, Section 1 of the NDLA Constitution.

OFFICERS

The officers of SLAYS consist of the Chair, Chair-Elect, and Secretary. The term of each office is one year and officers assume their duties at the close of the annual conference following their election. The officers and the immediate past chair form the executive committee.

Duties of the Chair:

- Presides at all section meetings;
- Presides at all SLAYS Executive Committee meetings;
- Represents SLAYS at all Executive Board meetings;
- Performs all other duties required by the Section that are necessary to coordinate Sectional activities, in conjunction with the NDLA Executive Board at their regular meetings;
- Sends section news to the editor of The Good Stuff;
- Submits requested general budget to the NDLA Finance Committee;
- Submits annual conference budget to the NDLA Conference Chair;
- Fills vacancies in the office of Chair-Elect and Secretary until the next annual election;
- Approves any Section expenditures.

Duties of the Chair-Elect:

- Assumes the position of the Chair in the event of the Chair's absence, inability to act, or vacancy in the chair position;
- Plans the section program for the annual conference;
- Carries out other duties as assigned by the Chair;
- Moves into the position of Chair at the end of the term as Chair-Elect.

Secretary:

- Records and distributes minutes of section meetings to the membership within one month of the meeting;
- Handles any correspondence, memos, or other duties at the request of the Chair;
- Forwards constitutional revisions/amendments to the NDLA Constitution, Bylaws, and Policies Committee;
- Maintains a notebook, which contains all official communications of the section, including all minutes, meeting notices, announcements, and other materials that are important to the membership in either print or electronic format for the past five years or longer if needed;
- Annually sends outdated materials to the NDLA Archives.

Vacancies:

- Vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-Elect. A vacancy in the office of Chair-Elect or Secretary will be filled by Chair appointment until elections. Any officer moving permanently from the state and unable to perform their duties must resign from office.

Removal of Officers:

- Elected officers of the Section may be removed from their office for just cause. A two-thirds majority vote of the Executive Committee is required to authorize a mail ballot to the membership seeking removal of an officer(s). Officers being considered for removal cannot vote during removal procedures. An affirmative vote of two-thirds majority of the votes returned removes an officer upon validation of election results.
- Just cause is defined as: any willful violation of the provisions of the NDLA Constitution or Bylaws, or Section Bylaws; violation of statutory law, which tarnishes the reputation of the Association and/or Section; or incapacity in executing the responsibilities of the office.

Executive Committee:

- Works together to support the activities of the section;
- Appoints ad hoc committees as needed;
- Serves as the nominating committee for the section;
- Annually reviews the section's Bylaws and Policies Handbook for amendments and changes. Forwards changes to the NDLA Constitution, Bylaws, and Policies Committee;
- Annually reviews section records, minutes, and other materials to be sent to the NDLA Archives;
- A majority of the Executive Committee constitutes a quorum for the transaction of business.

MEETINGS

Annual Meeting:

- The annual meeting of the Section will be held at the NDLA annual conference.

Special Meetings:

- Special meetings of the membership may be held at the call of the Chair or upon petition of fifteen percent of the active membership. The call requires a two week notice to the SLAYS membership.

Quorum:

- Twenty percent of SLAYS membership constitutes a quorum for the transaction of business at any general membership meeting. A majority of the Executive Committee will constitute a quorum for the transaction of Executive Committee business.

BUDGET AND FINANCES

- Operating expenses of the section are approved by the Executive Committee of NDLA. A budget is sent to the Finance Chair annually, upon request.
- The Section budget includes funds for photocopy expenses, mailing costs, and other similar expenses.
- Requests for reimbursement are approved by the Section Chair and sent to the NDLA Treasurer via the appropriate form.
- Annual conference expenses are established and approved by the Chair-Elect as program chair. Requests for reimbursement are sent to the Conference Chair.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September:

- Chair attends Pre-Conference Executive Board meeting;
- Chair conducts SLAYS annual business meeting;
- Chair introduces speakers and program;
- Chair obtains necessary receipts from speaker(s) and presents them to the Treasurer for payment;
- Chair and Chair-Elect attend the Executive Board meeting at the conclusion of the annual conference;
- Chair submits budget request to the Finance Committee;
- Chair forms committee for the Flicker Tale Committee;

- Secretary distributes minutes from the Section meeting held at the Annual Conference.
- Submit articles of interest to the editor of The Good Stuff for publication in the December issue (deadline: October).

November-December:

- Confirm that Section minutes have been posted to the SLAYS listserv;
- Add minutes to Section notebook;
- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting.

January-March:

- SLAYS Chair and Flicker Tale Chair work together to plan Conference program;
- Gather nominations for candidates to hold office for the next year;
- Forward the list of candidates to the Nominations and Elections Committee;
- Coordinate nominations for Administrator of the Year Award and other Section awards;
- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting;
- Current SLAYS Bylaws and Policy Handbook are reviewed by the Executive Committee and/or committee appointed by the Chair, and recommendations for changes are forwarded to the Constitution, Bylaws, and Policies Committee.
- Submit articles of interest to the editor of The Good Stuff for publication in the March issue (deadline: January);
- Submit articles of interest to the editor of The Good Stuff for publication in the May issue (deadline: March).

April-May:

- Complete the conference program planning with Flicker Tale Chair.

June:

- Attend Executive Board meeting(s) as scheduled and prepare written reports for each meeting;
- Final proposed changes to the Section Bylaws are presented to the Executive Board at their meeting;
- Approved proposals for Bylaws changes are sent to the editor of The Good Stuff for publication in the August issue;
- Revisions to the Policies Handbook are to be approved by the Executive Board prior to the annual conference.
- Submit articles of interest to the editor of The Good Stuff for publication in the August pre-conference issue (deadline: June).

July:

- Bylaws changes are prepared for presentation to the membership.

August:

- Prepare the written Annual Report for distribution at the Annual Conference;
- Complete Conference programming arrangements;
- Membership is sent a ballot of proposed changes to the Bylaws.

Flicker Tale Award Timeline

Introduction:

The ND Flicker Tale Award is presented each year during the North Dakota Library Association (NDLA) conference. This conference generally happens the last week in September – Wednesday – Friday.

To familiarize yourself with the Flicker Tale Award visit the NDLA website at: www.ndla.info. This is also where you can access all forms that need to be filled out in regard to the award. (Request for payment, reimbursement, etc.)

Contacts:

These are some of the key people you will be working with.

- NDLA Treasurer
- School Library and Youth Services Section (SLAYS) Chairperson
- NDLA Executive Secretary
- NDLA Web Editor

January – February

Send e-mails to school and public librarians reminding them to:

- Read and/or encourage the reading of, the Flicker Tale Nominee books.
- Ask them to send nominee recommendations to you – remind them of the criteria for a book to be eligible for the award
- Continue to promote Flicker Tale to schools throughout the state of ND (Each time a new person e-mails you in regard to Flicker Tale, add them to your contact list)

March

Reminder to everyone on contact list: Flicker Tale Voting Results are due April 15.

April

- Tally the votes so you are able to declare the Flicker Tale Award winners the last week of April.
- Schedule time to meet with the Flicker Tale committee during the last week of April.
- Last week of April:
 1. Meet with committee to announce FT winners and choose FT nominee's for the following year
 2. Plan fund raising events with FT committee
 3. Determine with committee how to do awards ceremony (i.e. at a banquet or given by children?)

4. Announce the Flicker Tale Award winning books. Timing is very important as schools and libraries like to announce the winners to their classes before school is out. Additionally they like to purchase the nominee books for the following school year.

May

- Inform next year's authors they are a Flicker Tale Nominee (Contact both the author and their publisher. Publisher and author contact information can generally be found online. If you are unable to locate contact info. for the author, their publisher can inform them.)
- Find out from NDLA Treasurer how much money is in the Flicker Tale fund.
- Inform authors they are a Flicker Tale winner and invite them to attend the NDLA conference to receive their award.
- Generally when an author receives an award, their publisher takes care of their travel costs. NDLA covers hotel and food expenses; Flicker Tale fund covers honorariums.
- Contact NDLA Web Editor with the award winners and the nominee's so she can update the website.
- Make voting ballots for the website and send to NDLA Web Editor.

June – July

- Schedule authors for NDLA Conference. (If authors aren't able to attend NDLA, but are available for another time, schedule them for school visits and allow the children of a particular school to give them their award – finances willing.)
- Finalize which authors will be attending NDLA Conference
- Finalize travel arrangements with author. (Generally the author makes their travel plans with their publisher and then it is up to the Flicker Tale Chair to assist the author with transportation, food, & lodging upon their arrival.)
- Send contract to author

August

- Inform NDLA Executive Secretary how many Award winning plaques you will need, along with the authors name and their winning book title.
- Order Flicker Tale stickers from Crescent Printing, 206 4th Ave NW, Mandan, ND 58554, 701.663.5603 (they have all of the information in their file. The date printed on the winner stickers and nominee stickers, is the date the votes are finalized; for example the book nominations are chosen in May 2007; the sticker that goes on that book will read Flicker Tale 2008 since the award is announced in May 2008 and presented at Conference Sept. 2008. Crescent Printing will bill NDLA. You will need to fill out a Request for Payment form (NDLA website), sign for it, and give to Mike Safratowich so he can pay them.
- Order Flicker Tale Award books for NDLA conference. (Order not only the award winning book, but other books the author has written as well. You are generally able to return any unsold books to the book store you are dealing with so don't be afraid to order plenty of books.)
- Arrange for people to help with the sale of the books at conference
- Arrange host/hostess to see to the authors needs while they are at the conference. Transportation to and from the airport, conference, etc.
- Ask author for equipment and room set up needs and supply to the schools and the person in charge of the conference
- Ask author how many children they like to present to at a time. Some limit the number of children they will present too.
- Arrange school visits for the author(s) in the community where the conference is held, in the community that the authors flies into, and/or the community that the Flicker Tale chairperson lives/works.
- Ask school at this time if book sales will be permitted.

September

- If book sales permitted at schools, send an order form a week or two in advance with the book titles and their cost so children come prepared to purchase books.
- Send author their scheduled appearances both at the conference and schools so they know what to expect. Ask author if they will sign books after their presentations.
- Exchange contact information between author and host/hostess
- Contact NDLA Treasurer ahead of time so you will know which forms they will need you and the authors to sign and fill out in order for them to be paid.
- Be available to the authors during the conference

POLICIES HANDBOOK

TECHNICAL SERVICES ROUNDTABLE

PROCEDURES

Technical Services Roundtable Bylaws

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

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

Policies Handbook

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

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

The Good Stuff

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

Ballots

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

Council of Regional Groups (CRG)

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

Membership

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

Reimbursement

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

Committees

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

Parliamentary Procedure

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

NDLA Web Page

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

REPORTS

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

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

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

BUDGET

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

Provision may be made for travel to Executive Board meetings.

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

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September:

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

Outgoing chair provides orientation to position.

October:

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

January-February:

Current Technical Services Roundtable bylaws are reviewed.

March:

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

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

Provide financial details, remaining within conference allocation.

Provide sufficient data to promote program.

April:

The Policies Handbook is reviewed and updated.

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

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

May:

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

June:

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

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

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

July:

Bylaws changes are prepared for presentation to the membership.

August:

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

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

September:

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

Introduce speaker and program at the convention.

Conduct annual conference business meeting.

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

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

POLICIES HANDBOOK

ARCHIVIST/HISTORIAN

SCOPE OF RESPONSIBILITIES

The Archivist/Historian 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. The Archivist/Historian 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. The

Archivist/Historian also will search archived records for information sought by the board or assist Executive Board members in doing so.

The records of previous years that are still being referred to on a fairly regular, periodic basis—say, monthly or several times a year—are retained for use by those officers. When records are no longer being referred to on a regular, periodic basis—say, monthly, or several times a year—they are passed on to the Archivist/Historian. Before being passed on, the officer in whose possession the records are should consult with the Archivist/Historian to see what kinds of records are of long-term, ongoing, historical interest. These are the ones that should be passed on to the Archivist/Historian for deposit in the North Dakota Library Association archives in the State Archives and Historical Research Library (SAHRL) at the State Historical Society of North Dakota (SHSND). Records that are not of ongoing, long-term historic interest, should be discarded. Records whose long-term, historic value is in some question should be passed on to the Archivist/Historian with the indication that they may be discarded if they are determined not to be of archival—long-term, historical—interest. Typically, most records are no longer being regularly consulted 1 to 5 years after they were created. The time period varies with the nature of the record, the kind of information it contains, and the types of purposes for which it is consulted.

MEMBERSHIP

The Archivist/Historian is appointed by the President of the Association and serves a term concurrent with that of the President. The Archivist/Historian may succeed him or herself. The Archivist/Historian is a nonvoting member of the NDLA Executive Board.

REPORTS

The Archivist/Historian will attend each Executive Board meeting and annual conference. The Archivist/Historian will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Finance Committee will solicit a budget request from the Archivist/Historian. Provision can be made for travel to Executive Board meetings, copying, postage, and other supplies.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Attend Executive Board meeting(s) at annual conference.

October-November

- Prepare a budget request for the Finance Committee.
- Consult with outgoing and incoming Executive Board members about records that they no longer wish to keep or to pass on to incoming Executive Board members.
- Determine which records are of long-term, archival interest and use and which are more temporary records that may be discarded. Discard is the responsibility of the Executive Board member, before records considered of long-term, archival interest are transferred to the State Archives and Historical Research Library of the State Historical Society of North Dakota. Records whose long-term interest-value is of some doubt should be flagged for the archivist/historian to look at and decide if they should be kept or discarded.

November/September

- Attend Executive Board meetings as scheduled and prepare written reports for each meeting.
- Continue to consult with past and present Executive Board members about which records they have that they wish to transfer to SAHRL, which may safely be discarded, and which are of uncertain long-term value that the board member wishes the Archivist/Historian to review for transfer or discard.

August-September

- Prepare written annual report for the membership and make a report to the Executive Board at its meetings at the North Dakota Library Association annual conference.

POLICIES HANDBOOK:

CONSTITUTION, BYLAWS, AND POLICIES COMMITTEE

A. SCOPE OF RESPONSIBILITIES

1. The Committee:

- a. conducts an annual review of the NDLA Constitution and Bylaws, and recommends amendments to the Executive Board;
- b. instructs relevant parties to review policies handbooks and suggest appropriate revisions; reviews these revisions and submits them to the Executive Board for approval;
- c. reviews upon request Section and Roundtable bylaws amendments for conformity with the NDLA Constitution and Bylaws and submits them to the Executive Board for approval;
- d. sends updated documents to the Webmaster for posting to the NDLA website and notifies appropriate parties of proposed or enacted amendments/revisions;
- e. sends superseded documents to the Archivist;
- e. reviews petitions by the membership;
- f. works with the Nominations, Elections and Voting Committee to conduct ballots for any constitutional and bylaws changes.

B. MEMBERSHIP

1. The chair of the Committee is appointed for a one-year term by the presiding NDLA president and the Executive Board approves the appointment.

2. The chair assembles a committee composed of 3-5 members who represent different library types (when possible.)

3. The chair may invite a member of the Executive Board to the Committee.

4. For consistency it is suggested that a current member of the Committee be asked to serve as chair the following year.

5. The chair is a non-voting member of the Executive Board.

C. PROCEDURES

1. North Dakota Library Association Constitution and Bylaws

a. The Committee performs an annual review of the NDLA Constitution and Bylaws.

b. The Committee reviews petitions presented by the membership and amendments suggested by the Executive Board.

c. Proposed amendments are submitted to the Executive Board for approval.

d. Proposed amendments approved by the Executive Board are to be distributed to the membership and voted on.

d. If Constitutional/Bylaws amendments are passed by the membership:

1) changes are incorporated into the existing documents;

2) amended documents are sent to the webmaster for posting;

3) members of the Executive Board are notified via e-mail of the availability of the updated documents;

4) copies of amendments are kept by the Chair in electronic form and paper backup;

5) superseded documents are deposited in the NDLA archives.

2. Section and Roundtable Bylaws:

a. Bylaw amendments proposed by a section or roundtable need to be submitted to the Committee.

b. The Committee has one month to review the proposed amendments and possibly suggest further amendments to the bylaws.

c. Committee recommendations are submitted with the section/roundtable's proposal to the Executive Board for a vote.

d. The action of the Executive Board is reported to the section/roundtable.

e. After approval by the Executive Board and passage by the section/roundtable:

1) the amended bylaws are sent to the webmaster for posting;

2) copies of amendments are kept by the Chair in electronic form and paper backup;

3) superseded documents are deposited in the NDLA archives.

3. Policies Handbooks:

a. Policies handbooks are to be reviewed annually.

b. The Committee asks each Executive Board member, section/roundtable chair, and committee chair, to review the appropriate/respective policies handbook and suggest any desired revisions.

c. The Committee will present revisions to the Executive Board for approval.

d. Upon approval, the revised handbooks are sent to the webmaster for posting.

D. REPORTS

1. The Committee chair submits a written report at each Executive Board meeting and an annual report at the conference.

E. BUDGET

1. A budget request is solicited by the Finance Committee prior to the first Executive Board meeting and is to be submitted by the chair.

F. REIMBURSEMENT

1. See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

G. CHRONOLOGICAL GUIDELINES

1. September:

a. Outgoing chair passes all files to the incoming chair.

b. Outgoing chair provides the incoming chair with orientation to the position.

c. Incoming chair sends each officer, section/roundtable chair, and committee chair the web link to their policy handbook.

2. October:

a. Verify that Constitution/Bylaws amendments passed by the membership are reflected in the current document and that it is available on the NDLA website.

b. Notify Executive Board members via e-mail of the new documents' URL.

3. October - February:

a. Review current NDLA Constitution and Bylaws.

b. Review section/ roundtable bylaws upon request.

4. March:

a. Recommendations for amendments to the NDLA Constitution are made to the Executive Board at their meeting.

b. Executive Board members, section/roundtable chairs, and committee chairs are asked to review their policy handbook and suggest any revisions they feel will aid those who hold their position in the future.

5. April:

a. Any suggested revisions to a policy handbook are reviewed and submitted to the Executive Board for approval.

6. June:

a. Proposed amendment(s) to the NDLA Constitution/Bylaws are presented to the Executive Board at their meeting.

b. Approved proposals for amendment(s) are sent to the editor of The Good Stuff for publication in the pre-conference issue.

7. July:

a. Constitution/Bylaws amendments are prepared for presentation to the membership.

8. August:

a. Proposed amendments to Constitution/Bylaws are distributed to the membership via the NDLA listserv.

9. September:

a. Any necessary discussion of the amendments is conducted on the NDLA listserv

b. Ballots are distributed and a formal vote conducted.

c. If amendments are approved by the membership, the Chair sends the NDLA Webmaster the amended document and the Archivist the superseded document.

POLICIES HANDBOOK:

FINANCE COMMITTEE

SCOPE OF RESPONSIBILITIES

The Finance Committee assists the Executive board in budgeting; making recommendations on the investment of NDLA funds; serving as the annual auditing committee; reviewing the quarterly financial statements; recommending changes where appropriate; and evaluating, at the request of the Executive Board, the need for change in the dues structure.

MEMBERSHIP

The chair of the Finance Committee is appointed for a one-year term by the NDLA president. Committee members include the President, President-elect, Past-president, Treasurer, and Membership Committee chair. The Finance Committee chair is a nonvoting member of the NDLA Executive Board.

PROCEDURES

The Finance Committee chair:

1. Attends all Executive Board meetings and the annual NDLA Conference.
2. 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.
3. 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 web site.
4. A quorum will consist of a majority of the committee members.

Annual Operating Budget

1. Supply the Web editor with a current copy of the budget request form for the website.

2. Contacts 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.
3. Compiles budget requests and sends to the Finance Committee for review. Include line items as needed. Standing line items include The Good Stuff, Donations, and Executive Secretary.
4. The Finance Committee will prepare a draft budget for presentation at the fall/winter meeting of the Executive Board.
5. 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.)
6. 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.

Audits

1. Arranges for the annual financial review of the treasurer's books by the Finance Committee. If questions arise a more formal audit will be conducted by the financial committee
2. Asks the treasurer to forward records to the Finance Committee prior to the audit. (During the audit the treasurer is excused from the committee but remains available in an advisory capacity.)
3. Sees that a summary of the audit is prepared, reported to the Executive Board at its spring/summer meeting, and published in the spring/summer issue of The Good Stuff.
4. Submits to the Executive Board a recommendation for an external audit should the Finance Committee deem one necessary.
5. Recommends to the Executive Board an external audit be completed prior to a new Treasurer taking office.

Dues

The Finance Committee:

1. Evaluates, at the directive of the Executive Board, the need for a change in the dues structure and makes recommendations to the Executive Board.
2. Works with the Constitution, Bylaws, and Policies Committee to develop ballot language for consideration by the general membership of NDLA when the Executive Board approves a dues change.

Investments

1. Reviews investment of NDLA funds periodically, making recommendations for change to the Executive Board as deemed necessary.

REPORTS

The Finance Committee chair:

1. Reports on Finance Committee activities at each Executive Board meeting and at the annual NDLA conference. (The annual written report is a summary of activities conducted by the committee during the year.)
2. Submits the annual financial review report to the Executive Board for publication in the spring/summer issue of The Good Stuff.
3. Forwards to the NDLA archivist/historian the following items at the end of the year:
 - a. Annual operating budget.
 - b. Annual financial review report.
 - c. Annual Finance Committee report.

FINANCE COMMITTEE BUDGET

The annual operating budget for the Finance Committee includes travel expenses to Executive Board meetings, photocopy expenses, mailing costs, and supplies.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Provides incoming chair with files and the Finance Committee policies handbook at the post-conference Executive Board meeting.
- Orients incoming chair on duties of the Finance Committee.

October

- Contacts all committee, section, and roundtable chairs, and the ALA and the MPLA representatives, soliciting operating budget requests for the next year. Remind them that the budget request form is on the website. (Allow approximately one month from the notice until budget items are due.)

November/December

- Prepares budget recommendations for the next year based on requests received; presents draft to Executive Board.
- Reviews NDLA's financial statement ending September 30, making recommendations for change as appropriate to the Executive Board.
- Sees that the financial statement is published in the fall/winter edition of The Good Stuff.

January

- Reviews local and state sales tax guidelines.

February

- Conducts the annual financial review; reports findings to the Executive Board. Sees that the financial review report is published in the spring/summer edition of The Good Stuff.
- Reviews NDLA's financial statement ending December 31, making recommendations for changes, as appropriate, to the Executive Board.
- Sees that the financial statement is published in the spring edition of The Good Stuff.

May

- Reviews NDLA's financial statement ending March 31, making recommendations for changes, as appropriate, to the Executive Board.
- Sees that the financial statement is published in the summer edition of The Good Stuff.

July

- Reviews NDLA's financial statement ending June 30, making recommendations for changes, as appropriate, to the Executive Board.
- Sees that the financial statement is published in the pre-conference edition of The Good Stuff.

August/September

- Prepares reports for the annual NDLA Conference.
- Attends the annual NDLA Conference and provides an oral and written report of activities at the pre-conference Executive Board meeting and at the general membership meeting.
- Forwards substantive reports of the Finance Committee to the archivist/historian.

POLICIES HANDBOOK:

THE GOOD STUFF EDITORIAL COMMITTEE

SCOPE OF RESPONSIBILITIES

The Committee ensures publication of the official NDLA magazine, The Good Stuff. As monies permit, The Good Stuff is published quarterly (December, March, June, August).

MEMBERSHIP

The Chair of the committee is appointed by the President and serves as the editor of The Good Stuff for a two-year term. The Chair is a non-voting member of the NDLA Executive Board. The NDLA Public Relations Chair is automatically a member of this committee. 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.

REPORTS

The Chair of the committee attends each Executive Board meeting and the annual Conference. The Chair prepares a written report for each Executive Board meeting and an annual report at the Conference.

BUDGET

The Finance Committee will solicit a budget request prior to the first Executive Board meeting. The Chair prepares the budget request, which must include monies to pay a production artist and printing costs as

well as bulk mailing expenses. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the Committee.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September-October

- Chair reviews files (paper and electronic) and transfers unnecessary, outdated information to NDLA Archivist/Historian for retention decisions
- Chair prepares budget request for Finance Committee
- Chair contacts Committee members and outlines plans for coming year, soliciting feedback and input
- Develop December issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than November 1 to ensure December production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

November-December

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full December issue (suggested date: no later than November 15) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist
- Final draft is sent to Chair for final review and proofreading

- Issue is sent to printers (suggested date: no later than December 1), printed and distributed to membership
- Chair reviews bills for December issue (e.g., production artist, printing costs) and forwards them to NDLA Treasurer to be paid before December 31
- Chair prepares written report and attends Executive Board meeting

January

- Negotiate contract with production artist and obtain necessary signatures
- File contract with NDLA President, NDLA Secretary, and NDLA Treasurer
- Develop March issue contents
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than February 5 to ensure March production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

February-March

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full March issue (suggested date: no later than February 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than March 1), printed and distributed to membership
- Chair reviews bills for March issue and forwards them to NDLA Treasurer for payment
- Chair prepares written report and attends Executive Board meeting

April

- Develop June issue contents
- Solicit advertising

- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than May 5 to ensure June production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist

May-June

- Ensure all articles are submitted to production artist
- Chair gets draft copy of full June issue (suggested date: no later than May 19) for review
- All pages or blocks of pages are sent to Committee members and NDLA President for proofreading; changes are submitted to the Chair, who compiles and reviews them with production artist
- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than June 1), printed and distributed to membership
- Chair reviews bills for June issue and forwards them to NDLA Treasurer for payment
- Remind NDLA Conference Chair and production artist that the August (pre-conference) issue needs to be in the hands of the membership no later than August 15; extra issues also need to be printed
- Develop pre-conference issue contents; collaborate with Conference Chair
- Solicit advertising
- Assign tasks to Committee members with deadlines (suggested deadline: all information to production artist no later than July 1 to ensure August production)
- As articles are submitted, Chair proofs, edits, and transfers them to production artist
- Ensure all articles are submitted to production artist
- Chair prepares written report and attends Executive Board meeting

July

- Develop pre-conference issue layout; collaborate with Conference Chair and Nominations and Elections Committee Chair, as needed
- Chair gets draft copy of full August issue (suggested date: no later than July 14) for review
- All pages or blocks of pages are sent to other Committee members, Conference Chair, Nominations and Elections Committee Chair, and President for proofreading; changes are submitted to the Chair, who compiles and reviews them with the production artist

- Final draft is sent to Chair for final review and proofreading
- Issue is sent to printers (suggested date: no later than July 24), printed and distributed to membership
- Chair reviews bills for August issue and forwards them to NDLA Treasurer for payment

August

- Editorial Committee meets (in person, via phone, or electronically) to discuss recommendations for Committee appointments, keeping in mind that continuity and experience are important components
- Verify that potential appointees are willing to serve on the Editorial Committee
- Chair sends recommendations for Committee appointments to NDLA President and President-elect

September

- Chair attends pre-conference Executive Board meeting and prepares written report
- Chair prepares annual report for presentation at Conference
- Chair attends post-conference Executive Board meeting

POLICIES HANDBOOK

INTELLECTUAL FREEDOM COMMITTEE

SCOPE OF RESPONSIBILITIES

The Intellectual Freedom Committee will review and update as necessary the NDLA “Intellectual Freedom Handbook”.

The Intellectual Freedom Committee will encourage libraries to promote intellectual freedom and the first amendment through programs, displays, reading lists, and similar activities.

The Intellectual Freedom Committee will promote librarian, trustee, and school administrator awareness of intellectual freedom concerns and issues through the “Intellectual Freedom Handbook”, “The Good Stuff”, workshops, conference programs and through the NDLA listserv and other electronic means.

MEMBERSHIP

The President appoints a chair for a one year term. The chair in turn will assemble a committee of 3-5 members to serve.

PROCEDURES

The Committee is responsible for reviewing and updating the Intellectual Freedom Handbook.

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 public statements as necessary to promote or support intellectual freedom.

The Committee will provide information on confidentiality of record laws and privacy rights to those requesting such information.

The Committee will monitor legislation affecting intellectual freedom at all levels. The Committee needs to stay informed and share information on legislative actions affecting intellectual freedom.

The Committee will actively promote awareness of intellectual freedom issues by providing information, workshops, and conference programs.

The Committee will keep intellectual freedom correspondence and state newspaper articles relating to challenges and bans. These documents will be given to the NDLA Archivist to file in the NDLA Archives.

REPORTS

The Chair of the committee will provide written reports to the Executive Board at regular board meetings and will provide an annual report each year detailing the activities of the Committee. 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. The report will also include recommendations deemed appropriate by the Intellectual Freedom Committee to maintain and promote intellectual freedom within the state.

BUDGET

The Finance Committee will solicit a budget request from the chair. Provision may be made for travel to Executive Board meetings, copying, postage and supplies for the committee.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- NDLA President appoints chair of committee
- Committee chair finds 3-5 members for the committee

October

- Prepare a budget at the request of the Finance Committee

December

- Prepare quarterly report for NDLA Board

January

- Read and review the Intellectual Freedom Committee Policies Handbook as well as the NDLA Constitution and Bylaws

March

- Prepare quarterly report for NDLA Board

April

- Review and update the North Dakota Intellectual Freedom Handbook for Libraries

June

- Plan program for annual conference (if needed)
- Prepare quarterly report for NDLA

September

- Prepare annual committee report
- Update policies book if needed
- Submit intellectual freedom correspondence and state newspaper articles relating to challenges and bans to the NDLA Archivist.

POLICIES HANDBOOK:

LEGISLATIVE COMMITTEE

RESPONSIBILITIES

The Legislative Committee:

Arranges to represent the North Dakota Library Association (NDLA) before legislative interim and standing committees considering issues pertinent to libraries.

Develops and supports library-related legislation as needed.

Works with the State Library on legislative matters.

Coordinates legislative priorities from all NDLA sections, roundtables, and committees.

Executes other charges as directed by the executive board. (Article XI, Section 3).

MEMBERSHIP

The legislative committee chair shall be appointed by the president and serve a term concurrently with that of the president. The chair assembles a committee of at least four persons who represent academic, public, school, and special libraries.

PROCEDURES

Tracking Legislation

The committee follows proposed and adopted legislation related to library issues. The chair apprises NDLA members of proposed and enacted legislation.

With assistance from the committee members, the chair initiates and coordinates lobbying activities during an interim or a legislative session.

Communicating with NDLA Members

- Communicates to the NDLA membership by submitting reports at the Association's executive board meetings and at the annual conference.

- Members are also reached through The Good Stuff, NDLA's web site, and various electronic mailing lists.
- Uses NDLA's membership database to communicate with NDLA members.
- Works with the State Library to obtain and distribute the biennial biographical guide to legislators entitled Lawmakers of North Dakota.
- Develops a plan for rapid response by NDLA members concerning legislative matters. This includes identifying a contact in each legislative district. The calling tree (or other system employed) starts with the contact then reaches a person from each library type in the legislative district.
- Prepares and distributes with assistance from the Executive Secretary the following information:
 - o A list of all NDLA members including phone numbers, mail, and email addresses.
 - o Materials which describe the legislative process.
 - o A list of legislators and their committee assignments.
 - o A list of legislative leadership.
 - o A legislative district map.
 - o Information on how to communicate with legislators either individually or before a legislative standing or interim committee.
 - o The toll-free number to reach the legislators during the legislative session.
- The chair attends all NDLA Executive Board meetings and submits reports at each.
- Solicits information from all NDLA sections, roundtables, and committees regarding their legislative concerns both during legislative and non-legislative years.
- Encourages NDLA sections, roundtables, and committees to draft resolutions concerning legislative issues prior to the NDLA annual conference.
- Arranges educational sessions at the annual conference to train NDLA members on the techniques of testifying before legislative committees and on making contact with individual legislators.
- Activates the calling tree or uses e-mail and electronic mailing lists to communicate information and to solicit rapid responses by members to legislative issues.
- Coordinates with the Executive Secretary and others about the publicizing pending and enacted legislation.
- Ensures that persons officially representing NDLA before legislative committees are registered as lobbyists through the Secretary of State.
- Works with the NDLA President to prepare an NDLA fact sheet for distribution to legislators.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September/October

The chair presents a report of activities to members at the annual NDLA conference.

Sponsors a program at the annual conference on effective lobbying techniques or on new legislation.

The chair orients the incoming chair at the end of the annual conference.

Transfers material to the NDLA archives.

Updates the Committee's procedural manual.

December

The chair attends the quarterly Executive Board meeting, submitting an activity report.

The chair announces the committee members.

March

The chair attends the quarterly Executive Board meeting, submitting an activity report.

June

The chair attends the quarterly Executive Board meeting, submitting an activity report.

Solicits reports from NDLA sections, roundtables, and committees on their proposals for legislation.

September

The chair attends the pre-convention NDLA Executive Board meeting, submitting an annual report.

Assists in drafting resolutions from NDLA sections, roundtables, and committees.

Attends the postconference Executive Board meeting providing any updates on legislative activity for the next interim or session.

POLICIES HANDBOOK:

MEMBERSHIP COMMITTEE

SCOPE OF RESPONSIBILITIES

The Committee promotes membership in NDLA by publicizing the organization to current and prospective members. It maintains a database of up-to-date membership information and disseminates this information for use by NDLA members and committees as needed. It compiles, maintains, and reports membership statistics on a quarterly and annual basis.

MEMBERSHIP

The presiding NDLA president appoints the chair of the Committee each year.

The chair assembles a committee annually making selections based upon anticipated expertise required by planned projects in a given year.

PROCEDURES

Membership Solicitation

1. Plans for and designs materials used to promote membership. These may include but are not limited to membership brochures, cards and cardholders, envelopes, stamps, and mailing labels.

2. Solicits renewals from current members. This includes an annual mailing to members and other strategies as determined helpful each year. The annual mailing may be designed and scheduled each year as deemed necessary in order to optimize membership. It is desirable that renewal forms maximize convenience for members by including current membership information. Renewal forms for trustees should be sent directly to the trustee's respective library director.

3. Solicits new membership. This includes an annual mailing to nonmembers and/or libraries publicizing the nature of NDLA and membership benefits. The annual mailing may be designed and scheduled each year as deemed necessary in order to optimize membership. Sources for mailing labels will be determined based upon targeted groups.

Membership Applications and Database Maintenance

1. Receives and processes membership brochures in a timely manner. Updates electronic database with current membership information. Sends membership cards and cardholders to members upon receipt of brochures and dues.

2. Deposits funds received from new and renewing members into NDLA's checking account. Prints report breaking down funds received into the appropriate category. These include, but may not be limited to, dues and various funds NDLA maintains. Gives this report, along with a deposit slip, to the NDLA treasurer. Provides mailing labels of members donating money to one of NDLA's funds to the treasurer so that a receipt can be mailed. Deposits should be made routinely but may vary depending on membership activity.

3. Archives electronic membership database at the end of the calendar year for historical reference.

Membership Directory Information

1. Maintains membership directory information on NDLA's homepage for the use of NDLA members. Updates information routinely at intervals necessary to keep information reasonably current. Designs electronic directory to reflect membership categories and data as well as user needs.

2. Creates two copies of a printed membership directory for historical and archival purposes. One is given to the North Dakota State Library and the other is put into NDLA's permanent archive. Printed directory is designed to reflect membership information, and categories.

3. Prints membership lists for members without access to the electronic directory or for members without adequate print capabilities. Printed lists will reflect membership information existing in the electronic directory at the time of printing and will be distributed via mail or electronically as needed or available.
4. Provides mailing labels to section and roundtable chairs upon request for use in NDLA activities. Labels will reflect membership information as of the date of printing.
5. Provides staff of The Good Stuff with membership statistics upon request for purposes of printing the Association's newsletter.
6. Prints and distributes mailing labels to staff of The Good Stuff upon request for purposes of mailing the Association's newsletter to members. Labels will reflect membership information as of the date of printing.
7. Works with annual conference registration chair to verify membership as needed for registration purposes. Supplies current membership information as needed.

STATISTICS AND REPORTS

Compiles membership statistics on a quarterly basis reflecting end-of-quarter statistics. Membership statistics will be kept for NDLA overall and for each section and roundtable. Statistics for renewed and new members as of the reporting date will be added to quarterly reports.

Reports containing membership statistics from the end of the previous quarter will be created for meetings of the NDLA Executive Board and for each issue of The Good Stuff. Statistics for renewed and new members as of the reporting date will be added to reports. Narrative on the committee's activities during the period may also be included.

BUDGET

Funds are required for a number of activities carried on by the committee throughout the year. Since activities of the committee may vary from year to year (i.e. manner in which membership recruitment is

done) and some resources are carried over (i.e. stationary), an assessment of needs should be made each year and a request for funding submitted to the Chair of the NDLA Finance

Committee. Costs to consider include printing and photocopying, mailing of membership promotional materials (bulk and 1st class), stationary, and travel.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September:

Assists conference registration chair with verification of registrant's member status.

Prepares personalized renewal forms for inclusion in conference packets.

Records end of 3rd quarter membership statistics as of September 30th.

December:

Records end of 4th quarter membership statistics as of December 31st.

Archives electronic membership database for calendar year.

January:

Prepares personalized renewal forms for members from previous year who have not yet renewed and mails them to those members.

Completes printed archival copies of NDLA membership directory for previous calendar year.

February:

Obtains mailing labels and solicits membership from nonmembers. These labels may come from the North Dakota State Library or any other available source. Decisions regarding groups to target should be made on an annual basis so as to employ the most productive strategy. These strategies might include mailing promotional materials to individuals, institutions, or a combination of both.

Creates first version of membership directory information on NDLA's homepage. This is updated monthly or as needed thereafter dictated by membership activity.

March:

Records end of 1st quarter membership statistics as of March 31st.

June:

Records end of 2nd quarter membership statistics as of June 30th.

** All activities listed under procedures not enumerated in chronological section are completed as needed.

POLICIES HANDBOOK:

NOMINATIONS, ELECTIONS & VOTING COMMITTEE

SCOPE OF RESPONSIBILITIES

The Committee is responsible for finding 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 find a minimum of two NDLA members to run for those offices (this includes ALA and MPLA). The Committee is responsible for contacting all section and roundtable chairs who then provide a list of their candidates with at least one name per office. Additionally, the committee is responsible for electronic ballots and votes of the general membership.

The Committee is responsible for supplying information on all candidates to the editor of The Good Stuff for inclusion in the pre-conference issue. The Committee is subsequently responsible for the production of the official ballot, which is then distributed to the NDLA membership at least thirty days prior to the annual conference.

Finally, the Committee is responsible for tallying the votes and reporting the results to the NDLA Executive Board, to the candidates, and announcing the new officers and results of general membership questions at the first general session of the annual conference.

MEMBERSHIP

The President appoints a chair and three other members to the Committee, one of which will serve as the electronic voting administrator. Traditionally, the President serves as an additional member.

PROCEDURES

Committee members discuss possible candidates for the offices of president-elect, secretary, and treasurer and contact these individuals about their willingness to run. Candidates who have agreed to run are asked to provide a biographical sketch, which includes current position, education, professional development, a vision statement, and a picture. This information appears in the pre-conference issue of *The Good Stuff*. The Committee ensures that all candidates are members of NDLA.

The electronic voting administrator works with other members of NDLA to prepare ballots for general membership questions and surveys.

In the years when a representative to MPLA and/or ALA is to be elected, the committee considers names only of persons who are both NDLA members and members of the particular affiliated organization. In the case of the ALA Councilor, it has been a long-standing tradition to first contact individuals who have previously served as NDLA President. MPLA and ALA candidates are also asked to provide biographical information and a photo.

The Committee contacts chairs of sections and roundtables to provide names of at least one, and preferably two, NDLA members for each of their offices. Section and roundtable candidates provide the following information: current position, education, and professional development. The Committee submits information on all the candidates to the editor of *The Good Stuff* for the pre-conference issue.

The Committee prepares the ballots. The Membership Committee chair furnishes delivery information indicating the membership in sections and roundtables. The Membership chair also provides the total number of NDLA members broken down by section and roundtable. All Active and Student NDLA members as of June 30th will receive the ballots for the president-elect, secretary, treasurer, and MPLA and ALA and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.

The electronic voting administrator will organize distribution at least 30 days prior to the annual conference, with the ballots to be returned by a given deadline to the Nominations and Elections

Committee chair (at least two weeks before the annual conference is suggested as a return date). Distribution should be clearly identified as “ballots”.

Committee members are responsible for counting the ballots. The ballots are confidential. The Executive Board validates election results prior to notifying candidates and, in disputes regarding elections, serves as the final arbiter. Committee members will notify the candidates for president-elect, secretary, treasurer, and ALA and MPLA of election results. Section and roundtable chairs will be asked to notify their particular candidates.

REPORTS

The Nominations and Elections Committee chair provides a written report to the Executive Board at regular board meetings and to membership at the annual conference. The Committee chair or other Committee member should be present at the first general session of the annual conference to introduce the new officers. List of new officers will be printed in the post conference issue of *The Good Stuff* and noted on the NDLA web page.

BUDGET

The Finance Committee will solicit a budget request from the chair. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the committee.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

The NDLA President forms a four-member committee and designates a chair.

October

Prepare a budget at the request of the Finance Committee.

January

Read the Nominations and Elections Policies Handbook as well as NDLA Constitution and Bylaws.

Send letter to section and roundtable chairs reminding them to look for candidates.

Get same message into The Good Stuff encouraging NDLA members to consider running for office.

Print NDLA membership list; meet and compile potential names for:

- President-Elect.
- Secretary.
- Treasurer.
- (ALA Councilor and/or MPLA representative if needed.)

Prepare candidate information form asking for current position, education, and professional development.

February

Seek candidates for the three Executive Board offices.

- Be sure candidates are NDLA members.
- Ask candidates if they would like a copy of the policies handbook for a particular office.
- Provide candidate information form that also asks for vision statement and for a photo.

Remind section/roundtable chairs that if they have not heard from their nominating committees, to make contact.

March

Review lists for all offices.

Make sure all forms are in for section/roundtable candidates.

Double-check to be sure all candidates are NDLA members and, if not, contact them requesting they join.

Provide NDLA Executive Board with a list of all candidates for its official approval.

Submit report to Executive Board of committee activities.

April

Remind candidates for three NDLA Executive Board and ALA and MPLA offices to get their candidate forms and photos in before the June issue of the Good Stuff.

May

Meet the deadline for the June issue of The Good Stuff by turning in names of all candidates.

June

Prepare biographical sketches of all candidates (and photos of three Executive Board and ALA and MPLA candidates) ready by the deadline for the pre-conference issue of The Good Stuff.

July

Prepare ballots to distribute.

Contact NDLA Membership chair for delivery information broken down by section and roundtable membership.

Distribution is clearly identified as “ballots”.

August

Confirm that ballots are distributed at least 30 days prior to conference.

Keep track of total number of ballots distributed and returned.

September

Arrange for counting of ballots by Nominations and Elections Committee.

Check status of membership should persons report not receiving ballots – associate, institutional and honorary members of NDLA do not vote. Associate members of the New Members Roundtable do not vote for NMRT officers. (NDLA Bylaws, Article I, Section B-D; NRMT Bylaws Article III, Section 2).

Tally votes for the Executive Board by showing total number of votes cast for each candidate.

Ask for validation by NDLA Executive Board of election results, contacting NDLA President to do so by e-mail.

Notify candidates of election results, asking section and roundtable chairs to notify their candidates.

Update policies handbook if needed.

Submit annual report to Executive Board/Membership: including number of ballots distributed, number returned, and percent of return for all elections.

Introduce new officers at conference's first general session.

Transfer all records to new committee chair.

December

See that the list of new officers gets to the post conference issue of The Good Stuff as well as to the NDLA web page.

POLICIES HANDBOOK:

PROFESSIONAL DEVELOPMENT GRANTS COMMITTEE

SCOPE OF RESPONSIBILITIES

The Committee promotes, accepts and evaluates applications for the various professional development grants sponsored by NDLA.

At the present time there are three professional development grants: NDLA Professional Development Grant, Ron Rudser Memorial Continuing Education Grant and M. Vivian Hubbard Memorial Grant.

MEMBERSHIP

The presiding NDLA President appoints the Chair of the committee for a one-year term. The Chair assembles a committee composed of three to five NDLA members. It is recommended that members of the committee represent different types of libraries.

Members of this committee are ineligible to apply for the grants. The Chair is a non-voting member of the NDLA Executive Board.

PROCEDURES

The Chair of the committee prepares promotional statements to be printed in The Good Stuff and posted to the North Dakota library electronic lists. The Chair receives requests for the application forms for the various grants and mails the application forms as requested. The Chair who calls meetings as necessary to evaluate the applications and determine the recipients of the grants receives the completed application forms. A majority vote of the committee members determines the recipient(s) of each grant with the NDLA President's approval.

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. The Chair then presents the recipient(s) at the annual conference awards banquet.

THE GRANTS

NDLA Professional Development Grant:

NDLA believes that furthering an individual's skills is beneficial to the North Dakota library environment. Each year general fund monies in the amount of \$500 are budgeted to provide grants to NDLA members. The Professional Development Grant may be used for college or university classroom work, independent study, workshops, conferences, or participation in any other activity that will benefit the library community in North Dakota.

Ron Rudser Memorial Continuing Education Grant:

Ron Rudser was a librarian and library science instructor at Minot State University at the time of his death in 1986. His wife Kay initiated this memorial grant fund. Each year a minimum of \$250 of conference auction proceeds and interest from Rod Rudser investment funds are budgeted to provide grants to NDLA members. The Ron Rudser Memorial Continuing Education Grant may be used for credit courses, workshops, seminars or pre-conference programs that enhance the education of a practicing librarian in any type of library. Regular conference programs or conventions do not qualify.

M. Vivian Hubbard Memorial Grant:

M. Vivian Hubbard was State President of the Federated Women's clubs in the early 1950's. The Federated Women's Clubs greatly influenced the development of the rural bookmobile program in North Dakota. Hubbard believed in this program and requested that memorial funds at her death be donated to NDLA to further interest in bookmobiles. Each year Hubbard investment funds are budgeted to provide grants to NDLA members. The grant may be used for formal college or university classroom work, independent study, workshops, conferences or seminars, or participation in any other activity that will promote interest in, provide instruction with or further the work of the bookmobile.

APPLICATION REQUIREMENTS

1. Applicants need not be currently employed in a library.
2. Applicants must submit an evaluative report to the NDLA Executive Board upon completion of the program and said report will be published in The Good Stuff.
3. Grant money will be awarded after the NDLA President has received the evaluative report.
4. No applicant may receive more than one grant per 18 months.
5. A copy of CEU certificate or letter of recognition should accompany the report, if applicable.
6. Applicants must:
 - be North Dakota residents or be employed in North Dakota
 - be current members of NDLA and must have been members for the past two years
 - submit a detailed budget of expected expenses
 - submit a narrative describing personal growth/career
 - development expectations from the proposed program
 - submit printed materials which describe the program

REPORTS

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

BUDGET

The Finance Committee solicits a budget request. The Chair submits the budget request. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the committee. The NDLA Finance Committee recommends the amount to be awarded for each grant. See the current /previous budget for grant allocations.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September:

- Incoming Chair receives files from outgoing Chair at the Executive Board meeting immediately following the annual conference. The outgoing chair provides orientation to the position.
- The Chair selects two to four members to serve on this committee.

October:

- The Chair prepares promotional information to be printed in The Good Stuff and on the North Dakota library electronic lists.
- The Chair prepares application forms.

November - July:

- The Chair continues to provide promotional information regarding the grants, receives requests for application forms, sends application forms as requested, and receives the completed application forms.
- The M. Vivian Hubbard Memorial Grant may be given at any time during the year.
- The Chair may set a once-a-year deadline for the Ron Rudser and NDLA Professional Development grants. A July or August deadline is recommended so that the grant recipient(s) can be determined prior to the NDLA annual conference.

After the July or August deadline:

- The Chair calls a meeting of the committee members to evaluate the applications and calls for a vote to determine the recipient(s) of the grants. After the recipient(s) have been selected and approved by the NDLA President, the chair notifies the recipient(s).

September - October:

- Presents recipient(s) at the conference awards banquet.

POLICIES HANDBOOK:

PUBLIC RELATIONS COMMITTEE

SCOPE OF RESPONSIBILITIES

The Public Relations Committee serves to promote NDLA and its purposes and to publicize Association activities and initiatives. The Committee also maintains the Association's website.

MEMBERSHIP

The Chair of the Committee is appointed by the President of the Association and serves a term concurrent with that of the President. The Chair may succeed him or herself. The Chair is a non-voting member of the NDLA Executive Board. The Chair is automatically a member of The Good Stuff editorial committee and works closely with the editorial committee chair. The Chair also serves as state chair for National Library Week.

REPORTS

The Chair or designated member of the Committee will attend each Executive Board meeting and the annual conference. The Chair will prepare a written report for each board meeting and an annual report for the annual conference.

BUDGET

The Finance Committee will solicit a budget request from the Chair. Provision can be made for travel to Executive Board meetings, copying, postage, and other supplies.

REIMBURSEMENT

See Reimbursement Policy Handbook <http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

CHRONOLOGICAL GUIDELINES

September

- Attend Executive Board meeting at annual conference.

October-November

- Prepare budget request for Finance Committee. Appoint committee members. Develop a list of media contacts. Prepare a media plan for the year, including goals, media contacts, resources, timeline, and outcome criteria. Prepare post conference news stories and submit to appropriate media.

November-September

- Attend Executive Board meetings as scheduled and prepare written reports for each meeting. Prepare press releases as needed to report Association activities. Work with The Good Stuff editorial committee to prepare quarterly publication.

February-April

- Coordinate statewide National Library Week activities and publicity.

June

- Submit information about annual conference to American Libraries and MPLA Newsletter.

August

- Prepare press releases for annual conference and submit to appropriate media, including electronic discussion lists (e.g., NDLIB-L) and NDLA website.
- Prepare written annual report for distribution at conference.

POLICIES HANDBOOK:

STATE LIBRARIAN

SCOPE OF RESPONSIBILITIES

The State Librarian attends the meetings of the NDLA Executive Committee as an ex-officio, non-voting member. The State Librarian reports to the Executive Board on statewide and national library

developments and issues. In all ways possible the State Library and the staff of the State Library supports and augments the work of the Association.

NDLA Electronic Discussion Lists Policy

North Dakota Library Association lists are the official discussion lists of NDLA, intended to facilitate communication among members about Association business and library issues.

Lists (with the exception of the HSIS list) are managed by the Membership Chair. List membership is restricted to current NDLA members. All members are subscribed when first joining NDLA or renewing membership. Any list member may post messages.

Established lists are:

- NDLA@listserv.nodak.edu (All Members)
- NDLA-EXEC@listserv.nodak.edu (Executive Board)
- NDLA-ASL@listserv.nodak.edu (Academic and Special Libraries Section)
- GOVDOC-ND@listserv.nodak.edu (Government Documents Roundtable)
- NDLA-HSIS@listserv.nodak.edu (Health Science Information Section)
- NDLA-NMRT@listserv.nodak.edu (New Members Roundtable)
- NDLA-PLS@listserv.nodak.edu (Public Library Section)
- NDLA-SLAYS@listserv.nodak.edu (School Library & Youth Services Section)
- NDLA-TECHSERT@listserv.nodak.edu (Technical Services Roundtable)

NDLA members are encouraged to use lists for purposes such as to:

- conduct Association business
- announce deadlines (The Good Stuff, annual conference, etc.)
- disseminate news items of professional interest
- advertise position openings
- exchange information on library practices and policies

- publicize conferences, workshops, and professional development or continuing education opportunities
- announce new publications

Message sent to NDLA lists will be distributed to all subscribers. Messages are not reviewed prior to distribution. Senders are responsible for the content of their messages and should include a signature. A descriptive subject line should be used.

Inappropriate uses include sending:

- messages intended for one individual
- for-profit advertising or commercial marketing
- non-library related messages
- jokes or chain e-mails
- insulting, defamatory, or offensive messages
- hoax virus warnings

Approved: 3/14/08

REIMBURSEMENTS AND PAYMENTS

The NDLA Treasurer will reimburse NDLA members for qualified expenses made on behalf of NDLA. Expenses fall into three categories: 1) Products and services that support the goals of the association (e.g., paper, phone calls, photocopying, postage, etc.), 2) Fees associated with meeting and continuing education opportunities supported by NDLA, and 3) Travel for purposes authorized by the Association. The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before making payment for a questionable expense.

Personal Reimbursements

Requests for personal reimbursement must be made using the "Request for Personal Reimbursement" form found on the NDLA website. Receipts must accompany requests as indicated on the form. The form is available at <http://www.ndla.info/Forms/expenseform.pdf>.

Third Party Payments

Payments made to individuals and businesses that have provided products or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form. The form is available on the NDLA website in both PDF and HTML file format. Forms submitted using PDF must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by an invoice or statement. Forms submitted using HTML must be sent from the e-mail account of the NDLA member authorizing the payment. The HTML form may be used when the vendor is expected to send an invoice or statement directly to the Treasurer or when they are sent under separate cover as part of the request. Forms for third party reimbursement are available at <http://www.ndla.info/forms.htm>.

Conference Expenses

Reimbursements and payments requested for expenses associated with the annual conference should be made using forms specific to the conference. These forms are posted each year on the NDLA website and require the approval of the Conference Chair.

Travel Reimbursements

The following chart summarizes reimbursements available by member and expense category for travel. If an expense arises that is not covered by the chart, a determination regarding reimbursement will be made by the Treasurer, Finance Committee Chair, Finance Committee, and/or the Executive Board. Abbreviations used are defined at the bottom of the chart and special considerations are noted following it.

Board Meetings

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

- NDLA will cover hotel costs when a board member must travel the night before a meeting or stay the night after.

- NDLA will cover mileage for nonconference board meetings. Mileage will not be reimbursed for travel for the pre and post conference board meetings.

Reimbursement Rates

Lodging costs will be reimbursed at the federal GSA per diem rate for North Dakota.

Mileage will be reimbursed at the North Dakota state employee rate.

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

The Finance Committee recommends that board members who plan on requesting

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

Section / RT Non-Conference Business Meetings and Planning

Lodging, meals, and mileage are reimbursed for attending a non-conference section or roundtable business meeting only to the board member organizing the meeting. Generally this will be the Chair. Expenses for other travel necessary for section or roundtable planning are reimbursable to all participants but must be approved by the Finance Committee as part of the annual budgeting process. Requests should include the purpose of travel, number of persons traveling, and anticipated costs broken down by mileage, meals, lodging, etc. If the need for travel arises after the annual budget has been approved, a request including the same information should be submitted to the Finance Chair prior to when travel is made.

NDLA Survey Software Policy

The North Dakota Library Association Survey Software performs the following functions.

- Distribute electronic ballots to the general membership during the annual elections.

- Conduct surveys concerning current and past members.
- Conduct surveys for the North Dakota Library Association to the general public.

Survey software shall not be used for profit advertisement or commercial marketing, non-library related surveys, political statements, or insulting, defamatory, or offensive messages

The user name and password for the survey software shall be maintained by the treasurer and executive secretary. The user name and password shall be distributed to the chair of the Nominations, Election and Voting Committee chair and the President at the beginning of their terms.

A copy of the survey software user manual, if available, shall be kept by the Executive Secretary. The President, at their discretion, may appoint an administrative consultant to assist in creation and distribution of surveys for the association. Development of the surveys shall be the responsibility of executive secretary and/or administrative consultant, other than the responsibilities assigned to the Nominations, Elections, and Voting Committee.

Surveys shall be distributed through association members e-mail addresses, placed on association's website, or linked through any social networking software that the association is using.

Requests for additional survey software other by the membership shall be directed to the NDLA president for approval by the executive board.

When using survey software, IP addresses and e-mail addresses will not be stored or collected.

Surveys shall be kept for the following times:

- Elections- election results shall be kept until validated by the executive board.
- Membership and General Public survey results- kept for as long as relevant as determined by the sponsor of the survey.

Results of surveys may be distributed according to nature and mission of survey.

NDLA Web Site Policy

The North Dakota Library Association web site performs two primary functions. One purpose of the web site is to provide Association members with current information relating to North Dakota libraries

and librarianship. The web site also serves as an online repository for selected Association documents and information.

NDLA Executive Board members or their designated alternates are responsible for providing the Web Editor with official Association documents or information to be posted to the web site including:

- changes to the Association constitution and bylaws
- new or updated section and roundtable policies handbooks and bylaws
- Executive Board minutes, meeting reports, conference resolutions, and conference general session minutes
- conference information
- issues of The Good Stuff
- new or revised forms
- new or updated award, legislative, and professional development information

Any NDLA member may provide the Web Editor with:

- announcements pertinent to members of individual sections and roundtables or to the Membership as a whole
- library job openings

The following types of documents or information will not be posted to the web site:

- for-profit advertising or commercial marketing
- non-library related announcements or job openings
- political statements unrelated to North Dakota library issues
- insulting, defamatory, or offensive messages

Membership benefit opportunities may be added to the web site if approved by the NDLA Executive Board.

If the Web Editor questions any proposed content, the Web Editor will consult with the President of NDLA prior to posting the document or information. The proposed content will not be posted to the web site if the Web Editor and the President determine that it is not appropriate.

Executive Board

NDLA Manual Conference Manual – Draft

The purpose of this manual is to offer a roadmap to a successful conference for the members of the North Dakota Library Association. Although most activities are always a part of the conference, some are not, and the officers and committee chairs may choose and adapt these as necessary for each particular conference. Past officers and committee chairs have established a series of forms and programs available for consultation on the NDLA website; consultation with and liberal borrowing from these will help greatly in planning. Please feel free to add your own good ideas to the website in order to assist future planners!

A spreadsheet on the NDLA website breaks down the duties of each officer or committee with major responsibilities at the conference on a month-by-month basis as a way of measuring progress in planning. Please consult this as a way of staying on track.

Responsibilities of Officers/Committees

President

- Meets with the past-president to set the theme for the next conference
- Notifies the ALA Chapters Relations Office of the dates and themes of the conference
- Works with Executive Secretary to invite members of regional and affiliated library associations to attend the conference
- Sets the agenda and presides at the pre-conference executive board meeting and the general membership sessions
- Develops hospitality resolution(s)
- Develops resolutions from the Executive Board
- Introduces the mayor or his/her designee for the official welcome at the opening of the conference
- Coordinates with exhibit chair to open the exhibits
- Verifies the presence of a quorum at all general sessions
- Presides over the Awards Banquet and introduces the keynote speaker
- Presents Major Benefactor's? Award - contact the lead person who submitted a nominations packet to invite them to present it and/or offer a few words
- Chooses recipient of Presidents Award and arranges with Executive Secretary to order plaque (person's name and brief statement regarding purpose of the award.) President's Award is give at the President's discretion and does not have to be given. It is intended to honor a person who has made major contributions to the Association or libraries/librarians in the state, or who has impacted/assisted the President significantly.
- Presents the President's? Award
- Arranges a short informational meeting between outgoing and incoming board members in order to pass on documents and information

- Conducts Executive Board meeting after the close of the conference
- Sends documents of historical interest to the NDLA archivist
- Appoints/announces committee chairs for the coming year
- Schedules the winter/December board meeting
- Sets date for annual conference three years in the future
- Sets date and authorizes the Executive Secretary to negotiate conference site/hotel contract for the annual conference at least three years ahead of time
- Leads the budget discussion for the upcoming conference
- Reminds members on the e-mail listserv to begin thinking about and formulating resolutions
- Reminds or delegates someone to remind people of the deadline for registration for the conference

President-Elect

- Handles all matters concerning the vendors. Sometimes vendors will want to know where to send boxes on ahead; work with the conference site/local arrangements committee to provide this.
- Prepares a vendor registration form for the conference website; examples may be found at <http://ndla.info/Conference/12conf.htm>
- Verifies table and booth size available from conference venue as many vendors depend on a certain size and it may vary depending on the venue (include dimensions on the exhibitor registration form).
- Contacts vendors who attended previous conferences; spreadsheet may be found here:
- A Google account has been set up to handle vendor correspondence for your use if you so choose. All vendor email addresses are loaded into the contacts section and letters, spreadsheets, and other necessary documents are stored in Google docs. Make sure login information is passed on by predecessor. Login at <https://mail.google.com/>.
- Sends a second invitation letter or email if desired.
- Polls NDLA membership for suggestions of vendors they would like to see. Sends confirmation letter and additional information as needed to vendors.
- Confirms names of vendors for name tags and meal count (be sure to invite them to all meals-including banquet, social, and entertainment activities). Submit name tag information to Membership Chair for printing.
- Sends registration checks to NDLA treasurer as they are received.
- 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.

- Aims to get space for 30 vendors, plus networking tables/chairs and refreshments in the exhibit hall.
- Develops a map of the exhibit hall with places for each vendor; distributes this map to the Local Arrangements Committee, the Executive Secretary, the conference site contact, and others as needed. Make every effort to accommodate special requests from vendors regarding exhibit hall placement.
- Greets the vendors, helps them find their place in the exhibit hall, makes sure they get their registration packets, and informs them where their vendor hospitality room is located.
- Coordinates with Local Arrangements Committee to create signs for each booth/table and for the vendor hospitality room and arrange for refreshments in the exhibit hall and/or the hospitality room.
- Explains the rules of any games which involve them, such as vendor bingo or a scavenger hunt.
- Tells the vendors when and where they will be introduced and when and where the Friendly Booth Award will be presented.
- Asks the vendors to fill out the assessment form after the conference, or on the last day prior to their departure—completed forms may be left at the registration desk.
- Offers vendors information (if available) regarding next year's conference (dates, location).
- Presents the Librarian of the Year award.
- Writes thank you notes or emails to each vendor when the conference is over.
- Works with Treasurer to submit Special Event Vendor Listing to the state. See <http://www.nd.gov/tax/misc/faq/salesanduse/index.html#vendor> or <http://www.nd.gov/tax/salesanduse/forms/specialeventvendorlisting.pdf>. Collect as much information from the vendors as possible.
- Submits article to The Good Stuff editor on the vendor turnout — including a list of all vendors.

Past-President

- Deals with all matters concerning the program and speakers
- With the President, sets the theme for the conference.
- Works with the NDLA webmaster to set up a conference website
- Works closely with the Committee on Continuing Education for developing the School Library Media Specialist CE track.
- Writes an article about the conference in each issue of The Good Stuff and sends the editor all the information needed for the pre-conference issue.
- Sends biographies and photographs of speakers along with program descriptions of each breakout session to the Executive Secretary and to the editor of The Good Stuff.
- Recruits all speakers for the breakout sessions.

- Develops a Program Proposal Form which is posted on the website; see previous forms at <http://ndla.info/Conference/12conf.htm>
- Recruits two pre-conference presenters, one of whom should be part of the School Library Media Specialist CE track.
- Recruits the post-conference speaker, who is part of the School Library Media Specialist CE track.
- Recruits keynote speaker.
- Recruits introducers for each breakout session and provides each with a short biographical sketch and a small gift for the speaker(s).
- Informs Local Arrangements chair of transportation needs of speakers
- Approves all forms for reimbursement of expenses
- Purchases enough small gifts for speakers (usually about 60).
- Prepares more substantial gifts for lunch speakers, keynote speaker, pre-and-post conference speakers, and others as appropriate.
- Prepares and distributes the evaluation forms for each breakout session
- Prepares the conference evaluation form for inclusion in the conference packets
- Makes daily signs for each meeting room, listing the times of each breakout session within
- Prepares a conference feedback form; see previous forms at the NDLA list archives
- Writes thank you notes to each speaker after the conference.
- Compiles feedback from conference and disseminates as appropriate.

Executive Secretary

- Attends the annual conference
- Attends the executive board meetings at the annual conference
- Arranges meeting room and lunch for pre-conference board meeting.
- Prepares press releases to the general media about the conference
- Sets up the conference office
- Prepares a blank resolution form for posting on the conference website
- Receives and distributes resolutions.
- Puts together the conference program/planner with information from the Past-President
- Arranges for the printing of the conference program/planner

- Arranges for the printing of the Awards Banquet program
- Orders plaques for presentation at the Awards Banquet
- Prepares and distributes the evaluation forms for the exhibitors to fill out
- Assists with other conference details as needed
- Serves as the liaison between the conference site and the executive board in selecting the site and preparing a contract for hosting the conference
- Photographs the new executive board for the December The Good Stuff
- Prepares press release on the new executive board
- Prepares press release on all award winners
- Sends conference resolutions to the editor of The Good Stuff and to the web editor
- Sends historical material to the NDLA archivist
- Submits conference bills to the NDLA treasurer
- Negotiates with conference site three years in the future

Treasurer

- Pays conference bills
- Deposits conference income and tracks expenses
- Prepares and files tax documents for presenters as necessary
- Prepares a report on conference profit/loss for the Executive Board

Membership Committee

- In consultation with the executive board and conference program chair, prepares the conference registration form.
- Assists conference registration chair with verification of registrant's member status.
- Prepares personalized renewal forms for inclusion in conference packets.
- With the Local Arrangements Committee, helps to staff the registration desk at conference.
- Develop a registration form in consultation with the conference chair.
- Maintain a current membership list to aid in registration form confirmation when received.
- Determine the contents of registration packets with the conference chair and local arrangement chair.
- Design name badges and provide for on-site name badge production for late registrants.
- Include a receipt in the registration packets.

- Determine the layout of the conference registration area.
- Schedule and train volunteers to staff the registration area during registration hours.
- Obtain a conference evaluation form from the conference chair.
- Assemble registration packets—evaluation forms, name badges, receipts, etc.
- Act as the information center during the conference.
- Provide for set-up and take-down of the registration area.
- Ensure all monies received for registration are deposited in the bank account and details are sent to the treasurer.
- Submit refund requests to the treasurer and conference chair.
- Work with Local Arrangements to contact the local Convention Bureau to inquire about services such as banners, name badges, staffing, information about the city, maps, freebies, etc.
- Provide a final report of expenses incurred for registration.

Executive Board

- All current board members attend the pre-conference board meeting.
- Each outgoing board member brings the documents relating to his/her office to pass on to his/her successor at a short informational meeting.
- Outgoing board members present materials for the archive (either to the archivist or online) as appropriate.
- All outgoing and incoming board members meet at the post-conference board meeting.
- Validate election results

All Section and Roundtable Chairs

- Arrange for a program at conference
- Inform the Past President of the program title and abstract, the speaker, technology and other needs, and cost of the program
- Obtain a photograph and biography of the speaker for the program and send these to the Past President
- If the speaker needs a hotel room, inform the Local Arrangements Committee
- Make transportation arrangements for speaker
- Prepare an agenda for section/roundtable business meeting
- Inform members where the meeting will be held
- Conduct the meeting

- Review bylaws/policy manual and if changes are necessary, discuss them with the membership
- Ask for resolutions
- Hold elections as needed
- Communicate plans for seeking sponsorship from vendors with President-Elect (Vendors Chair), Past-President (Programs Chair), Executive Secretary (for addition into the program)

Continuing Education Committee

- Consults with the conference chair to determine space and time requirements for the conference sessions.
- Acts as a liaison between NDLA and the North Dakota institution of higher education designated to grant continuing education graduate credit for specified programming at the annual conference. The Committee is charged to be aware of and to meet current standards (for School Library Media Certification) when proposing conference programming for credit and making arrangements with the participating university.
- Assures that the registration requirements and fees from the participating institution are made available in the publicity and registration materials.
- Secures a program track for the school library media certification course at conference, which should include a pre-conference program, six conference sessions, and a post-conference program.
- Arranges for continuing education sessions for other NDLA members in consultation with the conference chair and other board members.
- Inform the Past President of the program title and abstract, the speaker, technology and other needs, and cost of the program
- Obtain a photograph and biography of the speaker for the program and send these to the Past President
- If the speaker needs a hotel room, inform the Local Arrangements Committee
- Make transportation arrangements for speaker

Local Arrangements

Introduction

This section may seem a bit sketchy, but that is by design, as it is impossible to prescribe in detail what every future conference will look like. Within these guidelines, the Local Arrangements Committee is encouraged to personalize each conference as much as possible, to add to this manual, and to archive its documents on the NDLA website for the benefit of future conference planners. The Local Arrangements Chair can set up as many subcommittees as needed or desired and should feel free to call on the expertise/help of others.

Be sure to track all expenses and to turn them in to the conference chair for approval and reimbursement.

General Schedule

Here is what happens on each day, although there is always room for maneuvering. A spreadsheet laying out the schedule may be found here: It is totally impossible to make everyone happy with the scheduling of section business meetings, so don't worry about it too much. They can, if desired, take place during breakfast, which means finding rooms or corners of the banquet hall for them. All of the section business meetings MUST take place before the resolutions are due.

Possible schedule – this will vary!!

- Wednesday
 - o 9:00 am – noon
 - ☐ Pre-conference executive board meeting
 - o Noon – 8:00 pm
 - ☐ Vendors arrive and set up
 - ☐ Registration opens
 - o 1:00 pm – 5:00 pm
 - ☐ Pre-conferences
 - ☐ Tour or other activity (optional)
 - o 7:00 pm – 9:00 pm
 - ☐ Opening night reception
- Thursday
 - o 7:00 am – 4:30 pm
 - ☐ Registration open
 - o 8:00 am – 4:30 pm
 - ☐ Exhibits open
 - o Morning
 - ☐ Section business meetings
 - ☐ Exhibits opened
 - ☐ First general session
 - ☐ Breakout sessions

- o Lunch
- ? Speaker or
- ? No speaker or
- ? Flickertale award winner
- o Afternoon
- ? Two rounds of breakout sessions
- ? Break for exhibits in between
- o Evening
- ? Auction set up
- ? Social/preview
- ? Awards banquet
- ? Auction/entertainment
- Friday
- o 7:00 am – noon
- ? Registration open
- o 8:00 am – noon or up till 3:00 pm
- ? Exhibits open
- o Morning
- ? Section business meetings
- ? 2 breakout sessions
- o 10:30 am
- ? Resolutions due
- o Lunch
- ? Speaker or
- ? No speaker or
- ? Flickertale award winner
- o Afternoon
- ? Second general session
- ? Break out session

- ☐ Third general session
- ☐ Post-conference executive board meeting
- o Evening
- ☐ Entertainment for those staying on (optional)
 - Saturday
- o 8:00 am – noon
- ☐ Post-conference

Meeting Rooms

- Meeting rooms should be chosen with an eye to the right size for each presentation. This will be decided by the Past-President, but s/he may need some input from the Committee.
- All of the breakout sessions in the School Library Media Specialist CE track should be in the same room.
- All rooms should have a screen, projector, laptop computer, and internet connection for the speaker.
- The committee arranges for an office for the Executive Secretary and should determine what her needs are.
- The committee arranges for a vendor hospitality room and should consult with the President-Elect to see what their needs are.

Welcome

- Arrange for the mayor or his/her designee to greet or welcome the conference goers at the First General Session.

Exhibits Hall

- If asked to make arrangements for receiving shipments from vendor, do so and then help vendors reconnect with their boxes
- Every site seems to vary with what it will supply in terms of tables, chairs, drapes, pipes, electricity, and internet connections; the Local Arrangements Committee helps to supply what is needed from alternate suppliers if necessary.
- Makes sure that the exhibits hall is set up according to the map developed by the President-Elect
- Coordinates with the President-elect to take care of vendors.
- Arranges for security in the exhibits hall during off hours

Internet Connectivity

- Generally speaking, connections to the internet will be needed by both speakers and vendors. Problems with the strength and number of the connections need to be worked out well in advance of the conference.
- In venues with little free internet access, vendors have occasionally sponsored an Internet café.

Membership Committee

- The Local Arrangements Committee needs to work closely the Membership Committee to insure a smooth registration process.

Flickertale Awards

The Flickertale Awards go to children's authors whose books have been voted to be the favorites of the school children of North Dakota each year. The Flickertale Committee is a subcommittee of the School Library and Youth Services Section (SLAYS), and more information about it can be found in the SLAYS Policy Manual.

In general, the responsibilities of the Flickertale Committee for the annual conference are as follows:

- Determines who the award winners will be
- Notifies the award winners
- Arranges contract for those who can attend the conference
- Arranges for transportation
- Informs Local Arrangements Committee of how many hotel rooms and other needs
- Informs Executive Secretary of information for plaque
- Informs Past President of when the winner(s) can present a program or lunch and what technology or other support will be needed
- Arranges a book signing
- Arranges visits with local school children
- Makes sure that all tax forms have been filled out and given to the Treasurer

Food

At the moment, buffets are preferred so that conference goers can choose their own food. This is not always practical, as it can interfere with a tight lunch schedule. It is important to provide vegetarian and gluten-free options at every meal.

Some designation is necessary to determine who is entitled to eat at each meal. This can be worked out with meal tickets, with dots on the name tags, or in some other fashion.

Different venues will have different ways of counting diners and will bill accordingly; it is important to find out what leeway they will allow before incurring extra meal charges.

- Wednesday

- o Lunch for Executive Board (arranged by Executive Secretary)
- o Opening reception
- Thursday
- o Breakfast
- o Lunch
- o Awards banquet
- o Snacks/breaks in Exhibit Hall
- o Water in breakout sessions
- Friday
- o Breakfast
- o Lunch
- o Snacks/breaks in Exhibit Hall
- o Water in breakout sessions
- Saturday
- o Breakfast for post-conference attendees
- o Snacks/water

Entertainment

- Wednesday
- o Tour or other activity (optional)
- o Opening reception – include but not limited to
- ☐ Visit and dessert at a local library
- ☐ Authors' meet and greet
- ☐ Movie
- Thursday
- o Music during social/preview (optional)
- o Auction – mix and match ideas
- ☐ Silent
- ☐ Live
- ☐ Chinese

- ☒ Raffle (will generally need to buy a gaming license)
- o Entertainment – include but not limited to:
 - ☒ Speaker
 - ☒ Comedian
 - ☒ Fashion show
 - ☒ Movie
 - ☒ Impersonator
 - ☒ Book cart fire drill
- Friday
- o If many people are staying for the post-conference, getting together for dinner/entertainment is an option but not mandatory.

Awards Banquet

- General schedule
- o Social/auction preview
- o Dinner
- o Speaker
- o Presentation of awards
- ☒ President's? award
- ☒ Major Benefactor award
- ☒ Librarian of the Year
- o Entertainment
- o Auction
- Arranges decorations as appropriate for the theme of the conference

Transportation

- Awards winners, speakers, and presenters may need transportation to and from the airport. This can be arranged by committee members or by the hotel shuttle, but needs to be made clear to the traveler.
- Transportation to offsite activities, such as a reception or a school computer lab, may need to be arranged on occasion.

Calendar

September – After Conference

- President
 - o Conducts the Executive Board Meeting following the close of the conference
 - o Sends documents of historical value to the NDLA archivist
 - o Work with outgoing president to create the agenda for the Executive Board meeting
 - o Allow for general introductions of all the outgoing and incoming board members to take place
 - o President announces cabinet members or committee chairs for the following year
 - o Schedule the date, time and place of the December Executive Board Meeting.
- Past-President
 - o Meet with successor to pass along insights, tips, and files
 - o Compile evaluations
 - o Send out thank you notes to presenters
- President-Elect
 - o Meet with predecessor to obtain insights, tips, and files
 - o Arrange with the Membership Chair for the free one-year membership for the Librarian of the Year
 - o Finalize information on the Special Event Vendor Listing and submit it to the Treasurer by the end of the conference
 - o Conducts the Executive Board Meeting following the close of the conference
 - o Sends documents of historical value to the NDLA archivist
- Executive Board
 - o Determine necessary Board action on resolutions adopted by NDLA members at Annual Conference.
 - o Review goals and long-range plans for the NDLA, taking steps for implementation.
 - o Transfer documents of historical significance to the NDLA Archivist/Historian.
 - o Complete roster of Executive Board for the year.
 - o Work out details of the approach to the Legislative Session, if appropriate year.
 - o Create and distribute the NDLA legislative priorities list with assistance from the Legislative Chair.

- o When the amount is known, determine how the proceeds from the auction will be divided if there is more than one fund involved.
- o Executive Board photograph is taken for publication in the December issue of The Good Stuff

October

- President
 - o Meet with Past-President to choose conference theme
 - o Set date for annual conference three years in the future
 - o Attend the budget planning meeting of the Finance Committee
 - o Attend scheduled North Dakota Library Coordinating Council Meeting
 - o Set date and authorize the Executive Secretary to negotiate conference site/hotel contract for the annual conference at least three years ahead of time
 - o Submits budget requests to the Finance Committee
- Past-President
 - o Meet with President to choose conference theme
 - o Develop a logo
 - o Arrange to meet with Conference facility staff and Local Arrangements Committee
 - o Submits budget requests to the Finance Committee
- President-Elect
 - o Draft committee list of previous NDLA presidents for Librarian of the Year and Major Benefactor Award Committee
 - o Solicit ideas from the membership for additional vendors they would like to see at the next conference
 - o Submit budget requests to the Finance Committee
- Executive Secretary
 - o Distribute the minutes of the post-Conference Executive Board meeting via e-mail to former and current Board members, and to the Web Editor for uploading to the NDLA website
 - o Prepare the resolutions for publication in The Good Stuff and to the Web Editor for uploading to the NDLA web site
 - o Review the files and transfer dated information to the Archivist/Historian for retention decisions

- o Prepare press release on new officers and Board members; send to President and Public Relations Chair for review; finalize and send it to media outlets
- o Prepare press release on award recipients; send to President and Public Relations Chair for review; finalize and send it to media outlets.
- o Work on action items from September Executive Board meetings.
- o Check NDLA mailbox on a regular basis.

Fall/Winter Board Meeting

- President
 - o Create agenda for the meeting
 - o Conduct discussion and approval of the budget proposed by the Finance committee
 - o Discuss budget for the upcoming conference after the Past-President submits proposal and announces conference theme
 - o Discuss plans for promoting libraries to the ND Legislature even when it is not a legislative year
 - o Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership
 - o Set the date, time and place of the next board meeting which generally takes place sometime in March via IVN. Work to secure host locations for IVN connections across the state
- Executive Board
 - o Develop and approve the NDLA annual operating budget.
 - o Approve the Conference Budget, including setting of exhibit and registration fees.
 - o Approve Conference theme and receive planning report from the Conference chair.
 - o Authorize the president to sign the hotel contract for the Conference of the following year.
 - o Receive summary of Annual conference evaluations from immediate past Conference chair.
 - o Evaluate performance of the Executive Secretary, arranging for a new annual contract.
 - o Hear updates on activity required by NDLA Annual Conference resolutions.
 - o Discuss legislative progress, if in a legislative year.
 - o At the December Executive Board meeting, the Board shall determine the area where the next year's auction money will be used

November

- Past-President
 - o Meet with web editor to set up a preliminary conference page

- o Develop a program proposal form
- o Contact CE Committee to arrange a conference track for School Library Media Specialists
- o Identify and contact the keynote speaker
- o Start to develop pre-and-post conferences
- President-Elect
- o Contact web editor regarding annual updates to web pages that involve the President-Elect, including awards information and exhibitor information for the upcoming conference
- Executive Secretary
- o Contact web editor with information about awards and exhibitors information/registration forms
- o Negotiate conference site/hotel for conference three years in future
- o Prepare Executive Secretary budget for year.
- o Make room and meal arrangements for December Executive Board meeting
- o Prepare name cards for Executive Board meetings
- o Send reminder email to Executive Board members about December meeting and ask for attendance response.
- o Check NDLA mailbox on a regular basis.

December

- President
- o Present theme and conference budget to executive board
- Past-President
- o Prepare and present conference budget to executive board
- o Determine date by which program proposals need to be in to conference planner
- o Develop contracts as needed for speakers
- o Remind section and roundtable chairs to submit program proposals
- o Contact all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- President-Elect
- o Draft list of prospective exhibitors for fall conference complete with contact information

- o Contact all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o Prepare and print Executive Secretary report for December Executive Board meeting; email to NDLA Secretary.
- o Print Board member reports as requested for Executive Board meeting.
- o Attend Executive Board meeting.
- o Review and work on action items from December Executive Board meeting

January

- President
- o If it is a legislative year, assist with public testimony at the legislature as needed
- o Attend a North Dakota Library Coordinating Council meeting
- Past-President
- o Continue to develop the conference program
- o If it is a legislative year, assist with public testimony at the legislature as needed
- President-Elect
- o Send out invitation letters to prospective conference exhibitors
- o Prepare exhibitor's invitation letter for distribution
- o Write a news article soliciting nominations for Librarian of the Year and Major Benefactor for the March issue of The Good Stuff
- o Find out from the venue, how many booths/tables they can accommodate in the exhibit hall
- o If it is a legislative year, assist with public testimony at the legislature as needed
- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o Work on action items from December Executive Board meeting.
- o In state Legislative years, arrange for exhibit date in the Capitol Building's Great Hall and for materials for exhibit.
- o Review Executive Secretary job description and contract and recommend updates as necessary.

- o Review and update Executive Secretary's Policies Handbook, and submit any changes to the Constitution, Bylaws and Policies Committee for review.
- o Prepare and send mailing for Nominations and Elections Committee.

February

- Past-President
- o Continue to develop the conference program
- o Notify ALA Chapter Relations Office of the theme and dates of the conference
- o Contact Local Arrangements Committee with technology needs of speakers
- President-Elect
- o Continue collecting vendor name ideas and if more are identified, then send out invitation letters and continue to monitor responses
- o Forward payments as received to the treasurer
- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o In state Legislative years, prepare for and participate in exhibit at the Capitol Building.
- o Send reminder email to Executive Board members about March meeting and ask for attendance response.

March

- President
- o Create agenda for the Executive Board Meeting
- Past-President
- o Present a progress report on the conference to the Executive Board
- o Write an article for The Good Stuff promoting the conference
- President-Elect
- o Continue collecting vendor name ideas, send out additional invitation letters, and continue to monitor responses
- o Communicate to all relevant electronic lists about the opportunity to nominate for both Librarian of the Year and Major Benefactor
- o Distribute information or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences such as the Public Library Association, and the Association of College and Research Libraries

- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o Print Board member reports as requested for March Executive Board meeting.
- o Prepare and print Executive Secretary report for March Executive Board meeting; email to NDLA Secretary.
- o Attend March Executive Board meeting.
- o Review and work on action items from March Executive Board meeting

Spring Board Meeting

- President
 - o Finish up old business matters and take on new business matters proposed by the President, Executive Board members or the NDLA membership
 - o Set the date, time and place of the next board meeting which generally takes place sometime in June
- Executive Board
 - o Review status of Annual Conference planning.
 - o Continue discussion of NDLA's legislative priorities and action needed, if in a session year.
 - o Hear needs of Elections and Nominations Committee in preparation for the annual ballot.
 - o Meeting deadlines for the Annual conference program.
 - o Meet deadlines for The Good Stuff.

April

- Past-President
 - o Distribute or prepare information for others to distribute about the NDLA conference to prospective exhibitors through other conferences
 - o Continue to develop the conference program
 - o Work with Continuing Education Committee to publicize CE program to school librarians before the end of the school year
- President-Elect
 - o Send committee members a copy of the NDLA Librarian of the Year and Major Benefactor committee guidelines
 - o Continue to work with prospective exhibitors
- Executive Secretary

- o Check NDLA mailbox on a regular basis
- o Work on action items from March Executive Board meeting.

May

- Past-President
- o Continue to develop the conference program
- o Forward preliminary program information to the Executive Secretary
- President-Elect
- o Follow up with confirmed exhibitors and continue to contact prospective vendors through other forms of communication
- o Work with venue and/or local arrangements to have piping and draping set up for vendors
- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o Assist with Annual Conference preparations.
- o Make room and meal arrangements for June Executive Board meeting.
- o Send reminder email to Executive Board members about June meeting and ask for attendance response.

June

- President
- o Preside at the June Executive Board meeting which is dedicated primarily to the upcoming conference
- ☐ Old and new business may be conducted but time may be limited because of the conference activity
- Past-President
- o Inform Local Arrangements Chair of technology needs for speakers
- o Present a progress report on the conference to the Executive Board
- o Continue to develop the conference program
- o Write an article for The Good Stuff describing the conference and inviting members to attend
- President-Elect
- o Continue to work with exhibitors

- o Copy nomination packet information and send to Awards Committee members; arrange for a face-to-face meeting and/or conference call
- o Inform NDLA President of the results of the Awards Committee deliberations
- o Contact the Conference Chair and/or the Local Arrangements Committee to ensure arrangements for a vendor hospitality room
- Executive Secretary
- o Check NDLA mailbox on a regular basis.
- o Print Board member reports for June Executive Board meeting
- o Prepare and print Executive Secretary report for June Executive Board meeting; email to NDLA Secretary.
- o Attend the June Executive Board meeting.
- o Review and work on action items from June Executive Board meeting.
- o Assist Nominations and Elections Committee with mailing.

July

- President
- o Remind members on the e-mail listserv to begin thinking about and formulating resolutions to be considered by the membership at the conference general sessions
- o Remind or delegate someone to remind people of the deadline for registration for the conference
- Past-President
- o Compile descriptions of each workshop and session, along with speaker biographies and photos, for the Executive Secretary
- President-Elect
- o Continue to work with exhibitors
- Executive Secretary
- o Prepare a blank resolution form, post the form on the web site, and send a copy, via e-mail or regular mail, to each member of the Board
- o Check NDLA mailbox on a regular basis.
- o Work on action items from March Executive Board meeting. Assist with Annual Conference preparations.
- o Contact Board members regarding potential awards to be presented at Annual Conference.
- o Contact local printers for quotes on conference program printing and relay to conference chair.

- o Prepare press release for North Dakota daily newspapers on the conference registration and program; send to Public Relations Chair, Conference Chair, President and Past President for review; finalize and send to media outlets.
- o Provide input to Conference Chair on conference program book content and design.
- o Arrange for awards plaques with local awards vendor.

August

- President
 - o Begin planning speech for giving the President's award at the Conference banquet
 - o Send reminder to Executive Board to work on resolutions prior to conference
 - o Choose and arrange with Executive Secretary for the ordering of the President's Award plaque
- President-Elect
 - o Begin planning speech for giving the Major Benefactor award at the Conference banquet
 - o Arrange with Executive Secretary for the ordering of the Librarian of the Year plaque.
 - o Begin planning speech for giving the Librarian of the Year award at the Conference banquet
 - o Begin space planning for exhibit area
 - o Arrange with Executive Secretary for the ordering of the Major Benefactor plaque.
- Executive Secretary
 - o Check NDLA mailbox on a regular basis.
 - o Contact Board members regarding potential awards to be presented at Annual Conference.
 - o Contact Board members for final awards information. Order awards plaques.
 - o Make final arrangements for printing conference program book.
 - o Make room and meal arrangements for September Executive Board meetings.
 - o Send reminder email to Executive Board members about September meetings and ask for attendance response.
 - o Contact incoming officers and Board members regarding attendance at the pre- conference and post-conference Executive Board meetings
 - ☐ Inform them of their responsibilities
 - ☐ Inform them of whom to contact for a manual and other officer, committee, roundtable or section information

- o Assist with final preparations for Annual Conference as necessary

September – Before & During Conference

- President
 - o Decide on place and time of pre-conference Executive Board Meeting
 - o Attends to any leftover old business that can be finished up before the change of Board members at the next meeting; invites new Board members to attend as a start to the turnover process
 - o Propose a resolution regarding conference appreciation and any other resolutions deemed appropriate by the Board
 - o Share overview of conference at pre-conference Executive Board meeting
 - o Create agendas for general sessions
 - o Propose hospitality/appreciation resolutions
 - o Give Major Benefactor Award Speech
- Past-President
 - o Share overview of conference program at pre-conference Executive Board meeting
- President-Elect
 - o Work with the local arrangements committee to welcome and assist vendors at the conference
 - o Ensure that the vendor hospitality room is stocked with refreshments
 - o Upon receiving the gavel from the outgoing President, conducts the final NDLA membership meeting
 - o Acknowledges the immediate past President with thanks and presentation of traditional plaque
 - o Give Librarian of the Year Award speech
 - o After the conference, arrange with the Membership Chair for the free one-year membership for recipient
 - o Communicate with the Librarian of the Year recipient and arrange to get pictures and an article for the December issue of The Good Stuff
 - o Notify the Web Master so the Librarian of the Year can be added to the list on the web page.
 - o Finalize information on the Special Event Vendor Listing and submit it to the Treasurer by the end of the conference
- Executive Secretary
 - o Arrange to receive and print/distribute resolutions
 - o Prepare and print conference booklets.

- o Check NDLA mailbox on a regular basis.
- o Prepare and print Executive Secretary report for September Executive Board meeting; email to NDLA Secretary.
- o Print Board member reports as requested for September Executive Board meeting.
- o Assist with final arrangements for the annual conference
- o Attend the annual conference and assist there as necessary
- o Attend the Executive Board meetings held during the Annual Conference
- o Prepare and submit expense and vendor reports for reimbursement and send to NDLA Treasurer
- o Set up the conference business office
- Executive Board
 - o Pass on manual, files, and forms to incoming Executive Board members.
 - o Validate election results.
 - o Finalize Executive Board resolutions for presentation to NDLA members at the Annual Conference.
- o Confirm that written reports by all Board members have been compiled for presentation to the NDLA members at Annual Conference.