

**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.

Approved by NDLA Executive Board 3/22/02

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

Reimbursement statement revised by Executive Board 5/30/08

Revised and approved 6/3/11

Reimbursement statement revised by Executive Board 12/12/12

Revised and approved by Executive Board 5/29/15