

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.

Approved by Executive Board December 3, 2003

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement and Responsibilities revised by Executive Board 3/14/08

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