

**2003-2004 ALA-APA CD#5.1
2004 ALA Annual Conference**

**ALA Allied Professional Association
Committee on Organization
Report to ALA-APA Council
Annual Conference, 2004 – Orlando, Florida**

ACTION ITEMS

ALA-APA COO brings the following action items to ALA-APA Council in Orlando, Florida:

Review of existing ALA-APA Committees.

ALA-APA Committees are established in three ways. (1) in the Bylaws; (2) by the Board of Directors; (3) by the Council. The ALA-APA COO was established by Council at the Annual Conference in 2003. At its first meetings, ALA-APA COO discerned the need to review those committees previously established – to carry out the work that the Committee would have performed, had it existed, according to the following two provisions: First, Article III B. of the ALA-APA Bylaws, which stipulates that “The bylaws and policies of the ALA-APA shall conform with ALA policies,” and second, ALA-APA COO’s charge “to advise and assist regarding structural and organizational concerns in ALA-APA.”

ALA-APA COO finds that the charges and membership of Budget Analysis and Review Committee and the Bylaws Committee require no changes. No program-specific Certification Review Committee (as set forth in the Bylaws) yet exists, as there is no certification program yet to review.

Action Item 1

In order to provide a formal approval date for the charge and membership of the two committees below, and so that they can be so represented in the ALA-APA Handbook, ALA-APA COO moves approval of the following:

Charge for the ALA-APA Bylaws Committee: To consider amendments to the APA Bylaws, to review and draft rules for the conduct of the ALA-APA Council, and review and draft rules for preparation of resolutions.

Membership: Five members. The members shall be the same individuals who are members of the ALA Constitution and Bylaws Committee

Charge for the ALA-APA Budget Analysis and Review Committee: To review the proposed budget, as forwarded by the ALA-APA Board of Directors, in the context of the ALA-APA strategic plan, annual priorities, and budget assumptions. To review the financial performance of the Association and the budget impact of potential actions of ALA-APA Council. To make budget recommendations to the ALA-APA Board of Directors and to report to Council regarding budget analysis and process.

Membership: Seven members. The members shall be the same individuals who are members of the ALA Budget Analysis and Review Committee.

Charge and Membership of the Committee on Salaries and Status of Library Workers.

This committee was established through authority of Article VII.C of the Bylaws, which reads, "There shall be a standing committee of seven to nine members, appointed by the ALA-APA Board of Directors, to guide ALA-APA activities in support of better salaries, comparable worth, pay equity, and similar programs related to the status of librarians and other library workers. This committee will report to the ALA-APA Council at each regular meeting." A formal committee charge was never created, nor was the membership officially set.

The charge that currently appears on the ALA-APA Website, and in its handbook is based upon the "vision" expressed in the authorizing article of the Bylaws. ALA-APA COO finds that that charge is extremely thin, and believes that a more complete charge is necessary.

Action Item 2

ALA-APA COO moves approval of the following membership, and provisional approval of the following charge for the Committee on Salaries and Status of Library Workers:

Charge: To guide ALA-APA activities in support of better salaries, comparable worth, pay equity, and similar programs related to the status of librarians and other library workers;

Membership: Nine members;

And further moves that the ALA-APA Committee on Salaries and Status of Library Workers prepare and forward to ALA-APA COO by or before the Midwinter Meetings in 2005 a proposed charge that more completely reflects its primary roles and responsibilities in response to the general vision of its purpose as contained within the Bylaws.

Simultaneous Committee Membership

In January, 2003, ALA-APA Council adopted Rules for Committee Establishment and Appointment . Those guidelines included the statement, "No individual shall serve on more than one of the ALA-APA committees or subcommittees simultaneously, except as that individual represents the parent committee as a member of a subcommittee." Following adoption of these guidelines, three ALA-APA committees were established whose membership the same as the corresponding ALA committees. Since ALA committee rules on simultaneous committee services are not this restrictive, it may happen (indeed it has already occurred) that an individual may sit on two ALA committees that are mirrored in ALA-APA. ALA-APA COO considered the matter and believes that this ALA-APA rule violates the spirit of the ALA-APA Bylaws provision that the "The bylaws and policies of the ALA-APA shall conform with ALA policies" (Article III) and that the restriction approved in January, 2003, renders makes it impossible fully to implement the committee composition for mirrored committees. Further, ALA-APA COO believes that the restrictions on simultaneous service positions that are in force for ALA are sufficient to the purposes of ALA-APA.

Action Item 3

ALA-APA COO moves that the sentence "No individual shall serve on more than one of the ALA-APA committees or subcommittees simultaneously, except as that individual represents the parent committee as a member of a subcommittee" be deleted from the ALA-APA Rules for Committee Establishment and Appointment.

Issues arising from conditions of individual employment.

Some employees of federal, state, or municipal governments may be prohibited, as a condition of their employment, in engaging in the types of advocacy functions that are the business of ALA-APA, or in serving an organization that engages in such activities. Currently, those elected to the offices of ALA President and Treasurer, those elected to ALA Council and Executive Board, and those appointed to certain ALA Committees automatically become the corresponding officers, councilors, members of the board, and members of certain committees in ALA-APA. Should this situation continue as is, ALA might be deprived of the service of many of its members in these offices and positions, and the ALA-APA might be deprived of the service of full or fully functioning offices, boards and committees.

ALA APA COO has previously requested the preparation of an advisory document explaining such possible conflicts of interest and limitations to ability to serve, as well as options available to those who may be nominated or appointed.

No single action can address the different situations for these different offices and bodies. Accordingly, ALA-APA COO brings four motions. These motions are couched in terms that ALA-APA COO hopes addresses both situations arising from new appointment or candidacy, as well as those that may arise if a sitting officer, councilor, or committee member has a change in employment that affects his or her ability to serve within the structure of ALA-APA.

Action Item 4

ALA-APA COO moves that the Executive Director of ALA-APA prepare an advisory document concerning possible conflicts between the conditions of employment of individuals employed directly or indirectly by governmental agencies and service in ALA-APA, and that the Executive Director of ALA-APA work with appropriate individuals within ALA to assure that all candidates for nomination or appointment to those offices or bodies that are mirrored between ALA and ALA-APA are informed that service in these positions may involve service in both ALA and ALA-APA, and that they should consult the advisory document, and assess their options. This shall take effect for candidates and nominees for positions whose term of office begins with Midwinter, 2006.

Action Item 5

ALA-APA COO moves that If an individual who is appointed to an ALA Committee that is mirrored in ALA-APA is unable to serve on the ALA-APA counterpart committee, that person will be replaced for on the APA Committee for the duration of the unexpired term of that member, through appointment by the ALA-APA appointing authority. This shall take effect immediately following the conclusion of the 2004 Annual Conference.

Action Item 6

ALA-APA COO moves that ALA Councilors shall not be required to serve as ALA-APA Councilors if the conditions of their employment or other considerations make such service untenable. Such Councilors shall be required to give formal written notice of their inability to serve as ALA-APA Councilors to the Director of ALA-APA. These provisions shall take effect immediately following the conclusion of the 2004 Annual Conference. This motion shall be referred to the ALA-APA Bylaws Committee for consideration of possible impact on the quorum for ALA-APA meetings.

Action Item 7

ALA-APA COO moves that ALA-APA Bylaws Committee consider the impact of possible restrictions against working for an advocacy organization such as ALA-APA as a condition of employment may have on the officers of ALA and ALA-APA President and Treasurer; that the ALA-APA Bylaws Committee and provide comment and advice concerning options for candidates/officers; such options might include, but

not be limited the possibility of enabling the elected ALA officer to designate an individual to serve in the corresponding office in ALA-APA.

Establish a Certification Program Committee.

The ALA-APA Bylaws provide for formation of a program-specific Certification Review Committee for each certification program created. The ALA-APA Board has proposed that a standing committee – apart from the Certification Review Committee for each separate certification program – is needed to attend to issues related to certification programs in general. Such a committee could be instrumental in encouraging and facilitating the development of certification programs. Should such a committee be formed, ALA-APA COO believes it to be desirable to formalize a certain degree of communication and cooperation between that committee and any program-specific Certification Review Committees.

Action Item 8.

ALA-APA COO moves the following membership and charge for an ALA-APA Certification Program Committee

Charge: To encourage and promote development of certification programs; monitor and evaluate the progress of such programs; encourage individuals to seek certification through such programs of the ALA-APA; and make recommendations to the ALA-APA Board of Directors for general improvements to ALA-APA certification, based on evaluations and trends in certification practice.

Membership: Five members. One liaison from each program-specific Certification Review Committee. One liaison representing any certification programs under development for which a Certification Review Committee may not yet have been formed.

Further instructions: The committee will report to the ALA-APA Board of Directors twice annually. The chair of the ALA-APA Certification Committee will report to the ALA-APA Council annually on progress toward implementation of ALA-APA certification programs.

INFORMATION ITEMS

Structure of the Committee on Salaries and Status of Library Workers.

Although ALA-APA COO is not charged with routine recommendations regarding the formation of subcommittees, it does have responsibility “to advise and assist regarding structural and organizational concerns. To recommend to the ALA-APA Council the establishment or discontinuance of committees and other organizational entities as the needs of the Association may require.” In considering the structure of this Committee, ALA-APA COO was also guided by Article III.B of the ALA-APA Bylaws, which state that “The bylaws and policies of the ALA-APA shall conform with ALA policies.” ALA-APA COO interprets this to include policies and norms regarding formation and structure of committees.

There are currently fourteen subgroups of the Committee on Salaries and Status of Library Workers. Some appear to be subcommittees; some appear to be task forces. Seven have charges. Six have no charges, and the purpose of these groups is not always clear from the name. Three of those without charges have no members. Two of the groups have only a single member. A number of the groups appear to have some overlap with committees and other groups within ALA, but only one of the charges refers to cooperation/coordination with ALA groups. The relevance of some subgroups to the overall charge of the committee is not clear.

ALA-APA COO observes that without formal charges, subcommittees and task forces are without appropriate guidance as to their function and mission, and they may thus work in areas of lesser priority, in areas that fall under another group's charge, etc. Unless a group has a formal charge, it is difficult for the parent body to evaluate progress effectively, to provide direction, to determine whether another, separate subgroup should be formed, etc.

ALA-APA COO is concerned that without charges, some of the subgroups of this committee may be duplicating work done, or working at cross purposes with existing ALA committees and other groups.

ALA-APA COO notes that subcommittees and task forces can be appointed at any time the parent body wishes to make an assignment, so that there is no need to identify each worthwhile topic by forming a "placeholder" subcommittee. It is the norm within ALA to appoint subcommittees and other groups only as they can be charged, and to populate them immediately. Subcommittees are not created as a means of advertising a potential agenda, or advertising possible avenues for contribution/service.

ALA-APA COO will continue to consider issues related to the structure of this committee. In the meantime, ALA-APA COO urges: that all subgroups of the Salaries/Status Committee be identified and named according to whether they are subcommittees or task forces; that all existing subgroups be given a formal charge, no later than Midwinter, 2005; that the work of all existing subgroups be examined for possible overlap or close relationship of work with existing ALA groups, and that coordination with/reference to those groups be acknowledged in the charges; that all existing subgroups be populated with the number of members appropriate to carry out the work; and that any groups that cannot be charged and/or populated by Midwinter, 2005 be disbanded until such time as they can be.

In connection with its deliberations on this issue, some ambiguities were noticed in the ALA policies. An ambiguity in ALA Policy 6.7 is being referred to ALA COO for possible action.

ALA-APA Handbook.

ALA-APA COO and the ALA-APA Bylaws Committee have both been hampered in their work by the unavailability until recently of an ALA-APA Handbook, or of complete information on the ALA-APA Website. The ALA-APA Director Jenifer Grady has gathered all available documentation into a draft handbook, which was made available to these two committees and the Board of Directors at this conference. It is already clear that having the handbook available will be of substantial assistance to ALA-APA COO. Work will continue, with an eye to putting the handbook on the ALA-APA Website. ALA-APA COO will undertake an examination of the handbook, giving special attention to those areas pertinent to its charge and work, and will convey advice, questions and requests to the ALA-APA Director, or will bring motions to a future Council meeting as appropriate.

Respectfully submitted, June, 2004

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