

2005-2006 APACD#5  
2006 Midwinter Meeting

ALA Allied Professional Association  
Committee on Organization  
Report to ALA-APA Council  
Midwinter Meeting 2006 – San Antonio, Texas

**Action Item**

COO brings the following action item to ALA-APA Council in San Antonio:

**Background:**

The ALA-APA Board of Directors, perceiving the need for a resolutions-making process, approved the concept of an ALA-APA Standing Resolutions Committee and referred the matter to ALA-APA COO.

*Therefore*, COO **moves**: The establishment of an ALA-APA Resolutions Standing Committee.

**Charge:**

1. To provide an advisory and processing function for all resolutions presented for ALA-APA Council's consideration, reviewing all resolutions submitted to ALA-APA Council according to ALA-APA Council policy and procedure.
2. To advise the proposers on how to bring their resolutions into compliance with the guidelines adopted by ALA-APA Council. All resolutions shall go to ALA-APA Council with a notation that the resolution has been processed through the committee.
3. To determine the policy or non-policy nature of all such resolutions to be presented to ALA-APA Council and transmit each resolution with the appropriate indication. Any challenge to the determination of the Committee shall be voted on by ALA-APA councilors present at the meeting of the ALA-APA Council. The membership of this committee shall consist of those persons currently serving on the ALA Resolutions Committee.

**Information Items**

**I. Ongoing Structural Review of ALA-APA**

ALA-APA COO invited some past COO members to join the Committee in a review of the current structure as it is reflected in the **ALA APA Handbook**, and to develop recommendations for the establishment of a more cohesive ALA-APA organizational structure.

COO has developed a working draft with suggestions, questions and comments. The Committee believes that we now need major substantive feedback from people actually involved in doing the work of APA in order to move forward and properly address APA structural needs. COO will therefore seek to work virtually with a broader group that includes key people in APA leadership in order to improve APA documentation and clarify structure, with the goal of having a revision of the **ALA APA Handbook** ready for Council review at 2006 Annual in New Orleans.

## II. Current Procedure for ALA-APA Resolutions

Suggested guidelines are based upon established ALA policy (5.2-5.4) and have adjusted slightly to reflect the ALA-APA's distinct structure. These interim procedures shall be in place during the transition to an official structure which is under development.

### ALA-APA Council Guidelines for Resolutions

#### Motions for Council Action

An ALA-APA Council motion which has fiscal implications must be submitted to the Executive Director and BARC 24 hours before it is to be voted on. The ALA-APA Budget Analysis and Review Committee (BARC) shall provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable BARC to estimate the costs involved. BARC's report on all resolutions with fiscal implications will be given to Council prior to final Council action. BARC shall consider all resolutions referred to it and report to Council whether a determination has been made or when it will be made. A member of an ALA -APA Committee or an appointed body reporting recommendations to Council may move any action item in the Report. (Note: The final sentence in policy 5.2 was adjusted to reflect new wording adopted by the ALA Council at the 2005 ALA Midwinter Meeting, 2002-2005CD#25.)

#### ALA-APA Council Resolutions: Guidelines for Preparation of Resolutions to Council

The following guidelines are addressed to individuals and units preparing resolutions to come before ALA-APA Council:

1. A resolution should be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Local telephone numbers must be given for movers and seconders. Committee resolutions need no second.
3. The resolution should address only one topic or issue.
4. The terms used in a resolution should be readily understandable or have specific definition.
5. The intent, objective, or goal of the resolution should be clear to all. The resolution form should state whether the resolution sets forth a general policy, an ALA -APA viewpoint, or a specific call for action.
6. All ALA -APA position statements shall set forth their relationship to librarians and other library staff.
7. If the resolution calls for a specific action or course of action in certain circumstances, the resolution should specify the resources needed to carry out the directive.
8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
9. If the resolution is addressed to or refers to a specific group or groups, it shall name the group or groups in the "resolved" clause.
10. The mover of a resolution shall state on the resolution form whether the resolution amends or creates policy and shall identify the policy being changed and/or indicate the portion of the resolution to be cited as policy. If a policy set forth conflicts with another policy, provision to resolve the conflict shall be made.
11. All resolutions must be submitted either by a voting member of ALA-APA Council, or a member of an ALA -APA Committee or appointed body, reporting recommendations to ALA-APA Council; memorial resolutions, tributes, and testimonials may be exempted from this guideline.
12. The rules of ALA-APA Council require submission of resolutions 24 hours prior to presentation to ALA-APA Council to allow time for reproduction and distribution.\*
13. No resolution, except those from ALA -APA committees, which has not been submitted to the ALA-APA Council Committee on Resolutions may be accepted for inclusion on the agenda until so reviewed.

14. An ALA-APA Council resolution which has fiscal implications must be submitted to the Executive Director and BARC at least 24 hours before it is to appear on the ALA-APA Council agenda so that BARC can provide fiscal information as required in 5.2. Standing committees of ALA-APA presenting resolutions to ALA-APA Council will follow the same process of submission to the Executive Director and BARC. \*

15. Memorial resolutions, tributes, and testimonials will be presented to ALA-APA Council at the beginning of the last session of ALA-APA Council at each Midwinter Meeting and Annual Conference:

a) If copies are to be sent to other parties, the maker of the resolution shall provide names and addresses.

b) All memorial resolutions, tributes, and testimonials should be seconded.

c) Presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.

16. ALA-APA Council members may submit a resolution or resolutions prior to the Annual Conference or Midwinter ALA-APA Council meetings by communicating the resolution to the chair of the ALA-APA Council Resolutions Committee through electronic mail or other means of information transfer.

#### Reporting the Implementation of ALA-APA Council Actions and Resolutions

At the first ALA-APA Council meeting of each Annual Conference and Midwinter Meeting, the ALA-APA Board of Directors or its delegate shall report to ALA-APA Council on the status of implementation of motions and resolutions passed by ALA-APA Council during the preceding year. The report shall be entered in the ALA-APA Council minutes.

### III. Update on the ALA-APA Dynix Award

#### Background:

The Dynix - ALA-APA Award for Outstanding Achievement in Promoting Salaries and Status of Library Workers is given to any individual or group of individuals who has made an outstanding contribution to improving the salary and status of library workers in a local, regional, or national setting. The recipient of the award will receive \$5,000 and be recognized at the ALA-APA Networking Breakfast. The recipient does not have to be a member of the ALA, or a current or past library staff member. The sole requirement is that the award recipient's achievement(s) has been notable. (2005-2005 APABD #2.1, APACD #5.0)

Charge: To develop and administer a process for selecting an award recipient prior to the ALA Annual Conference and present the award at the ALA-APA Networking Breakfast at the conference.

Membership/Composition: The ALA-APA President shall select a three-member Salary Awards Jury, one of whom shall be designated as chair. The Jury may include members of the ALA Library Support Staff Interests Round Table and ALA-AFL-CIO Library Service to Labor Groups Committee (RUSA), as well as the ALA-APA Standing Committee on the Salaries and Status of Library Workers. Members of the Jury will be selected by the ALA-APA President.

Respectfully submitted, January, 2006

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