



**GOALS OF THE WISCONSIN LIBRARY ASSOCIATION****A. ADVOCACY/LOBBYING/VISIBILITY**

WLA will improve the visibility of and support for Wisconsin libraries.

**B. ENGAGEMENT**

WLA will provide diverse opportunities for library workers and supporters to engage in association activities.

**C. PROFESSIONAL AND LEADERSHIP DEVELOPMENT**

WLA will be a leader in providing professional and leadership development opportunities for library workers at all career stages.

**D. ORGANIZATIONAL EFFECTIVENESS**

The structure of WLA will support the mission, vision, goals and activities of the organization.

Date \_\_\_\_\_

This form is to be used by WLA members who wish to petition the WLA Committee On Organization (COO) to consider the establishment of a unit to meet unmet needs in order to better serve library users and the library profession. The minimum number of petitioners needed for the establishment of a unit is equal to five (5) percent of the membership or 100 signatures, whichever is greater. The WLA staff can provide the membership total.

The Petition will not be valid unless the minimum number of petitioners stated above indicates a willingness to join the unit.

Individuals promoting new entity:

	Name	Address	Phone Number	E-Mail
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

We the undersigned WLA Members support establishment and development of the proposed unit to provide members the opportunity to participate together in this area of interest. If the proposed unit is approved by COO and the WLA Board and is established, we will support the new entity by joining and participating in its sponsored activities.

The name of the proposed unit \_\_\_\_\_

The acronym: \_\_\_\_\_

The purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The expected membership will be comprised of: \_\_\_\_\_

\_\_\_\_\_

175 WLA PETITION (continued)

Name	Address (include city and zip code)	Phone Number	E-mail	I will join this unit (yes or no)
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175 WLA PETITION (continued)

Name	Address (include city and zip code)	Phone Number	E-mail	I will join this unit (yes or no)
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175 WLA PETITION (continued)

Name	Address (include city and zip code)	Phone Number	E-mail	I will join this unit (yes or no)
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175 WLA PETITION (continued)				
Name	Address (include city and zip code)	Phone Number	E-mail	I will join this unit (yes or no)
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## I. PROCEDURES

- A. Annually, before the exit interview questions are sent out, the Vice-President/President-elect or an appointed committee will review the exit interview questions and revise them, if needed
- B. In October, after elections, the WLA Executive Director will disseminate the exit interview questions to WLA officers:
  - 1. Past President
  - 2. President
  - 3. Vice-President/President-Elect
  - 4. Secretary (at end of his/her term)
  - 5. Treasurer (at end of his/her term)
  - 6. ALA Councilor (at end of his/her term)
- C. Officers to review the questions and briefly write out responses.
- D. Prior to the December WLA Leadership Conference, perhaps at the WLA Fall Conference, the incumbent should schedule a time to review the exit interview questions with the officer-elect and discuss those responses.
- E. Copies of the written responses should be sent or given to the WLA Executive Director, the Vice-President/President-Elect and the newly elected person in the position being vacated, no later than November 15, so that ideas and recommendations may be used to improve leadership training. This process and the exit interview questions may be modified and applied to any WLA unit or committee and their officers, if so desired.

## II. GOALS/VISIONS

- A. Did you set objectives for your office? What do you feel you accomplished during your term in office? (List and describe accomplishments.)
- B. What do you feel was not accomplished during your term in office? (Describe why they were not or could not be accomplished, e.g., unrealistic goal, lack of funding for project, inactive committee, etc..)
- C. What do you foresee as future Association needs and possible activities.
- D. What recommendations to you have to offer to your successor regarding goals for the office for the next year?

## III. DUTIES/TASKS

- A. What were your most challenging responsibilities?
- B. Is there some specific advice you can offer to your successor and/or future officers? (e.g., regarding Association procedures, management techniques, planning, scheduling, anything you have learned you wish to share, etc.)
- C. What activities or tasks did you perform that might be better suited to another officer, committee, volunteer, etc? (Identify the activities and make recommendations as to what other position should actually handle them.)
- D. What recommendations do you have for educating future officers and Association leaders? (i.e., what did you need to know that you discovered you did not know?)
- E. Have you scheduled time with your successor to transfer and review files, discuss ongoing activities, review the Association's recent history, review the recent history of your office, etc? (See procedure #3 of WLA Exit Interview/Review Sessions.)

## IV. PROCESS EVALUATION

Did you find this process helpful to you and/or your successor? Do you have any suggestions for change? (List them.)



200.1 AUTHORIZATION AND MEMBERSHIP: Bylaws, Article VI

200.11 FUNCTIONS: Implements all policies determined upon by the Association, with full power to take any action it may deem necessary for this purpose. Concerns itself with the problems and needs of librarians, libraries, and library services, with the growth of professional attitudes among librarians, and with the development of an awareness of social responsibilities as they affect libraries, library service, and librarianship. Leads and guides in the development of Association policies regarding these areas through keeping the membership informed, through promoting discussion, and through making recommendations to the annual or special meetings of the Association.

200.12 DUTIES

- A. Administers the business affairs of the Association, including the maintenance of the business address.
- B. The Executive Committee of the WLA Board, along with a representative from the WLA Foundation Board, shall annually evaluate the Executive Director, using the form in 200.13. The Evaluation Form shall be completed by the WLA Board, the WLA Foundation Board, and the Chairs of the units of the Association.

This evaluation should be commenced after the June Board meeting and completed at the August Board meeting. The President shall distribute the Evaluation Form to the evaluators and, upon return, summarize their responses for the Executive Committee. At the August Board meeting, the Executive Committee shall report its recommendation to the Board on any adjustments to the Executive Director's salary and benefits.

In addition, prior to the Association year, the WLA Board, in consultation with the WLA Executive Director, will develop goals and priorities for the WLA Executive Director based on the specific job duties and the Association's strategic plan.

- C. Counsels the WLA representative to the ALA Council on measures of concern to the Association.
- D. Counsels unit Chairs on activities and programs and periodically reviews their reports of progress; determines areas of investigation or study to be assigned to any special committee.
- E. Resolves conflicts which may result from Bylaws, Article VIII, Section 1.A. as follows: Either party may raise with the other areas of possible conflict. The method of conducting the review required will be mutually acceptable to the Presidents/Chairs of the involved WLA units. Urgent matters may be reviewed by the Presidents/Chairs involved with further referral to the units' boards.

# WISCONSIN LIBRARY ASSOCIATION EXECUTIVE DIRECTOR REVIEW

TO BE FILLED OUT BY RECIPIENT:

Name of Executive Director \_\_\_\_\_ Review Period \_\_\_\_\_ Date \_\_\_\_\_

## Performance Factors

- Initiative** Assess the director's ability to contribute new ideas, improve existing techniques, and be a self-starter.
- Knowledge** Consider the director's familiarity with techniques, procedures, and equipment required to perform successfully in the position.
- Judgment** Appraise the director's ability to weigh alternatives, arrive at sound conclusions, and make effective decisions.
- Cooperation** Consider the director's willingness to work with others, and the attitude reflected towards the policies and objectives of the Wisconsin Library Association.
- Quality** Assess accuracy, content, and thoroughness of the work completed.
- Dependability** Appraise the ability of the director to carry out instructions, meet schedules, and fulfill responsibilities.
- Problem Solving** Assess the director's ability to identify the problem and take appropriate steps to solve it.
- Communications** Assess the director's ability to transmit and receive information so that it is clearly understood.
- Achieved Objectives** Achieved objectives as defined with the Board and Executive Director for this year.
- Overall Performance** Consider all the above factors and rate overall performance below.

## Director's work related strengths and areas in which the director is performing well:

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**Director's work areas in which there is an opportunity for improvement:**

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**General comments and overall review statement:**

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Evaluator's Signature

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Date





205 OFFICERS AND THEIR DUTIES

205.1 PRESIDENT

205.11 TERM: Assumes office on January 1 of the second calendar year following election.

205.12 DUTIES – GENERAL

- A. Presides at all business meetings of the Association and at all meetings of the WLA Board.
- B. Chairs the Executive Committee.
- C. Represents the Association and acts as spokesperson for the Association on all established policies and represents WLA on or appoints representatives to all groups with which WLA is affiliated or has an interest.
- D. Calls meetings of the WLA Board and of the Association, makes provisions for such meetings, and prepares the agenda.
- E. Appoints all committees not otherwise provided for by the bylaws, with the advice and assistance of the Board, and is an ex-officio (non-voting) member of all committees except the Committee on Appointments and the Nominations and Elections Committee.
- F. Coordinates the work of all officers.
- G. Serves as a member of the WLA Finance Committee and presents the annual budget for the approval of the WLA Board.
- H. Is responsible for the planning and completion of the current annual conference with the appointed conference planning committee.
- I. Authorizes the Vice-President to initiate plans and make necessary commitments, on behalf of the WLA Board, for the annual conference the following year.
- J. Keeps membership informed of Association activities.
- K. Approves an annual report prepared by the Executive Director for presentation to the membership.
- L. Signs certifications, affidavits or other official documents of the Association when appropriate.

205.13 TIME TABLE

January-March

- A. Conducts WLA Board meeting.
- B. Begins to consider plans for the annual conference.

April-June

- A. Conducts WLA Board meeting.
- B. Requests WLA units to submit any proposals which will require membership action at the annual conference.

July-September

- A. Conducts WLA Board meeting if needed.
- B. Issues the official call for the annual conference, including notice of the annual business meeting, proposed bylaws amendments, and notice of other important business to be transacted.
- C. Prepares the agenda for the annual business meeting. See Bylaws, Article V, Section 1.

October-December

- A. Conducts final WLA Board meeting if needed.
- B. Approves annual report for publication.

205.2 PAST PRESIDENT

205.22 DUTIES

- A. Continues to serve as a member of the WLA Board and Executive Committee the year following his or her presidency.
- B. Performs the duties of the Vice-President in the event the Vice-President is called upon to fill a vacancy in the office of the President.

## 205.3 VICE PRESIDENT/PRESIDENT-ELECT

205.31 TERM: Assumes office January 1 of the calendar year following election.

### 205.32 DUTIES

- A. Serves on the WLA Board of Directors and Executive Committee.
- B. Acts for the President in case of that officer's absence or incapacity.
- C. Succeeds to the presidency in the case of vacancy in that office.
- D. As President-Elect, serves as Chair of the Committee on Appointments and designates, prior to October 1, chairs of specified committees.
- E. Initiates program planning and makes necessary commitments on behalf of the WLA Board for the annual conference of the following year.
- F. Coordinates and presides at Leadership Conference.
- G. Serves as a member of the WLA Finance Committee.
- H. Serves as a member of the WLA Committee on Organization.
- I. Evaluates unit viability (440.5) in order to provide assistance or recommend dissolution of a unit. The Executive Director will assist in the evaluation.

### 205.33 TIME TABLE

#### January-March:

Participates in necessary committee and board meetings.

#### April-June:

Meets with Committee on Appointments.

#### July-September:

Appoint Conference Committee Chair and works with chair to appoint committee.

#### October-December:

Leads Leadership Conference.

Completes unit viability study.



## 205.4 SECRETARY

205.41 TERM: Three years beginning January 1 of the calendar year following election.

### 205.42 DUTIES

- A. Serves as a member of the WLA Board, Finance and Executive Committees.
- B. Shall be responsible for recording and distributing the minutes of the WLA annual meeting for the next annual meeting.
- C. Shall be responsible for the minutes of the WLA Board meetings and their distribution via the WLA office to the Board and unit chairs.
- D. Submits summary of WLA Board minutes and annual meeting minutes to the *WLA Newsletter* and website.
- E. Shall record the minutes of the WLA Finance Committee meetings and distribute them to the Finance Committee Chair and the WLA office.
- F. Signs certifications, affidavits or other official documents of the Association when appropriate.

## 205.5 TREASURER

205.51 TERM: Three years beginning January 1 of the calendar year following election.

### 205.52 DUTIES

- A. Serves as a member of the WLA Board and Executive Committee.
- B. Chairs Finance Committee.
- C. Serves as an ex-officio voting director of WLA Foundation, Inc.
- D. Is responsible, with Finance Committee, for all fiscal long range planning and policy development for the Association.
- E. Coordinates with the Executive Director and the President activities concerned with financial administration, budgeting, investment of funds, general accounting, financial and statistical reporting.
- F. May be authorized by the WLA Board to write checks in the absence of the Executive Director. May serve as one of the bonded signatories for the Association.
- G. Provides current financial reports to the Board at each Board meeting and to the Association at each annual meeting and as needed.
- H. Preserves and passes on to his/her successor a careful record of work and activities with recommendations for change as needed.

210 ALA COUNCILOR

- 210.1 AUTHORIZATION: WLA Bylaws, Article X, Section 2, and ALA Bylaws authorizing each state chapter of ALA to elect one councilor for a three-year term.
- 210.11 ELECTION AND TERM: Councilors are elected for a three-year term as provided by the ALA Bylaws. The election shall take place in accordance with Article X, Section 2, of WLA Bylaws. The term of office shall begin on the first day of January following election and extend until the end of the next triennial election year is held or until a successor is selected and qualified. (See Bylaws, Article X, Section 2.)
- 210.12 DUTIES
- A. Represent the Wisconsin Library Association at all sessions of ALA Council and at all ALA membership meetings and at all meetings of the ALA Chapter Relations Committee.
  - B. Consider issues initiated by ALA mailings, the Chapter Relations Committee, Membership and Council meetings in light of the best interest of the state as a whole.
  - C. Serve on the WLA Board and report on significant issues and activities of ALA.
  - D. Keep membership informed of ALA issues and activities through published reports and at the WLA Annual business meeting.
  - E. Host an ALA information exhibit at the WLA Annual Conference.
  - F. Submit annual budget for projected expenses to attend ALA Midwinter and Annual Conference.
  - G. Advise successor on all aspects of the position of ALA Chapter Councilor.

220.1 Employment Policies:

A. Job Requirements

1. Primary Functions:

The Executive Director is the chief administrative officer of the Wisconsin Library Association (WLA) and is responsible for the implementation of programs adopted by the Board of Directors. The Executive Director manages the operations of the WLA under the direction of the Board of Directors. The Executive Director also supervises all staff and has charge of the WLA office, its records, property and equipment. The Executive Director serves as the financial officer, office manager and general coordinator for activities of all units of WLA. Specific activities needed to accomplish position responsibilities may be delegated to other WLA staff as needed.

2. Qualifications/Experience/Training:

- a. Good written and oral communication skills
- b. Ability to work well with people
- c. Must be self-motivated and have ability to work independently
- d. Possess a willingness to gain a basic understanding of the Association's objectives, programs and operations
- e. Position requires a dynamic, service-oriented person who has proven ability to plan, organize, manage and work cooperatively with members of the Association.

3. Selection Procedures:

The WLA Board will appoint an ad hoc selection committee of the Board who will review the references of prospective candidates, interview those who meet the qualifications and make a recommendation of their choice to the Board. The committee will follow accepted procedures in non-discriminatory hiring.

B. Working Conditions:

Appointment and Annual Review: The terms and conditions of appointment shall be articulated in a contract between the WLA Board and the Executive Director.

The Executive Committee, along with a representative from the WLA Foundation Board, shall annually evaluate the Executive Director and recommend to the WLA Board salary and fringe benefits adjustments. See Section 200.12 (2).

220.2 Specific Duties

A. WLA Board and WLA Units

1. Participate in annual orientation regarding finances, WLA organization and services for incoming officers of WLA and Chairs of individual WLA units.
2. Make arrangements for and attend Board and Executive Committee meetings and other such meetings as the Board shall determine.
3. Work with the President to identify issues requiring attention of the Board and assist in the preparation of Board and Annual meeting agendas.
4. Provide assistance for the WLA Secretary in the distribution of minutes of Board and

Executive Committee.

5. Maintain a current personal awareness of and provides background information and analysis of issues being considered by the Board.
6. When requested, assist WLA units with background information and issue analysis and provide units with information, and advise on policies and procedures governing their anticipated activities.
7. Supervise WLA and unit registration activities according to the standards established by the Board.
8. Assist the Nominations and Elections Committee in coordinating the annual WLA Elections process including unit elections and provide notification of results to the President, nominees and unit Chairs.
9. Assist the Appointments Committee in coordinating the annual WLA appointments process by attending meetings of the Appointments Committee.
10. Assist Conference Coordinator with the Annual Conference as outlined in the Conference Planning Manual and be responsible for the revisions of the Conference Planning Manual with the input of the Conference Planning Committee.
11. Maintain an up-to-date list of conference exhibitors and a file of vendor contributions.
12. Coordinate annual membership renewal and recruitment activities.
13. Serve as a resource person to, attend meetings as necessary of the Committee on Organization and maintain the WLA Organization manual. Inform COO of board actions concerning WLA organizational structure.
14. Serve as a non-voting director and attend meetings of the WLA Foundation, Inc.
15. Assist the Vice-President in the evaluation of a unit's viability (440.5) in order to provide assistance or recommend dissolution of the unit.
16. Serve as the advertising coordinator.

#### B. Financial Duties

1. Assist in the preparation of the annual budget for WLA by identifying and justifying costs necessary to the operations of the office and by providing information regarding anticipated income sources.
2. Assist the Finance Committee with the development of a long range budget mechanism and plan for adequate long term funding of WLA activities and supporting staff and facilities.
3. Receive, allocate, record and deposit all monies received by WLA on a bi-weekly basis or more frequently when conditions so dictate.
4. Advise the Board concerning non-dues sources of income for consideration and action.
5. Assist the Finance Committee in analyzing recommended investment programs and publications and provide information on the anticipated risk, profit and financial time line for the activity.
6. Negotiate and/or review contracts for conference sites, and printing on behalf of WLA with all contracts subject to final approval by the WLA Board.
7. Assure that all WLA funds, physical property and other assets are properly inventoried, safeguarded and administered. Develop disaster preparedness plan and management strategy for critical records.
8. Issue invoices for WLA activities and follow up on nonpayment of funds.
9. Advise units on a quarterly basis when charges channeled through the WLA office have been debited against their budgets.
10. Acknowledge and record Foundation contributions.
11. Serve as resource person to and attend meetings of the Finance Committee.
12. Provide appropriate financial reports required by governmental bodies.
13. File all required tax forms.

### C. Office Manager Duties

1. Maintain legal, financial, program and correspondence records for WLA utilizing accepted standards for proper records management and retention.
2. Maintain a current database of individual and institution membership including information on participation in WLA units, committees and offices.
3. Maintain up-to-date mailing list for WLA.
4. Coordinate and handle mailings for WLA activities.
5. Develop, maintain and periodically update a manual of operations for administrative office activities.
6. Advise the Board on the space, equipment and personnel requirements for support of WLA activities.
7. Maintain appropriate balances in postal accounts, submit necessary forms and fees for postal permits, and assure compliance with postal regulations.
8. Conduct periodic bids to secure the most competitive prices on services and/or supplies.
9. Secure supplies for WLA operations using cost, quality and efficiency as criteria.

### D. Personnel Duties

1. Develop position descriptions and recommended salary levels for staff needed to accomplish the programs of WLA. Submit these documents to the WLA Board for approval.
2. Interview, hire, and schedule WLA staff members to best meet the needs of WLA.
3. Train and supervise WLA staff in performance of position duties.
4. Conduct annual performance review of WLA staff and establish their performance objectives for the following year to carry out the objectives of the WLA Board.
5. Maintain records of attendance, sick leave and vacation time for WLA employees and submit these reports in a timely manner for preparation of payroll.
6. Maintain the personnel manual based on board approved personnel policies.

### E. Publication Duties

1. Coordinate the printing and distribution of manuals, newsletters, directories and other publications.
2. Advise WLA members and personnel upon request in the preparation and editing of WLA publications and communications to assure a consistently high quality.
3. Provide for copyright, marketing and distribution of WLA publications. Report sales tax due to the State of Wisconsin.
4. Monitor the inventory of WLA publications.

### F. Publicity Duties

1. Conduct WLA's general correspondence, serve as contact for the public, and represent WLA when appropriate.
2. Advise appropriate units and committees regarding the issuance of news releases relating to WLA matters.
3. Respond to inquiries regarding WLA activities and refer detailed questions regarding activities and library services to the appropriate officer or unit Chair.

### G. Legislative Duties

1. Register with the State of Wisconsin as a lobbyist for WLA and file all required reports related to said registration.
2. Maintain a current database of individuals participating in the Legislative Network. Provide information from the database for the President, LD&L Chair or Legislative Advocate in order to organize the association's forces when necessary to oppose or support legislation.

3. Serve as a non-voting member of the LD&L Committee.
4. Provide support to and maintain contact with the President, Legislative Advocate and LD&L Chair as needed to carry out the WLA's legislative program.
5. Communicate and promote the WLA's legislative program to the membership to encourage and maximize their participation in legislative activities.
6. Serve as a resource person to the Library Legislative Day Committee and provide staff support, as needed, for their annual event.

H. Other duties as determined by the WLA President and/or the WLA Board of Directors.

## 300 COMMITTEES, APPOINTEES AND SPECIAL REPRESENTATIVES

### 330 STANDING COMMITTEES

#### 330.1 AWARDS AND HONORS COMMITTEE

330.1 AUTHORIZATION: Bylaws, Article VII, Section 2.C.

330.11 MEMBERSHIP: Seven members appointed by the Committee on Appointments.

#### 330.12 DUTIES

- A. Administer the awards and honors authorized and established by the Association.
- B. Sends a copy of all committee meetings and mailings to WLA Executive Director and WLA President.

#### 330.13 PROCEDURES:

- A. The committee shall not later than January of each year call the attention of librarians, trustees and WLA members to the awards and ask for nominations, outlining the award criteria for each, methods of making nominations, and procedures followed in making the award. Nominations must be submitted via the nomination form adopted by the committee. The form will be published annually in the January/February/March issue of the *WLA Newsletter* and on the WLA website. Nominations must be received by the due date established and publicized by the committee.

A nomination must indicate the area or areas in which recognition is sought, describe the achievements, and indicate the time periods when the achievements were accomplished. In addition to the nomination form, at least three but no more than ten letters supporting the nomination must be submitted. The nomination form, a statement of achievements, and the supporting letters must be sent as a packet to the WLA office.

If a member of the committee is nominated for an award, or they are employed at an institution that is nominated for an award, the WLA staff will notify the individual and he or she will be required to remove him/herself from the discussion pertaining to selecting the winner for that particular award only. He or she may still contribute to the discussion in selecting other award and honors winners.

- B. The committee shall prepare citations, order plaques, and plan with the President of the Association and the Conference Planning Committee the ceremonies for presenting the awards at the annual conference. The committee shall notify the award recipients of their selection sufficiently in advance so they can plan to be present at the conference ceremony as guests of the Association. The committee shall also notify recipients' nominators.
- C. The committee's decision in selecting the recipients of the award are final. If, within the judgment of the committee, no nominations merit an award, that award will not be given.
- D. Nominations will be considered by the committee in the year of the nomination and in the next consecutive award year. Nominators will be asked to update nomination information for the second year of consideration.



330.14 AWARDS CATEGORIES

- A. **TRUSTEE OF THE YEAR:** This award is conferred upon an outstanding Wisconsin library trustee. The trustee must be in actual service during all or part of the year in which he or she is honored. The award shall be based upon such activities or accomplishments as the following:
1. Constructive accomplishments toward the advancement of library service and the development of sound library policies.
  2. Creative and effective work in interpreting the library to the community and in bringing its problems before the eyes of decision-making leaders in the community.
  3. Involvement and effectiveness in library-related matters beyond the local community.
  4. Wisdom and sound judgment in applying to library procedure ideas which have brought increased service and efficiency.
  5. Persistent devotion to the ideals of good library trusteeship.
- B. **DEMCO/LIBRARIAN OF THE YEAR:** This award is conferred upon a librarian in recognition of outstanding leadership and accomplishment in library service. The librarian must be currently employed, at the time of selection, in any field of librarianship in Wisconsin and must be a current member of the Wisconsin Library Association. The award shall be based upon such activities or accomplishments as the following:
1. Community betterment through broadened scope and quality of service
  2. Contribution to any area of services benefiting library users.
  3. Distinguished service in the profession:
    - a. Outstanding participation in activities of professional library associations.
    - b. Notable publications and productions.
  4. Leadership in education and in-service training for librarians.
  5. Extension of library services through cooperation.
  6. Improvement in library techniques or management.
  7. Development of library facilities.
  8. Contributions at regional, state and national levels.
- C. **SPECIAL SERVICE AWARD:** This award may be conferred upon a group of people, or an individual, for noteworthy achievement as evidenced by substantial activities and exceptional service to the library profession. The Wisconsin recipient or recipients shall have influence and reputation beyond the local community.
- D. **LIBRARY OF THE YEAR AWARD:** The award is conferred upon any type of Wisconsin library, library system or library network for distinguished achievement in service. The staff, library board or administering body, and the community or people served shall all be involved in the work for which recognition is sought. The award shall be based upon such activities or accomplishments as the following:
1. User oriented services.
  2. Structure of library service including development and participation in networks and systems and cooperative planning and programming with other types of libraries.
  3. Collections based on sound selection policies.
  4. Development of opportunities for professional growth and job satisfaction for all employees.
  5. Changes or improvements in physical facilities resulting in better services.
- E. **CITATION OF MERIT:** This award is conferred upon Wisconsin citizens who are neither librarians nor library trustees, who have made outstanding contributions to quality library services. This award may be given to a group of people or an individual.

- F. **THE MURIEL FULLER AWARD:** Muriel Fuller was a mentor and an inspiration for Wisconsin librarians. This award, named in her honor, is conferred upon a library professional or paraprofessional in recognition of outstanding accomplishments which have significantly improved and benefited library services. These achievements may include improving community access to library resources; extension or promotion of library services through cooperative ventures with local agencies or groups such as schools, businesses, or clubs; development of library facilities or collections; or contributions to any area of library services which ultimately benefit the library users. An employee in any type or size of library organization, is eligible for consideration. The nominee must be a current member of the WLA and employed in a Wisconsin library. The award may be given for a single achievement or for a record of achievements over a period of years. The award is intended for practitioners who have focused on improving library services in the library organization in which they are employed, unlike the Librarian of the Year Award which also recognizes contributions at regional, state and national levels.
- G. **HIGHSMITH AWARD:** The Highsmith Award is conferred upon one or more libraries for innovative programming.
- H. **WLA/WEMTA INTELLECTUAL FREEDOM AWARD:** This award is administered by the WLA/WEMTA Intellectual Freedom Award Committee, which is appointed by the WLA Intellectual Freedom Round Table and the Wisconsin Educational Media & Technology Association.
- I. **RISING STAR AWARD:** This award is administered by the New Members Round Table.
- J. **PARALIBRARIAN OF THE YEAR AWARD:** This award is administered by the Support Staff & Circulation Services Section.

330.2 FINANCE COMMITTEE

330.2 AUTHORIZATION: Bylaws, Article VII, Section 2.C.

330.21 MEMBERSHIP: Seven members to include the President, Vice-President/President-Elect, Secretary and Treasurer (who acts as Chair), and three members from three divisions/sections with WLA board representation.

330.22 DUTIES

- A. Advise the WLA Board on fiscal policies and procedures.
- B. Develop annual budget proposal for submission to the WLA Board.
- C. Develop and recommend changes in the WLA Fiscal policy (section 360) and long range plan.
- D. Conduct mid-year review of the entire WLA budget and recommend reallocations as necessary.
- E. Send a copy of all committee minutes and mailings to the WLA Executive Director and WLA President.

330.23 TIME LINE (See Fiscal Policy 410.7)

330.3 LIBRARY DEVELOPMENT AND LEGISLATION COMMITTEE

330.3 AUTHORIZATION: Bylaws, Article VII, Section 2.C.

330.31 MEMBERSHIP: The State Legislative Advocate and the Federal Legislative Advocate shall serve as ex-officio, voting members. The Committee on Appointments shall appoint one representative from each WLA division, and up to nine members at large.

330.32 DUTIES

- A. Identifies issues related to the development of statewide library legislation.
- B. Studies pending legislation to determine its impact on all libraries.
- C. Affiliates with appropriate groups and organizations to consider solutions and possible activity programs that WLA might pursue.
- D. Works with the Division for Library, Technology and Community Learning to develop, promote and advocate for the Department of Public Instruction budget.
- E. Develops an annual library legislative agenda, which is submitted to the WLA Board of Directors for its review and adoption.
- F. Assumes responsibility for promoting the legislative agenda adopted by the WLA Board. Develops ways and means for implementing policies adopted by ALA in the area of statewide library development and legislation.
- G. May from time to time present a Public Policy Award to a public official who has shown outstanding support of libraries.

330.33 SUBCOMMITTEES

- A. All subcommittees must be chaired by a member of the Library Development and Legislation Committee.
- B. LIBRARY LEGISLATIVE DAY Subcommittee (Standing Subcommittee)  
Library Legislative Day is an annual gathering that takes place in Madison, usually in February when the legislature is in session. It provides WLA members with an opportunity to meet with their legislators and promote the needs and emphasize the importance of libraries. More specifically, it affords an opportunity to advocate for the items contained in WLA's current legislative agenda. Appropriate programs may be scheduled in conjunction with this event.

The LD&L Chair shall select at least six members on the subcommittee to include, whenever possible, one representative from each of the WLA Divisions and a member from LD&L. The LD&L chair may, in consultation with the WLA President and Executive Director, make additional appointments to the Legislative Day Committee from other organizations with agendas similar to WLA's. The State Legislative Advocate and the Federal Legislative Advocate shall act as advisors.

The Library Legislative Day Subcommittee shall plan the annual Library Legislative Day.

330.34 DUTIES OF THE LD&L CHAIR:

- A. Schedules, plans and chairs all committee meetings.
- B. Reports to all WLA Board meetings on committee activities; seeks approval of plans and policies; and receives directions from the WLA Board on issues and problems to be investigated by the committee.
- C. Initiates calls to action in coordination with the WLA Legislative Advocate and the WLA

President.

- D. Coordinates committee activities with the activities of the Legislative Advocate to implement decisions made by the WLA Board.
- E. Appoints the chair of the Library Legislative Day Subcommittee.
- F. Sends copies of all committee agendas, minutes and other pertinent documents to the WLA Executive Director and WLA President.

330.35 TIME TABLE

April:

Submits program request for WLA conference program about the legislative agenda.

August:

Submits legislative agenda to the WLA Board.

Appoints Library Legislative Day Subcommittee Chair.

## 330.36 FEDERAL LEGISLATIVE ADVOCATE

330.361 AUTHORIZATION: Bylaws, Article VII, Section 5

330.362 TERM: Four years beginning January 1 of the calendar year following the appointment.

330.363 DUTIES

- A. Attends National and State Legislative Days, ALA Midwinter and Annual conferences.
- B. Serves as a voting member of the WLA LD&L Committee, reporting on federal legislation at all WLA LD&L meetings. Notifies the Chair and/or the State Legislative Advocate when network action is needed and reports to the full WLA Board on federal legislative activities as necessary.
- C. Organizes the promotion of federal legislation within the state, based upon information received from the ALA.
- D. Coordinates visits to the home offices of the Wisconsin delegation by Legislative Network members on an annual basis.
- E. During last year of term, assists the FRC-designate for the following term in learning duties of the office.
- F. Assists the LD&L Legislative Day Sub-Committee in planning the Legislative Day Program.
- G. Develops the annual WLA Federal Legislative Agenda and submits it to LD&L for recommendation to the WLA Board.

330.37 LEGISLATIVE NETWORK

In consultation with the State Legislative Advocate and the Executive Director, the LD&L Chair is responsible for the development and availability of a list of individuals who can be contacted immediately and relied upon for prompt action. This list will largely be composed of librarians and other advocates located in each of the political districts of the state. To them should be added, if only for informational purposes, the members of the WLA Board; the members of the WLA LD&L Committee; the Administrator of the Wisconsin Division for Library, Technology and Community Learning and other librarians and non-librarians as deemed essential by the Advocate, the LD&L Chair or the WLA President.

In developing this network, priority will be given to the Senate and Assembly leadership and to legislators who serve on committees where library legislation is likely to have a hearing.

330.38 LEGISLATIVE AGENDA

The LD&L develops a legislative agenda on an annual basis. In general terms, this document focuses on issues of statewide library concern. It addresses the need for continued support of existing programs, funding for new programs and the enactment of legislation to insure that libraries can provide optimum service to the citizens of Wisconsin. Of necessity, the legislative agenda reflects the budget priorities of the Division for Libraries, Technology and Community Learning within the Department of Public Instruction.

Initial development of the legislative agenda begins during the early summer. The committee solicits both formal and informal input from the membership in general and the division and section boards represented on the WLA Board of Directors in particular. A final document is presented to the Board at its meeting which takes place at the annual fall conference.

330.39 STATE LEGISLATIVE ADVOCATE

- 330.391 AUTHORIZATION AND TERM: Bylaws, Article VII, Section 5
- A. The person appointed must have substantive knowledge of the legislative process, be familiar with legislative and parliamentary procedures and tactics, and be experienced in library related issues and problems.
  - B. Whenever possible, the legislative advocate should have served at least one term on the LD&L Committee in order to assure awareness of WLA legislative policies and procedures.
- 330.392 DEFINITION:  
The Legislative Advocate acts on behalf of WLA in the legislative decision making process and assists in and promotes the development of legislation which will benefit the purposes of WLA. The advocate works under the direction of the LD&L Chair and in conjunction with the WLA Executive Director.
- 330.393 DUTIES OF THE LEGISLATIVE ADVOCATE
- A. In coordination with the LD&L Chair, the advocate shall be available to offer advice and assistance to any of the WLA units regarding legislation of particular concern to a specific group of the WLA membership.
  - B. The legislative advocate shall monitor political activity, initiate legislative action and organize the Association's forces when necessary to oppose or support legislation.
  - C. The advocate shall be a member of the LD&L Committee and shall advise LD&L regarding legislative policy recommendations.
  - D. The advocate is the committee's primary contact for programming activities, serving as LD&L's representative on the WLA conference planning committee, for example.
- 330.394 The advocate may be reimbursed for travel and lodging expenses necessary for visiting legislators.
- 330.395 The WLA President may take immediate action in the case of a legislative emergency upon consultation with the LD&L Chair and the Legislative Advocate.

330.4 COMMITTEE ON ORGANIZATION

330.40 AUTHORIZATION: Bylaws, Article VII, Section 2.B.

330.41 MEMBERSHIP: Six members, to include the Vice-President/President-Elect of the Association who will serve a one year term, the WLA Executive Director (ex-officio, non-voting), and, whenever possible, one representative from each division, appointed by the Committee on Appointments, who will each serve a two-year term.

330.42 DUTIES

- A. Reviews language outlining the policies and procedures relating to the organization and structure of the Association.
- B. Prepares and keeps current the Organization Manual to include WLA Bylaws, policies and procedures of all WLA units, policies and procedures adopted by the WLA Board, including duties of officers and committees.
- C. Studies and reports with recommendations all proposals for amending the Bylaws.
- D. Ensures that amendments to the Bylaws occur according to established procedures and that they result in internally consistent documents.
- E. Recommends the establishment or discontinuance of units as the needs of the Association may require and shall define the function and field of each such group. (See Bylaws, Article VII, Sections 2.B.)
- F. Sends a copy of all committee minutes and mailings to the WLA Executive Director and WLA President.

330.43 PROCEDURES FOR SUBMITTING CHANGES TO COO:

- A. To carry out the role COO plays in maintaining the organizational structure of WLA, COO establishes these guidelines for the Board, its committees and the units to follow when they wish to make a change to their structure, their duties or their policies and procedures.
- B. For the WLA Board: When the Board asks a committee or unit to review its duties and activities, that committee or unit shall report to the Board for review, action and disposition. If the Board approves a change, the Secretary shall send the change to COO for incorporation into the Organization Manual. Prior to its action, the Board may ask COO to review a committee or unit's report and proposed changes.
- C. For WLA Committees: When a committee of the WLA Board wishes to review or change its duties and activities, the committee shall present its request and rationale to the WLA Board before proceeding. If the Board agrees, then the committee shall follow the above procedure.
- D. For WLA Units (Divisions, Sections and Roundtables): When a unit wishes to change its policies and procedures, it shall first submit the proposed changes to COO for review and comment. COO will advise the unit on whether the change affects the WLA Bylaws, and whether the change is consistent with the unit's purpose. After the changes are approved by the unit's board, the unit chair shall send the approved changes to the Chair of COO for incorporation into the Organization Manual.
- E. For COO: During its review of the Organization Manual, COO may come across policies, duties, or activities that may not be consistent with current practice or with other policies or procedures. COO will bring those items to the attention of the WLA Board or the unit, as appropriate.

330.44 PROCEDURES FOR A NEW UNIT

A new unit may be created through a petition process (see Section 175) or by submitting a proposal directly to the WLA Board, which may approve or deny creation of the unit. After



a new unit is approved by the WLA Board, COO and the WLA office are informed that there is a new unit. The office puts the unit on the membership form and sends them a budget request form for the next year. The following describes the unit's steps after approval, and COO will advise the unit, as necessary, to assist in the unit's development.

A. First Organizational Meeting

1. The organizers should invite those persons interested in the unit to a meeting, for instance at the annual conference or a divisional conference. Invitations should go to those who are listed on the petition as well as a general invitation to the WLA membership. The organizers should work with the conference planners to determine where to meet or whether there is space to meet.
2. One of the organizers should call the meeting to order and assign a temporary secretary. The one who calls the meeting to order can nominate a chair pro tem and call for nominations from the floor. Each nominee is voted by voice. The one with a majority of the votes becomes the chair pro tem. The secretary records the minutes of this and all subsequent organizational meetings.
3. The chair pro tem should allow persons to speak about the goals and activities of the unit to guide the temporary officers. The assembly or chair pro tem may fix a date, time and place for the next meeting at which a report of the officers is presented.

The first meeting is adjourned.

- B. The temporary officers serve until permanent officers are elected according to the WLA Bylaws and policies and procedures established by the temporary officers. The temporary officers carry out the business of the unit until the permanent officers are elected.

330.45 GUIDELINES FOR ESTABLISHING OR REVISING POLICIES AND PROCEDURES OF UNITS:

The Committee on Organization (COO) has established these guidelines as a means for uniform structure in the policies and procedures of the division, sections and roundtables. These guidelines help the unit identify its unique contribution to the Association. COO recommends that new units of the Association use these guidelines when they establish their policies and procedures. These guidelines are also useful for the unit which plans to revise their policies and procedures. The following information and format shall be part of every unit's policies and procedures. The unit may add additional content to govern their structure and operation.

- A. NAME: This section shall contain the unit's name and its acronym.
- B. STATEMENT OF AUTHORITY: Each unit shall state its date of establishment and the following: This unit operates under the authority of and is governed by the WLA Bylaws, Article VIII, Section ?.
- C. AFFILIATIONS STATEMENT: This section is for units that have purposes similar to national, regional or state organizations. The WLA Bylaws govern how a unit may affiliate with other organizations. See also Section 440.8 and Bylaws Article VI, Section 2.

- D. MISSION STATEMENT/STATEMENT OF PURPOSE: The unit shall state why the group exists, what audience it will serve and how it will meet the needs of its membership.
- E. GOALS: The unit shall state its organizational goals as part of the WLA's ongoing strategic planning process.
- F. OFFICERS: This section shall name the officers of the unit, a chair at a minimum. It shall describe the duties of the officers and the number of terms the officer services, and the length of the term. This section shall refer to the procedures for nominations and elections in WLA Bylaws Article VIII D.
- G. MEETINGS: See WLA Bylaws Article VI, Section 5 relating to meeting by telephone or other communications technology.
- H. RECORDS: The unit shall submit a copy of all unit minutes and mailings to the WLA Executive Director and follow WLA Organization Manual 440.1 Records Schedule.
- I. DISSOLUTION: This section shall address how a unit would be dissolved if it is no longer active or viable. Dissolution would be accomplished by a majority vote of the unit's current membership present at a business meeting. A unit could also be dissolved by the WLA Board of Directors if the unit is no longer viable within the Association. A unit's viability is evaluated by a WLA policy (440.5) in the Organization Manual, based on Bylaws, Article VIII.

330.46 TIMETABLE

January	Review COO charge and WLA Bylaws
February	Notify units of any changes in WLA Bylaws or Organization Manual that may have an effect on unit policies and procedures, and notify sections to request/renew Board representation.
June	Review proposed unit changes to policies and procedures.
July	Submit any WLA Bylaws changes to Newsletter editor and Website manager
October	Submit next year's budget
Oct/Nov	Review unit viability report prepared by Vice President/President-Elect and Executive Director
	Present any WLA Bylaws changes at annual general meeting
November	Follow-up on any changes made to unit policies and procedures
	Submit final Organization Manual changes to WLA office immediately following annual conference
December	Make COO presentation at WLA Leadership Day

**340 SPECIAL COMMITTEES**

340.1 COMMITTEE ON APPOINTMENTS

340.10 AUTHORIZATION: Bylaws, Article VII, Section 1.B. and Section 3.B.

340.11 MEMBERSHIP: The Vice-Chair of each unit with representation on the WLA Board and the WLA Vice-President/President-Elect who shall be the Chair.

340.12 DUTIES

- A. Appoints specified committee members, appointees, and representatives for the Association for the following calendar year, assuring that, whenever possible, all divisions are represented on each standing committee. (Consideration may be given to appointing individuals to WLA Standing Committees who serve on similar divisional committees.)
- B. The Vice-President/President-Elect shall designate, prior to October 1, one member of specified committees to serve as Chair for a one-year term.
- C. Sends copy of all meetings to the WLA Executive Director.

- 340.2 NOMINATIONS AND ELECTIONS COMMITTEE
- 340.20 AUTHORIZATION: Bylaws, Article VII, Section 3.B.
- 340.21 MEMBERSHIP: Five members, appointed by the Committee on Appointments, no one of whom shall concurrently be a member of the WLA Board. The President may not be a member.
- 340.22 TERM: Appointed prior to each Annual Conference and serves during the following calendar year.
- 340.23 DUTIES
- A. Prepares a slate for publication consisting of two nominees for each office to be filled in that year's election.
  - B. Files this slate with appropriate biographical sketches with the President and Newsletter Editor. The Newsletter Editor publishes the slate at least four months prior to the Annual Conference.
  - C. Receives from the President any duly certified names of additional nominees (Bylaws, Article IV, Section 5.B).
  - D. Receives slates of candidates for all unit elected positions.
  - E. Prepares and tallies WLA and unit ballots.
  - F. Announces WLA and unit election results.
  - G. Suggests procedural changes when necessary.
  - H. Sends a copy of all committee minutes and mailings to the WLA Executive Director.
- 340.24 GUIDELINES FOR CANDIDATE SELECTION:
- A. All nominees must be current members of WLA with a record of involvement with the Association.
  - B. Candidates should be selected so that the slate represents different types of libraries, positions within the libraries, and geographic areas of the state. Candidates should be familiar with the structure, policies and procedures of WLA.
  - C. Candidates must be willing and able to devote time to the duties of the office and to Association affairs.
  - D. Candidates for the office of Vice-President/President-Elect should have had previous experience as a member of the WLA Board or as the Chair of an active WLA committee or unit.
  - E. Candidates for the office of Vice-President/President-Elect should be either current members of ALA or agree to join ALA if elected.
  - F. Candidates for the office of ALA Councilor must be current members of ALA with a record of involvement with ALA.
  - G. Candidates for WLA Foundation Directors should have WLA or other library-related professional association or organization leadership experience, a commitment to attend the Foundation Board meetings and a commitment to retain their membership in WLA for their entire term on the Foundation Board.

340.25	<p><b>TIMETABLE:</b>  December  (previous year):</p>	<p>Solicit names of candidates from within the WLA membership and from the leadership of the various units.</p>
	<p>March:</p>	<p>The Nominations and Elections Committee shall develop a prospective slate of officers. Committee members should be assigned responsibility to determine willingness of the top two proposed candidates to accept the nomination.</p>
	<p>April:</p>	<p>The top two prospective candidates for each position shall receive the Organization Manual information relevant to their potential office and accept in writing.</p>
	<p>June 15:</p>	<p>Candidates for office shall submit a statement of candidacy and photograph for publication in the <i>WLA Newsletter</i> to the Committee Chair.</p>
	<p>July 1:</p>	<p>The Committee Chair shall submit the statements of candidacy and photographs to the <i>WLA Newsletter</i> editor.</p>
	<p>August 1:</p>	<p>The Committee Chair shall inform the WLA Executive Director of any duly certified names of additional nominees to be included on the ballot.</p>
	<p>After August 1:</p>	<p>WLA Executive Director will provide ballots for personal WLA members only for both WLA and unit elections. Nominations and Election Committee members will meet at the WLA Office to assist in the distribution of ballots. Ballots, including information on the date results will be available, will be distributed in accordance with WLA Bylaws Article IV, Section 5.C.</p>
	<p>October 1</p>	<p>(Or as soon as possible after the deadline stated on the ballot):  Committee members will meet to certify results. No committee member who is a candidate for any elected office within WLA or one of its units may certify results for that office. After the results have been certified:</p> <p>The Committee Chair shall notify the WLA President as soon as possible of election results.</p> <p>The Executive Director shall send a memo as soon as possible from the Committee Chair to all candidates and current elected and appointed leadership describing the election results. The Chair of the Committee shall send the complete election results to the <i>WLA Newsletter</i> for publication.</p> <p>Individual vote tallies will be announced and published. In the mailing to Unit Chairs, the Committee Chair should encourage the Unit Chairs to send personal letters to all candidates from their unit</p>

at their earliest convenience.

340.3 CONFERENCE COMMITTEE

340.30 AUTHORIZATION: Bylaws, Article VII, Section 3.B.

340.31 MEMBERSHIP:

The association President, conference coordinator, the program chair, exhibits chair, local arrangements chair, registration chair, promotion/public relations chair, advertising/program chair, a representative from the exhibitors' group, and chairpersons of WLA units and other board-approved groups wishing to provide programming at the Annual Conference. The Executive Director shall serve as a non-voting ex-officio member.

The Vice-President/President-Elect appoints the conference coordinator for the following year's conference. In consultation with the Vice-President/President-Elect, the incoming coordinator appoints the program, exhibits, local arrangements, advertising/program, registration, and promotion/public relations chairs, and the representative of the exhibitors' group.

340.32 DUTIES

- A. Adopts a conference theme which serves as central focus for program emphasis.
- B. Plans general format and matrix of conference.
- C. Sends a copy of all committee minutes and mailings to the WLA Executive Director.
- D. The Chair shall keep the WLA Board informed about conference planning and provide a final report to the board.

**350 APPOINTEES AND SPECIAL REPRESENTATIVES**

350.1 FEDERAL LEGISLATIVE ADVOCATE (See 330.36)

350.2 STATE LEGISLATIVE ADVOCATE (See 330.39)

350.3 PARLIAMENTARIAN

350.30 AUTHORIZATION: Bylaws, Article VII, Section 5.

350.31 APPOINTMENT: A parliamentarian shall be appointed by the President.

350.32 DUTIES

A. Assists the president and the Association as needed to resolve questions of parliamentary procedure.

B. B. Assists the President, the Board and WLA members in presenting resolutions to the annual business meeting, through the provision of guidelines, instructions and personal assistance (excluding substantive writing) before and during the annual conference.

350.4 WLA FOUNDATION, INC., REPRESENTATIVES

350.40 AUTHORIZATION: Bylaws, Article VII, Section 5.

350.41 APPOINTMENT: Appointed by the Committee on Appointments to a three-year term.

350.42 DUTIES: Attend and participate in WLA Foundation, Inc., Board meetings.



## **400 ADMINISTRATIVE POLICIES**

### **410 FISCAL POLICY**

#### **410.1 RESPONSIBILITY**

As a nonprofit corporation, the Wisconsin Library Association shall vest its Board of Directors with responsibility for oversight of the association's financial health and creation of sound fiscal policies, including any interpretation of the Bylaws or Manual in matters relating to finance. The Finance Committee shall advise the Board on all fiscal policies.

#### **410.2 DEFINITIONS OF WLA FUNDS**

- A. Reserves. Reserves shall be defined as "total net assets" as determined by the WLA accountant and adjusted upon completion of any audit. The reserves fund target will be equal to fifty percent of annual operating expenses, based on the average annual expenditures for the three previous years. After every audit, the Finance Committee will make a recommendation for adjustment of the reserves fund, in consultation with the accounting firm which conducts the association audit.

This targeted reserves amount shall be maintained in investments that meet the objectives of the WLA Investment Policy Statement.

- B. Purposes. The purposes of the WLA reserve fund are to:
1. Provide for the orderly close of operation in the event that the Association disbands.
  2. Sustain WLA operations in the occurrence of a year of major revenue loss.
  3. Provide an emergency fund for unscheduled expenses.
  4. Fund capital expenditures.
  5. Fund initiatives to respond to new, significant and fundamental needs of the membership, such as legislative or professional challenges or changes, as identified by the WLA Board.
- C. Operations Budget. The Operations Budget is the annual operating budget of the Association. This budget shall be developed with the intent that each year's expenses shall be supported by that year's income. Funds carried over from the previous year may be used to the extent that reserves exceed the targeted fifty percent of operating expenditures.

#### **410.3 WLA BOARD/UNIT FINANCIAL RELATIONSHIP**

Although the individual units of WLA generate income, membership and goodwill for the Association as a whole, the Wisconsin Library Association is the legal entity authorized to collect and expend funds on behalf of the Association. Recognition of the need of units to have guidelines regarding the funds which shall be available for their use requires that the Board/Unit financial relationship recognize the existing legal, practical and philosophical needs of the Association.

The statement on the WLA Board/Unit financial relationship provides guidelines regarding the role of the Board in monitoring unit expenditures, the coordination of WLA and unit contracts with vendors, and the division of income generated through unit initiated projects. Operations funding for units will be allocated through the budget setting process described in 410.6.

- A. The review and monitoring of unit expenditures:

The chair of each unit will be informed of the status of the unit's budget on a regular basis

by the WLA office. The Finance Committee shall review the budgets of all units in July and at year-end to determine the status of each unit's activities.

The July review of expenditures may result in recommendations to reallocate WLA operational funds. The year-end budget review conducted by the Finance Committee shall be an integral part of the budget setting process and shall focus on overspending or under spending of unit budgets. Factors to be considered in under spending of the budget will include member or institution support of activities and the need to continue a project into the following budget year.

B. Coordination of WLA and unit contacts with vendors:

Coordination of vendor contacts through the WLA office is designed to allow all units access to appropriate vendor support, to increase the number of vendors who provide support to the Association and its units, to avoid multiple approaches to the same vendor and to allow the Association annually and publicly to express its gratitude to these vendors. When a unit anticipates that vendor support will be necessary for unit activities, that unit should contact the WLA Executive Director to determine the number and success of previous contacts with a specific vendor. After a vendor has been contacted, the unit should advise the WLA Executive Director of the vendor's purpose.

C. Income from Division, Section and Round Table projects:

In order to serve the needs of the unit members or of the profession, individual units may undertake projects such as conferences and publications which will generate income for the Association. Since the WLA operations budget is developed to support the general activities of the Association, units' income generating projects must provide for support of Association work undertaken in support of the project: mailings, copying, deposits, publication costs, shipping and handling, etc. Units must also have the ability to determine the potential for additional activities which will result from the generation of project income.

Items which are sold through the WLA Office must have a minimum price of \$5.00 and an amount sufficient to cover postage and handling shall be added to the price. Items under that minimum may be sold by the individual units, however units should be aware that it may be more expensive to sell low-priced items than to give them away. WLA sales fall under the Wisconsin Department of Revenue's definition of "occasional sales" and are exempt from Wisconsin sales tax.

#### 410.4 EXPENDITURES

Expenditures itemized in the unit budgets approved by the WLA Board do not need additional Board approval. Requests for expenditures not included in the unit budget must be referred to the Treasurer. The Treasurer will determine which requests are referred to the Board via the Finance Committee.

#### 410.5 DONATIONS

- A. The Wisconsin Library Association shall not utilize operations funds for donations to other organizations. However, from time to time, WLA may encourage individual members to make donations to particular organizations that benefit the WLA membership.
- B. WLA may refer requests to the WLA Foundation, Inc., which, at their own discretion,

may make donations to a not-for-profit organization that is working on a mutually beneficial project or is fulfilling a role that benefits the general membership of WLA.

- C. Units of WLA may utilize their project funds, but not their operations budget, for donations if the recipient organization meets the following criteria:
1. It should be a legally recognized not-for-profit organization.
  2. It should have interests consistent with the unit's mission and goals.
  3. It should be engaged in activities which benefit the general membership of the unit.
  4. All donations, as expenditures, must be approved by the unit board.

#### 410.6 UNIT AND WLA OPERATIONS BUDGETS

Units annually receive an allocation from the WLA Board to cover expenses of the unit such as print mailings, conferences, special events, or projects of any kind. See Section 410.8 for parameters for expenses.

#### 410.7 BUDGET SETTING TIME LINE

Early September	Financial Manager sends out budget materials to all incoming unit & committee chairs.
Mid-September	Vice President, Treasurer & Executive Director meet to discuss overall approach to budget and begin looking at specific areas of concern.
Early October	Budget requests from unit & committee chairs are due back to the WLA Office.
Mid-October	Vice President, Treasurer, & Executive Director create a "first draft" of the budget.
Ongoing	The Vice President, Treasurer & Executive Director continually work to develop and refine the budget document, often times consulting with individual unit & committee chairs.
Mid-November	Finance Committee meets to discuss and recommend to the Board of Directors the annual budget.
December	Board of Directors reviews and adopts the annual budget for the next year. Budget is then distributed to unit & committee chairs.
January/February	Board of Directors reviews and adopts any changes necessary to the annual budget based on actual carryover realized from the past year.
April 1	Treasurer submits article for inclusion in the March/April issue of the <i>WLA Newsletter</i> and budget figures on the final budget numbers for the previously ended fiscal year and the newly approved budget numbers for the current fiscal year.
Early June	Financial Manager sends "Mid-year Budget Review" memo to all unit & committee chairs.
Mid/Late July	Finance Committee meets to conduct mid-year budget review and

recommend any budget changes/adjustments to the Board of Directors.

August Board of Directors reviews and adopts any changes/adjustments to the budget based on the mid-year review.

#### 410.8 SPECIAL ITEMS

##### 410.81 FOOD

Expenditures for food may not be included in unit budgets funded by WLA operating or WLA conference program funding. However, when desirable, units may use a special registration fee or reception fee for food. For unit conferences and workshops, food charges may be built into the general registration fee.

##### 410.82 TRAVEL

Officers and other members of the Association, when traveling on business of the Association, are generally not reimbursed for such travel, but may be offered an allowance for overnight accommodations when necessitated by the distance traveled.

- A. Travel expense to non-WLA meetings shall not be allowed unless specifically authorized by the WLA Board via the Finance Committee.
- B. Through the budget setting process, the WLA Board authorizes funding for overnight accommodations, only when necessary due to the length of travel required, to unit/committee meetings. Chairs are urged to arrange meetings in such a way as to avoid overnight lodging. Chairs must be able to certify that there is sufficient money in the travel budget to cover the vouchers.
- C. WLA operations funds may not be used to reimburse accommodations expenses for any meetings held at the WLA Annual Conference.
- D. Accommodations, meals and travel for the ALA Councilor to attend ALA Annual and Midwinter conferences and for the Federal Legislative Advocate to attend Legislative Day in Washington are reimbursed at the current State of Wisconsin rates.

##### 410.83 CLERICAL SUPPORT

Clerical support may be included in a unit's budget request, provided institutional help is not available.

##### 410.84 PROCEDURES FOR PAYMENT

- A. Association operating funds can be expended only for purposes authorized by the WLA Board in the WLA Budget.
- B. The WLA Executive Director should provide each officer and unit Chair with the official voucher forms on which expense claims shall be submitted.
- C. Claims for reimbursement must be submitted on an official voucher, accompanied by supporting invoices or itemized statements, and should be sent to the Executive Director.
- D. Vouchers must be signed by the unit Chair or other authorizing officer of the Association.
- E. The Executive Director will check all vouchers to ensure that bills have not been previously paid before making payment.
- F. The Executive Director then makes payment from Association funds by check and files voucher and supporting invoices in his/her records.
- G. Individuals submitting reimbursement forms shall batch their expenses so the

vouchers (1) have a minimum of \$5.00, (2) shall be submitted within five days of the end of the month in which the expenses occurred.

410.85 CHECK WRITING PROCEDURE

- A. The Financial Manager writes the checks, the Executive Director shall sign the checks, and then the Financial Manager shall issue them. The WLA Treasurer may fulfill either of these duties, if necessary, but not both at the same time.
- B. WLA shall carry insurance coverage which protects for employee dishonesty.
- C. All transactions may be reviewed by the WLA Treasurer.

410.86 BANKING

It shall be the policy of the Association to have both a checking and a savings account for Association funds.

410.87 AUDIT/FINANCIAL REVIEWS

See Bylaws, Article VI, Section 10.

The Board shall review and accept Association financial statements as a part of their regular meetings.

420.1 WLA PUBLICATION DEFINED

- A. Is an item of communication in any medium or format.
- B. Has permanence, i.e. can be stored, retrieved and used after its original delivery.
- C. Bears the ownership imprint of WLA and, if applicable, one of its units.
- D. Is copyrighted, if appropriate, by WLA.
- E. Implies WLA responsibility and liability for its contents.
- F. Excludes conference and other unit meeting announcements or brochures. (The WLA Board of Directors or individual WLA units may establish policies related to public relations, membership brochures, and other short-lived and/or ephemeral items.)
- G. Includes WLA and unit home pages and other electronic files that are intended to be accessible by the general library community over time.

420.2 PURPOSES FOR PUBLICATIONS

- A. To provide members of the Association information about WLA, its operation, programs and policies.
- B. To aid in the development of an archival record.
- C. To share among WLA members information about librarianship and its practice.
- D. To inform those outside the Association about the Association and about library practice, especially in Wisconsin.
- E. To provide, in some instances, a source of revenue.

420.3 PUBLICATIONS ARCHIVES

For archival purposes, copies of all WLA and WLA unit publications will be filed at WLA headquarters. Units are responsible for depositing two (2) copies of their publications with the WLA Executive Director.

A copy of the WLA Web site and all committee and unit Web sites will be printed for archival purposes when the site is initially made public, after any significant reorganization or changes, and once each year thereafter.

420.4 *WLA NEWSLETTER* EDITORIAL POLICY

Selection and space allocation for newsletter articles are based on standard news values of recency, proximity, and impact to the audience, as well as the priorities of the Association. The target audience for the newsletter is the statewide Association membership. Recency, or immediacy, refers to timeliness of an event: has it occurred in recent history for the date of publication in which it appears or is it an anticipated event or project? Proximity describes the geographic "closeness" of news: is it a program in Wisconsin or Illinois; Chicago or New York? Impact is the degree to which a program or event affects people, usually assessed by the numbers affected. Newsletter articles are chosen according to their relative news value. Priority must be given to those stories which are timely, especially future events and programs: to the events which occur in Wisconsin; and to the programs that have impact on the largest number of Association members. Such decisions are made by the newsletter editor with broad guidance from the WLA Board and the WLA Executive Director on Association priorities.

In general, articles are selected according to the above criteria without issue-by-issue space guarantees for the following reasons:

-to serve growing, variable, and competitive publicity needs from diverse groups within the Association;

- to maintain the newsletter as a flexible communication channel for the entire Association across situations and times; and
- to optimize limited newsletter resources of frequency and space.

- A. The *WLA Newsletter* is published for the benefit of the entire Association and carries information that is designed to promote and improve information services to the greater Wisconsin library community. Unit newsletters are published for the benefit of the particular unit and carry information of interest to the membership of that unit only.
- B. Units are encouraged to submit information to the *WLA Newsletter* that would be of interest to the entire Association membership.
- C. Inclusion of unit information in the *WLA Newsletter* will be at the discretion of the newsletter editor.

All WLA subdivisions and members are invited to submit news and feature content or to suggest ideas for development of the newsletter. These may be sent to the editor. Style for copy editing is based on the Associated Press *Stylebook*. To improve planning, feature ideas should be discussed with the editor before they are written.

Photos are welcome. They should be a minimum 3 x 5" size. The use of photos to illustrate articles, or as independent items, also will follow news value criteria.

Signed letters to the editor that include the author's affiliation are invited for publication. They may be edited for length.

420.5

#### POLICIES AND STANDARDS FOR THE WISCONSIN LIBRARY ASSOCIATION WEB SITE

- A. **Purpose of the WLA Web Site:** The WLA web site is a place to access official WLA information and to disseminate information to WLA members and the communities they serve.

Authentication and Reliability of Information Content. Official information on the web requires the same scrupulous attention as does a print publication. Online documents should be considered the official version unless an explicit disclaimer notes otherwise.

- B. **Obtaining a Unit Web Page and Server Access:** WLA provides web pages and server access for each unit. Each unit chair is responsible for the content and upkeep of the web page(s) within the context of the WLA web policies and standards, and should identify a contact person in the unit who is authorized to maintain the web page(s) as unit web editor. Each unit chair is required to provide the WLA office with current contact information for the web editor. WLA information must be maintained on the WLA web server.

- C. **Design Standards:** WLA tries to maintain an image that best represents the Association. For the image to be effective and recognizable it must be presented consistently and across all media. WLA has chosen a content management system with consistent templates and menus across all pages. The template includes WLA identifiers. Unit pages identify the unit; sub navigation is provided where necessary.

1. Currency

Keep web pages updated. For pages that do not require regular changes, the pages should be reviewed at least annually.

2. Verification of links.

Each web editor is responsible for verifying links to other Internet sources.

3. Duplication of information

Web editors should link to information elsewhere on the site rather than duplicating information. This will help ensure that users will see the most current information. Examples include the membership form and legislative agendas. The WLA Communications Advisory Committee reserves the right to remove duplicative content.

4. Publishing Guidelines

Documents created offline should be published as html articles on the website to enable search functionality. Materials pertaining to the business of WLA or provided as a membership benefit will require a member login to access. Those materials include, but are not limited to, newsletters, minutes, agendas, committee or board project reports and working papers.

5. Check Work

All information should be complete, accurate, spell-checked, and proofread. WLA uses the AP Stylebook.

**D. Accessibility Standards**

The WLA website is designed to be Section 508 compliant. Web editors should provide a text equivalent (ALT-tag) for every non-text element.

**E. In Support of This Policy**

The WLA Communications Advisory Committee will enforce web policy. Pages that do not meet the policies and standards will be removed from the web server until they comply. Those who need assistance in complying should contact the WLA Communications Advisory Committee Chair.

**F. Resolution of Policy Disputes**

The WLA Board of Directors will resolve disputes on issues or interpretation of policy.

420.6

**GUIDELINES FOR UNIT PUBLICATIONS**

The *WLA Newsletter* and unit newsletters and directories serve complementary purposes. The *WLA Newsletter* focuses on the organization; the unit publications focus on professional function.

A. Guidelines consistent with the policies established by the WLA Board of Directors, should be developed by all units which have or plan to have newsletters or other serial publications. These guidelines should include information on libelous statements; WLA's tax status and its impact on newsletter content; the development of an editorial policy and practical information regarding the production and distribution of the newsletter. Each unit should develop a clear policy statement delineating the purpose of the publication and the types of articles which will and won't be carried.

B. Communication channels such as newsletters and directories are legitimate ways in which units may serve their members and therefore should be considered in response to budgetary reality. If WLA funds are tight, all units will have to limit their activities in



some fashion.

- C. The *WLA Newsletter* editor should be placed on the mailing list for each unit newsletter so that the editor would be aware of information which might be included in the *WLA Newsletter* and the units should be reminded to submit additional material appropriate to the *WLA Newsletter*.

#### 420.7 RIGHTS AND PERMISSIONS POLICY

430.71 AUTHORIZATION: Responsibility of the WLA Board of Directors.

430.72 INTRODUCTION:

In order to guarantee protection and yet not restrict use for educational and scientific purposes, the Wisconsin Library Association (WLA) has adopted this policy on rights and permissions, based on the American Library Association's "Statement of Policy: Rights and Permissions."

420.73 COPYRIGHT OF WLA PUBLICATIONS

- A. WLA owns the copyright in and to all works prepared by its employees within the scope of their employment.
- B. WLA shall obtain a written assignment of copyright signed by each author and contributor to WLA publications, (as defined in the WLA Organizational Manual 420.1 who is not an employee of WLA. At its discretion, WLA may provide remuneration to any such authors or contributors. (See section 420.8 for the necessary form for copyright assignment.)
- C. The WLA Board of Directors shall decide when registration of copyright for a particular publication shall be applied for, and the WLA Executive Director shall then apply for such registration. Registration of copyright shall be in the name of WLA, rather than its Units.
- D. All WLA publications shall contain the following notice:  
Copyright cxxxx Wisconsin Library Association.

420.74 PERMISSIONS POLICY FOR WLA PUBLICATIONS

- A. The policies that follow are intended to encourage educational and scholarly uses of WLA published materials and to control un-authorized commercial use of such materials. The intent here is to protect the rights and interests of WLA and its publications.
- B. Publications issued under WLA's imprint may be quoted without specific prior permission in works of original scholarship for accurate citation of authority, or for criticism, review, or evaluation, provided that proper credit is given.
- C. The waiver of requirements for specific permission does not apply to quotations that comprise complete entities within themselves; for example, whole documents, essays, journal articles, charts, tables and illustrative materials.
- D. Commercial uses of WLA publications require specific permission (See section 420.74)
- E. WLA shall carry out the policy in a consistent manner that is fair to the party requesting permission, the WLA publication, WLA, and the scholarly and professional community.
- F. The procedural guidelines that follow are subject to change and are not part of the above policy statements.

420.74 PROCEDURE FOR GRANTING PERMISSION TO QUOTE OR TO

REPRODUCE WITHIN THE FAIR USE GUIDELINES OF THE COPYRIGHT ACT

- A. Permission to quote or to reproduce materials that fall within the fair use guidelines of the Copyright Revision Act of 1976 as outlined in the WLA Rights and Permissions Policy, above, shall be granted by the WLA Executive Director in consultation, when necessary, with the WLA Unit responsible for the publication.
- B. A copy of the letter requesting permission to quote or to reproduce shall be kept on file at the WLA office. If the WLA Executive Director grants permission to quote or to reproduce, a copy of the letter shall be forwarded to the WLA Unit responsible for the publication.
- C. Two copies of the work in which WLA material appears shall be requested, one for the WLA office files, and one for the WLA Unit responsible for the publication quoted or reproduced.

420.75 PROCEDURE FOR GRANTING PERMISSION TO QUOTE OR REPRODUCE BEYOND THE FAIR USE GUIDELINES OF THE COPYRIGHT ACT

- A. Requests to quote or to reproduce beyond the fair use guidelines (for example: entire documents, essays, sections, chapters, tables, or charts from WLA publications) shall go initially to the WLA Executive Director, who will determine the procedure to be used in handling the request consistent with the WLA Rights and Permissions Policy. WLA Units which receive the initial request for permission shall forward it to the WLA Executive Director.
- B. The WLA Unit which is responsible for the publication shall be informed of the request to use the material and shall be consulted on said use. The authority to grant permission to quote or reproduce rests with the WLA Executive Director and the WLA Unit responsible for the publication. In the event of disagreement, final authority shall rest with the WLA Board. Permission may be denied entirely if the proposed publication is in competition with the publishing interests of WLA.
- C. The WLA Board shall determine the amount of the fee to be charged (if any), dependent on the commercial potential of the project for which permission is being requested. (See Section 420.9 for the necessary form granting permission.)
- D. The WLA Board shall determine the allocation of the fee.
- E. Two copies of the work in which WLA material appears shall be requested, one for the WLA office files, and one for the WLA Unit responsible for the publication quoted or reproduced.
- F. Requesters of WLA material are referred to the latest edition of the *Chicago Manual of Style* for commonly accepted guidelines regarding responsibilities, requirements, and methods for securing rights and permissions.

420.8 COPYRIGHT ASSIGNMENT FORM

\_\_\_\_\_ of \_\_\_\_\_  
(Author's Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Author's Address)

for good and valuable consideration hereby assigns and conveys to the Wisconsin Library Association, 4610 South Biltmore Lane, Suite 100, Madison, WI 53718-2153, all rights, title and interest in the copyright in and to the work, or joint work, the

(Describe the work: book, chapter, article, graph, etc)

titled  
(hereinafter referred to as "the work").

The undersigned represents and warrants that the work, or contribution to the work, is the author's sole and original creation and that the author has not already assigned or otherwise granted any rights in the copyright in and to the work, or any part of the work.

\_\_\_\_\_  
(Signature of author)

\_\_\_\_\_  
(Date)

420.9 PERMISSION TO QUOTE OR TO REPRODUCE WITHOUT FEE FORM

TO:

FROM: \_\_\_\_\_, WLA Executive Director

SUBJECT: Permission to quote or to reproduce without fee

DATE:

We are pleased to grant you permission to \_\_\_\_\_ quote or to \_\_\_\_\_ reproduce without fee from the following source:

Use the following credit line for articles, sections charts, etc:

Reprinted by permission of the Wisconsin Library Association from (article, title, author, publication title, issue, date and pages) copyright c xxxx by the Wisconsin Library Association.

Use the following credit line for books:

Reprinted by permission of the Wisconsin Library Association from (author, title, place of publication, publisher, date) copyright c xxxx by the Wisconsin Library Association.

Send two copies of your publication to us.

---

WLA Executive Director

## 430 MEMBERSHIP POLICIES

### 430.1 MEMBERSHIP CATEGORIES:

- A. Personal/individual members: Any individual employed in a library, library trustees, students, or friends of libraries. Only personal members of the Association have the right to vote in business meetings, elections, or referenda and hold office in the Association or any of its units.
- B. Institutions: Libraries, library schools, library systems, library councils, and library consortia.
- C. Not-for-profit: Any not-for-profit organization other than those defined as institutions above, including Friends of Libraries.
- D. For profit organizations such as vendors, but not libraries.
- E. Retired and Life Members: To qualify for reduced WLA dues as a retired member, an individual must draw retirement income, not be actively employed and have been a WLA member for the previous three years. To qualify for free lifetime WLA membership status, an individual must draw retirement income, not be actively employed and have been a WLA member for the previous 25 consecutive years. Life members of WLA shall receive full personal membership for life without payment of additional dues.
- F. Honorary members: An honorary, non-voting membership may be conferred by the Board of Directors.

### 430.2 MEMBERSHIP BENEFITS:

- A. Individual members shall be eligible for membership in one division and two Association sections or round tables without payment of additional dues. Honorary and life members shall be eligible for membership in one division and one section or round table without payment of additional dues. Individual, honorary, and life members may join additional units by payment of additional dues, as determined by the WLA Board.
- B. Not-for-profit, institutional and vendor members (hereinafter referred to as “institutional members”) shall be eligible for membership in all units without payment of additional dues.

One individual employed by a library that is an institutional member may attend each WLA or unit conference at the member registration rate, even if that individual does not hold a personal membership in WLA.

A not-for-profit or vendor that is an institutional member may designate one individual as its representative. That designate shall be considered an individual member with all the rights and privileges of individual membership. That individual shall receive communications from WLA on behalf of the institutional member.

- C. All members of the Association shall receive the *WLA Newsletter* and the *Membership Directory & Handbook*, when published, and any general information mailings sent out by the Association.

### 430.3 RECRUITMENT & RETENTION:

WLA shall provide general membership recruitment materials for the use of all units. A unit wishing to produce dedicated membership promotional materials may expend project funds for this purpose.

## 440 OTHER POLICIES

### 440.1 RECORDS SCHEDULE

In order to provide for the preservation of documents which reflect the policies, history and development of the Association, the WLA Board has developed the following policy for the retention and preservation of Association records. The full records schedule and instructions are included in the WLA Leadership Manual. This records' schedule and instructions should be reviewed periodically by the WLA Board.

#### A. WLA BOARD AND COMMITTEES RECORDS

1. Each chair or officer maintains current files and those of his/her predecessor for three years beyond the year of creation. (For example, records created in 1992 should be kept until January 1, 1995.) Files should be kept by year and a new set of files created on January 1 of each new year.
2. Each chair or officer sends permanent files (Minutes and Agenda, Membership Lists, Goals and Objectives statements, Final Reports, Policy/Substantive Correspondence) that date to three years prior to the current year to the WLA office within the first three months of the year. (For example, permanent records created during 1992 should be sent to the WLA Office during the first three months of 1995.)
3. Each chair or officer should destroy records older than three years that are not considered permanent records. These records include routine committee correspondence and committee working papers. If in doubt as to whether records should be destroyed, the chair or office should consult with the WLA Executive Director.

#### B. UNIT RECORDS

1. Each chair or officer maintains current files and those of his/her predecessor for three years beyond the year of creation. (For example, records created in 1992 should be kept until January 1, 1995.) Files should be kept by year and a new set of files created on January 1 of each new year.
2. Each unit chair or their designee should compile permanent files (unit Board and Executive Committee Minutes and Agenda, Membership Lists, Goals and Objectives statements, Final Reports, Policy/Substantive Correspondence, Newsletters, Brochures, Pamphlets, Flyers, Final Conference Programs) from unit officers and committee chairs that date to three years prior to the current year and send to the WLA office within the first three months of the year. (For example, permanent records created during 1992 should be sent to the WLA Office during the first three months of 1995.)
3. Each unit chair or their designee should destroy records older than three years that are not considered permanent records. These records include routine committee correspondence and committee working papers. If in doubt as to whether records should be destroyed, the unit chair or their designee should consult with the WLA Executive Director.

### 440.2 PRIVACY OF MEMBERS' CONTACT INFORMATION

A. Releasing member contact information for promotion of non-WLA activities is prohibited.

1. Contact information will be provided to units for use in official WLA activities.
2. If the WLA Board approves a partnership with an outside entity, the partnership agreement shall describe approved use of contact information for the purposes of

promoting the benefits of said partnership.

3. Exceptions to the policy may be granted with the approval of the Board President.

440.3

#### GUIDELINES FOR WRITING AND PRESENTING RESOLUTIONS AT THE WISCONSIN LIBRARY ASSOCIATION ANNUAL MEETING:

Any member or unit of the Association may submit resolutions concerning substantive matters for the consideration of the membership. The following guidelines are intended to assist in the preparation of resolutions and be helpful in expediting the business of the Association. A suggested format may be obtained from the WLA office.

The Parliamentarian is charged to provide an advisory function in the preparation of resolutions. Members are encouraged to request the assistance of the Parliamentarian as much in advance of the annual conference as possible.

##### A. WRITING A RESOLUTION: All resolutions should be composed according to the following guidelines:

1. The resolution shall be related to the purposes of the Wisconsin Library Association, Article II: to communicate that library and information services address essential informational, educational, cultural and recreational needs within Wisconsin; to support efforts to assure the people of Wisconsin access to the broad range of views about issues of importance to them; to take positions on current critical issues related to library and information service.
2. The resolution should address only one topic or issue.
3. The resolution should be complete so that upon passage it becomes a clear and formal expression of the opinion or will of the assembly.
4. The intent, objective, or goal of the resolution should be clear to all. The resolution should make clear whether it concerns a general WLA policy, a viewpoint, or a call for specific action.
5. If the resolution calls for a specific action, or program, with a timetable, the timetable shall be clear.
6. If the resolution has fiscal implications for the Association, an estimate of costs to be incurred should be included.
7. Each resolution must be submitted by a voting member of the Association and must indicate the initiating individual or unit.

##### B. PRESENTING A RESOLUTION: It is desired that all resolutions shall be presented in writing to the Parliamentarian for preliminary review, numbering, and forwarding in accordance with the guidelines approved by the Board. After review, resolutions are referred to the Board. The earlier a resolution is presented, the greater will be the opportunity for it to receive an adequate hearing and discussion by the members.

1. If presented at least 30 days prior to the date of the annual business meeting, the Board-approved resolutions will be placed on the Annual Business Meeting Agenda.
2. Resolutions submitted after the 30-day deadline but at least 24 hours before the annual business meeting will be reviewed by the Parliamentarian, posted on the officially designated Conference Resolutions Board, and reproduced for the annual business meeting and forwarded to the President by the Executive Director for addition to the agenda.
3. Resolutions submitted after the 24-hour deadline may not be posted, but may be presented by the concerned individual for addition to the agenda of the business meeting by a two-thirds vote.
4. WLA Bylaws, Article V, Section 2: Motions or resolutions which do not result from

official WLA units' action, and which have not been placed on the agenda by the Board of Directors at least 24 hours before the business meeting, can only be added to the agenda during the business meeting by the approval of two-thirds of the members present and voting.

If a resolution is not approved for addition to the agenda by action of the WLA Board or the President, the presenter shall be notified. The resolution may be presented by the concerned individual for addition to the agenda of the business meeting by a two-thirds vote.

#### 440.4 ACCESSIBILITY

It is the policy of the Wisconsin Library Association (WLA) to provide for the reasonable accommodation of individuals with disabilities. WLA asserts that no qualified member of this association shall solely by reason of disability, be denied reasonable access to, participation in or the benefits of any program or activity of the WLA, its units and committees. This same policy will be extended to include any disabled person who participates in or wishes to attend WLA functions open to the general public. To that end, WLA will comply with regulations and guidelines of Title III of the Americans with Disabilities Act (ADA) (Public Law 101-336). The Wisconsin Library Association (WLA) and its units and committees will meet only in facilities or areas in facilities which comply with Title III of the ADA. Reasonable accommodations for accessibility which do not impose an undue burden on WLA will be provided in a timely, equitable manner.

##### 440.41 Accessibility Policy Guidelines

- A. Funding: A line item has been established as part of the general budget of the Wisconsin Library Association to fund the costs associated with accessibility. These funds are available to all WLA units and committees so that the financial responsibility for complying with the ADA can be assumed on an association-wide basis.
1. As part of the annual budget process, the finance committee will examine the number of requests for use of this fund and the balance to determine if this fund needs to be augmented.
  2. Chairs of WLA units and committees may access this fund. When requests are received for accommodations for meetings or conferences or if a disabled WLA member needs assistance to work on WLA-related activities, chairs will notify the Executive Director at the WLA office. Requests for ADA contingency funds must be made prior to expenditure. The Executive Director will coordinate the response to this request for accommodation and issue the funds to cover the costs.
  3. If the requests for use of these funds exceeds the amount set aside, the WLA Executive Director shall consult with the WLA Finance Committee as to whether funds are available to add to this line of the budget and, if so, where to draw them from.
- B. Planning for Meetings and Conferences
1. The Wisconsin Library Association (WLA) and its units and committees will meet only in facilities or areas in facilities which comply with Title III of the ADA.
  2. Guidelines have been developed for WLA members who are planning meetings and conferences on how to make the WLA activities as accessible as possible.



C. Wisconsin Library Association Office and Staff

1. WLA staff will assist in site selection for WLA events, coordinate requests for special accommodations at WLA events and monitor requests for ADA contingency funds.

440.5 UNIT VIABILITY

- A. Each unit of WLA should have, in their bylaws, the purpose of their unit. If a unit is to be considered a successful unit of WLA, it must, first and foremost, meet the purposes for which it was established.
- B. WLA is concerned that each unit be a contributing, member-responsive, part of the overall organization. The purpose of this checklist is to indicate warning signs that a unit may be having difficulty so that action can be taken before the unit fails. Does the Unit:
  1. Conduct an annual business/membership meeting?
  2. Complete annual election of officers?
  3. Submit annual budget requests?
  4. Contribute in the long range planning process?
  5. Periodically communicate with its members?
  6. Conduct programming consistent with the purpose of the unit?
  7. Conduct at least three programs during a five-year period?
  8. Have at least one meeting/conference all of the elected officers during the year?

440.6 VENDOR/DONOR SOLICITATIONS

WLA established this policy to clarify the principles/guidelines for use by WLA and its units in the process of procuring vendor support, to coordinate contacts with vendors and to ensure that WLA and its units work in a complementary effort concerning solicitations.

440.61 Definitions:

Donations: Money, products or services given to WLA, or a unit(s), as a gift or as full or partial sponsorship of awards, honors, projects or programming.

Donor: An individual, organization or business.

440.62 Operating Principles:

- A. WLA and the donor should have clear and complementary goals, principles and ethics.
- B. Any conditions or restrictions attached to the donation must be acceptable to WLA.
- C. WLA will strive to establish a partnership with donors over time, although short-term and one-time contributions will be welcomed.
- D. Contributions may be designated for specific events or programs. General contributions may be used at WLA's discretion.
- E. WLA reserves the exclusive right to seek exhibitors at its annual fall conference. WLA also retains the exclusive right to seek advertising contributions for its various publications.

440.63 Unit Guidelines:

- A. In all cases, units must communicate all vendor contacts to the Executive Director.
- B. The Executive Director has the authority to direct and coordinate unit and association contacts regarding contributions.
- C. Following consultation with the Executive Director, units may also seek vendor

- contributions (materials or funding) for any general projects or specific activities.
- D. Units may not seek vendor exhibits at their spring conferences.
- E. Units may not obtain advertising for any of their unit publications.

#### 440.7 LEGISLATIVE PROPOSALS: PROCEDURES AND GUIDELINES FOR WLA UNITS AND COMMITTEES

The Wisconsin Library Association, as an organization that represents the interest of hundred of librarians and libraries of all types, has a definite role in being involved in the legislative issues and discussions within our state. Proposed legislation can come from any part of the state and can affect the entire library community, or specific units of WLA. In order to provide some internal mechanism for the development of official Association responses and positions on legislative issues, these procedures and guidelines were adopted.

It is extremely important to have unified stands when approaching legislators. Attempts to influence the state's legal process must have a coherent, coordinated approach to ensure that Association priorities are followed and that "mixed signals" are not being heard. The use of the name of the Wisconsin Library Association or its units/committees must only be utilized for official positions. Individual members are encouraged to participate in the legislative process, but they cannot use the WLA name to promote their personal views. The Library Development and Legislative Committee is charged with reviewing legislative issues and proposals of the Association, and is to make recommendations for the Board of Directors' consideration. An appeals process is included so that units/committees can ask for reconsideration of an LD&L decision. Because the legislative timetable can be unpredictable, an emergency procedure is included to ensure WLA review and involvement on short notice. To ensure compliance within the WLA tax exempt status, and to monitor legislative expenses, a centralized source of funds has been budgeted for use by the Association and its units/committees for legislative action.

- A. When the WLA Board takes a specific position on a legislative matter, no unit or committee of the Association may take a contrary stand to that position. If the WLA Board chooses not to take a legislative position on an issue, units may develop their own position and use their units' name in promoting that position.
- B. All legislative proposals and initiatives from units/committees must be first referred to the LD&L Committee. LD&L must then report to the WLA Board of Directors on its recommendations. Any unit/committee that differs with LD&L's recommendations can directly appeal to the Board.
- C. Individual members may act independently on any legislative matter, but cannot use the WLA name or any of its units/committees in association with those independent actions.
- D. When the legislative timetable prevents a timely approach of the LD&L Committee and WLA Board regarding new legislative matters and priorities, unit/committee chairs must first contact the WLA Legislative Advocate who will consult with the LD&L Chair and/or the WLA President to develop an Association position as stated in the Organization Manual 330.685. If the WLA Legislative Advocate is unavailable, the LD&L Chair and/or WLA President will serve as the contact.
- E. When units/committees act to affect legislative matters, such as a mailing to their members, contacts with legislators or state committees, or presenting testimony at hearings, that unit/committee must first consult with the Legislative Advocate on its intended actions.
- F. Units and committees may not use their operating budget for promoting legislative matters, a centralized budget will be provided for that purpose. The Units/committees

may request the LD&L Committee to expend monies from this budget on their behalf. If funding is insufficient for LD&L approved legislative activity, the units/committees can utilize either its project or operating budget funds by transferring money to the legislative account to fund the proposed activity. Any transfer of funds must be reported to the Executive Director for record-keeping purposes.

#### 440.8 RELATIONSHIPS TO OTHER ORGANIZATIONS/AFFILIATIONS

In pursuing its goals and objectives, the WLA and its units may form relationships with other organizations having similar purposes. Such relationships require WLA Board approval. The Board may refer to a task force requests from other organization for affiliation with the Association and may initiate WLA requests for affiliation with other organizations for evaluation and recommendation.

- A. WLA's primary objective for entering into joint relationships with other organizations and business enterprises should be:
  - 1. To help the Association achieve its mission.
  - 2. To fulfill a specific need related to current WLA goals and objectives or to contribute in a significant way to the cooperating organization while using WLA's name and its resources effectively.
  - 3. To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.
- B. Joint relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated.
- C. Effective joint relationships are based on the following criteria:
  - 1. The relationship is, as much as possible, reciprocal in that there are mutual needs and a sharing of purposes.
  - 2. The structure and level of the relationship represents the best method of accomplishing the purpose or meeting the need.
  - 3. The appropriate personnel are available and the time and talent are being or will be used effectively.
  - 4. Costs in time and money are justified by the results.
  - 5. Useful reporting devices are designed and used.
- D. The need for the relationship is evaluated periodically. Formal joint relationships require a written agreement which, among other things, specifies that WLA retains control of the use of its name and that reports and evaluations be made periodically.
- E. Joint relationships with other organizations or business enterprises do not necessarily imply WLA endorsement of their policies, products or services.

#### 440.81 CRITERIA AND PROCEDURES FOR AFFILIATIONS:

- A. An organization being considered for affiliation should be not-for-profit.
- B. The organization should have interests consistent with WLA mission and goals.
- C. The organization's constitution and bylaws do not conflict with WLA.
- D. The organization does not discriminate in its membership on the basis of race, creed, color, sex, sexual orientation, age, physical handicaps or national origin.
- E. Applications for affiliation should be supported by:
  - 1. a statement including the year of founding; the total number of members; a list of journals and other publications, if any; or other evidence of interest in libraries and librarianship or information science.
  - 2. brief history of the organization, including its mission and goals.
  - 3. a copy of its current constitution and bylaws.

4. the names and addresses of current officers.
  5. a statement of ways in which the applicant (either the organization applying for affiliation or the WLA officer or unit applying for WLA affiliation with an outside organization) visualizes cooperation with WLA.
  6. a statement that the organization does not discriminate in its membership on the basis of race, creed, color, sex, sexual orientation, age, physical handicaps, or national origin.
- F. The WLA Executive Director will provide the above information to interested organizations and will receive the requests for affiliation. He/she will forward the requests to the Vice President/President Elect.
  - G. The WLA Board Task Force will review the documents listed in #5 above to make a recommendation to the Board.
  - H. The WLA President will notify the applicant of the outcome of the vote.

#### **440.9 ESTABLISHMENT OF NEW AWARDS/ DISCONTINUING OR SUSPENDING AWARDS**

##### **I. ESTABLISHMENT OF NEW AWARDS**

A request that a new WLA or unit award be established may come from any member or unit of the Association or from any individual or group outside the Association interested in the recognition and development of libraries and librarianship. The following points should be carefully considered before a new WLA award is established:

- A. The intent and purpose of the individual or group making the proposal or donating a sum of money to be used for awards purposes. WLA awards shall recognize significant achievements within the profession and not serve primarily as advertisements for the donor.
- B. The existence of already established awards in the same or similar areas of interest, since overlapping awards is to be avoided. Established WLA awards, which are administered and selected by the WLA Awards and Honors Committee, are: WLA/DEMCO Librarian of the Year (\$1,000); Library of the Year; Trustee of the Year; Muriel Fuller Award; Special Service Award; Citation of Merit; WLA/Highsmith Award (\$1,000).
- C. Established WLA awards, which are administered and selected by individual WLA units, are: WLA Literary Award – WLA Readers Section, Literary Awards Committee; Elizabeth Burr/Worzalla Award – WLA Youth Services Section, Children’s Book Award Committee; WLA/WEMTA Intellectual Freedom Award – WLA/WEMTA Intellectual Freedom Award Committee; Public Policy Award – WLA Library Development and Legislation; Wisconsin Distinguished Document Award – WLA Government Information Round Table; Rising Star Award – WLA New Members Round Table; Paralibrarian of the Year Award – Support Staff & Circulation Services Section.
  1. The monetary award to the winner.
  2. Five-year commitment of funding.
  3. The WLA Board of Directors will consider the administrative costs in reviewing a request for a new award, and the cost of administering an award.
  4. Administrative Costs. For awards by a unit of WLA, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed. The purpose of the administrative fee shall be to pay for:
    - a. Costs of preparation, printing and distribution of award criteria and nomination forms.

- b. Costs for preparing appropriate citations and/ or plaques.
- c. Publicity and promotion of the award.
- d. Expenses for the award presentation ceremonies.
- 5. The practicality of administering the proposed award:
  - a. A workable set of objective standards for selecting a winner is needed.
  - b. Awards demanding large or bulky mailings of material among members are to be avoided.
  - c. The availability of appropriate candidates is essential.
- 6. The life expectancy of the award:
  - a. A date for the WLA Board of Directors to review and determine the continuation of an award should be set at the time an award is established.
  - b. A trial period of three years is usual.
  - c. Funding to insure the continuation of recognized awards of five or more years standing is to be encouraged.

**D. Submission of New Award Proposal** Award proposals should be submitted electronically or in print format, following the format outlined below, to the President of the WLA Board of Directors, with a copy sent to the Executive Director of the WLA and will be considered at a scheduled WLA Board of Directors meeting at the President's discretion.

**E. Approval of New Award** Should a proposed award be deemed appropriate and approved by the WLA Board of Directors according to the policy noted above, the individual, member, or unit chair will be notified by the WLA President and, if appropriate, the donor will be informed of the approval of the award. The individual, member or unit chair should be available to discuss the proposal at a regular meeting of the WLA Board of Directors.

**F. Denial of New Award** Should a proposed award be deemed inappropriate and not approved by the WLA Board of Directors, a recommendation for its rejection is sent to the member or unit chair proposing the award and should indicate the reasons for not approving the proposal. A revised proposal can be submitted to the WLA Board of Directors.

**G. Presentation of Awards** The WLA Board of Directors must approve when, where and how new awards will be presented.

- 1. The following awards, if awarded in any given year, will be presented at the annual WLA conference Awards Banquet: WLA/DEMCO Librarian of the Year (\$1,000); Library of the Year; Trustee of the Year; Muriel Fuller Award; Special Service Award; Citation of Merit; WLA/Highsmith Award (\$1,000); WLA Literary Award – WLA Readers Section, Literary Awards Committee; Elizabeth Burr/Worzalla Award – WLA Youth Services Section, Children's Book Award Committee; WLA/WEMTA Intellectual Freedom Award – WLA Intellectual Freedom Round Table; Rising Star Award; Paralibrarian of the Year Award – Support Staff & Circulation Services Section; and other awards as approved annually by the WLA Board of Directors.
- 2. The following award, if awarded in any given year, is presented at the annual WLA Library Legislative Day: Public Policy Award – WLA Library Development and Legislation
- 3. The following award, if awarded in any given year, is presented at the annual WLA Government Information Day: Wisconsin Distinguished Document Award – WLA Government Information Round Table

**H. Format For Preparing An Award Proposal**

1. Name of Award
2. Definition, Purpose and Criteria: Specify the person(s) or group(s) eligible to receive the award, the purpose(s) for which the award will be given, and a brief outline of the criteria to be followed in selecting a winner. If a WLA unit, specify unit presenting award.
3. Number and Frequency of Award: Designate the number of possible recipients at any one time and the frequency that the award is to be presented. State if a suitable candidate is not found, the award will not be presented that year.
4. Selection of Jury to Administer the Award: Indicate the person who appoints the committee to administer the award; what, if any, particular group or groups from which the juries will be chosen; the number of jury members and any special qualifications needed by the jury members.
5. Deadline for Nomination of Candidates: Specify the date nominations are due and the form that nominations will take, e.g., a statement of outstanding contributions, etc. Unless otherwise specified the deadline for nominations should be August 1.
6. Screening of Candidates and Recommendations: Indicate the process to be used in determining the award recipient.
7. Presentation of the Award: Specify dates for the announcement and presentation of the award. WLA awards should be designated for presentation at an appropriate meeting, e.g. Awards Banquet, at the Annual Conference. Announcement and presentation of the award at the annual Awards Banquet needs WLA Board approval.
8. Form and/or Type of Award: Designate the form and/or type of award to be given. (e.g. cash, citation, medal, etc.)
9. Donor: Specify the individual, group, institution, etc. who will provide funds for any cash award to be given and the administrative expenses incurred.
10. Contact Person: name, address, and telephone number, fax or email. Those preparing new awards should be present in person or via phone conference when the WLA Board of Directors considers the proposal.

**II. DISCONTINUING OR SUSPENDING AWARDS** WLA awards may be discontinued or suspended for any of the following reasons: General lack of interest in the award as shown by the failure of a jury to receive any nominations or applications for the award for three consecutive years. 2. Inability of three consecutive juries to make a selection of a winner because the terms of the award are not relevant, impractical, or outdated. 3. Continuing pressure on a jury to influence the selection of a winner. 4. Withdrawal of financial support by the donor. 5. Any other reasons deemed appropriate by the WLA Board of Directors. A recommendation to discontinue or suspend an WLA award is presented to the WLA Board of Directors for action.

**A. Sunsetting Procedures.** If an award is discontinued or suspended for any one of the reasons stated above, a statement indicating one of the following reasons should be received by the President of the WLA Board of Directors:

1. A letter from the donor indicating the reason for discontinuation of the award, preferably six months to one year prior to discontinuation.
2. If applicable, a letter from the estate of a personal donor in the event of death indicating procedures for the continuation or discontinuation of the award.
3. A letter from the individual, WLA member, or WLA unit indicating the reason for discontinuation and the effective date, preferably six months to one year prior to discontinuation.

**441 WLA Conflict of Interest Policy**

Individuals holding key positions of authority in the association – including, but not necessarily limited to, members of the Executive Committee, other elected officials, committee and task force chairpersons or co-chairpersons, all members of the Conference Committee, and unit officers – must not use these positions for their own direct or indirect personal gain or to unduly benefit a particular library, business, or other organization with which they are associated. All such individuals who become aware of an actual or potential conflict of interest with respect to any matter they are to consider by virtue of their position of authority in the Association shall immediately disclose this conflict and shall neither vote on the matter nor attempt to influence the votes of others. Such points shall be recorded in the minutes of any meeting during which they arise.

All individuals elected or appointed to, or already holding, any of the key positions enumerated above shall be required annually to complete, sign and submit an Agreement Covering Disclosure of Potential Conflicts of Interest in order to assume or remain in these positions.

**Wisconsin Library Association  
Agreement Covering Disclosure of Potential Conflicts of Interest**

I have reviewed, understand, and agree to observe WLA’s Conflict of Interest Policy. In accordance with this policy, I agree to disclose any relationships or potential relationships that could be construed as posing a conflict of interest relating to my service to the Association. Both paid and unpaid affiliations will be disclosed.

SOURCES OF POTENTIAL CONFLICT:

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I agree to bring these interests, as well as other interests which might arise or of which I might subsequently become aware, to the attention of the Executive Board and/or the appropriate committee, task force, or unit when any such interest is germane to a topic under discussion. In addition to disclosing this potential conflict of interest, I shall neither vote on any matter related to this topic nor attempt to influence the votes of others.

I further agree that I will update this statement whenever necessary during my term of service, and I further understand that this statement shall be considered public information within the Association.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Position of authority with WLA

\_\_\_\_\_  
Signature/Date

## 442 Whistleblower Protection Policy

The Wisconsin Library Association (WLA or Association) requires directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the WLA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **A. Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that WLA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations or suspected violations of law or regulations that govern WLA's operations.

### **B. No Retaliation**

It is contrary to the values of WLA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of WLA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **C. Reporting Procedure**

WLA has an open door policy and suggests that employees submit their questions, concerns, suggestions or complaints either verbally or in writing to the executive director. If you are not comfortable speaking with or you are not satisfied with the executive director's response, you are encouraged to speak with the WLA Board President. The WLA Board President is required to report complaints or concerns about suspected ethical and legal violations in writing to the Compliance Officer, who has the responsibility to investigate all reported complaints.

### **D. Compliance Officer**

The WLA's Compliance Officer shall be the past president of the WLA Board, unless he or she is no longer a WLA member; in that case, the WLA Board of Directors shall appoint a Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the WLA Board of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties, if any.

### **E. Accounting and Auditing Matters**

The Compliance Officer shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### **F. Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to



have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**G. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**H. Handling of Reported Violations**

The WLA's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **500 DIVISIONS, SECTIONS, ROUNDTABLES POLICIES AND PROCEDURES**

### **510 DIVISIONS' POLICIES AND PROCEDURES**

#### **510.1 POLICIES AND PROCEDURES OF THE WISCONSIN ASSOCIATION OF ACADEMIC LIBRARIANS**

##### **Article I. Name**

The name of this association shall be the Wisconsin Association of Academic Librarians (WAAL), a Division of the Wisconsin Library Association (WLA).

##### **Article II. Objectives**

- A. To provide an opportunity for discussion and exchange of ideas for persons interested in the problems of university, college, technical, special and research libraries and library education.
- B. To encourage professional growth.

##### **Article III. Membership**

Section 1. Membership shall be open to all persons who are members of the Wisconsin Library Association.

Section 2. All personal members may attend meetings, participate in activities, vote, hold office and receive communications of the Association.

##### **Article IV. Officers**

Section 1. (Revised December 1989) Titles of officers shall be Chair, Past-Chair, Vice-Chair/Chair-Elect, Secretary, Member-At-Large, and Association of College and Research Libraries (ACRL) Chapter Liaison.

Section 2. Terms of office of Association Officers:  
A. Officers, except the ACRL Chapter Liaison, and the Member-at-Large shall be elected for a calendar year term.  
B. The ACRL Chapter Liaison shall be elected for a term of three (3) calendar years.  
C. The Member-at-Large shall be elected for a term of three (3) calendar years.

Section 3. All officers shall be personal members of WLA.

Section 4. Duties of Officers:

- A. The Chair shall:
  1. Be a personal member of ACRL during his/her term of office
  2. Serve as Treasurer for the Association
  3. Make arrangements for the annual meetings
  4. Preside at meetings
  5. Act as liaison with other WLA divisions and sections
- B. The Past-Chair shall:
  1. Serve on the WAAL Board and the Executive Committee for the year following his/her term as Chair.
  2. Provide assistance and historical continuity to the WAAL Board and the Executive Committee.

- C. The Vice-Chair/Chair-Elect shall:
  1. Assist the Chair and succeed the Chair in office.
  2. Plan Division activities for the year the Vice-Chair shall serve as Chair.
  3. Appoint, from the WAAL membership, all standing committees for the year the Vice-Chair shall serve as Chair.
  4. Be responsible for the development and continuation of the planning effort of the Executive Committee.
  5. Prepare the Association budget for the year the Vice-Chair shall serve Chair.
  6. Serve as a member of the Wisconsin Library Association Committee on Appointments.
  7. Be a personal member of ACRL during his/her term of office.
- D. The Secretary shall:
  1. Record minutes of the WAAL Board meetings, the Executive Committee meetings and the Business meetings.
  2. Distribute meeting minutes of the business meetings to members of the Association.
  3. Distribute minutes of the WAAL Board and Executive Committee meetings to WAAL Board members and the WLA Executive Director.
  4. Serve as Treasurer of WAAL at the Chair's direction.
- E. The Member-at-Large shall:
  1. Represent the membership of WAAL on the WAAL Board, WAAL Executive Committee, and the WLA Board.
  2. Maintain the WAAL Bylaws to keep them current and compatible with the WLA Constitution and Bylaws.
  3. Coordinate the WAAL Designated Contacts program.
- F. The ACRL Chapter Liaison shall:
  1. Represent WAAL at the ACRL Chapter's Council at the annual Conference and the Midwinter meeting of ALA.
  2. Report to the WAAL Chair any ACRL activity requiring action by WAAL.
  3. Report to the WAAL membership any information concerning ACRL that may be of interest and benefit to the membership.
  4. Keep ACRL Chapter's Council officers and ACRL Headquarters' staff informed of WAAL activities.
  5. Be a personal member of ACRL during his/her term of office.

**Article V. Nominations and Elections**

- Section 1. Each year the Vice-Chair/Chair-Elect shall appoint at least three (3) WAAL members to serve as a nominating committee for the following calendar year.
  
- Section 2. The nominating committee shall prepare a slate consisting of two (2) nominees for each position to be filled in that year's election. This slate, along with a brief biographical note on each candidate, shall be filed with the WAAL Chair at least four (4) months prior to the next annual WLA conference.
  
- Section 3. Additional nominations may be made to any elective office by filing with the Chair, not less than two (2) months prior to the next annual WLA conference, a petition of nomination signed by at least fifteen (15) personal members of WAAL, accompanied by the written consent of the nominee.
  
- Section 4. A ballot, along with brief biographical notes on each candidate, shall be mailed to each personal member of WAAL at least one (1) month before the annual business meeting

and shall be returned at least ten (10) days before the date of the meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be made by lot.

Section 5. Vacancies shall be filled by special elections or by appointment of the Chair, as approved by the Executive Committee.

## **Article VI. Committees**

Section 1. WAAL Board

A. The WAAL Board shall consist of the elected officers of WAAL, the chairs of all WAAL standing and ad hoc committees, and the legislative liaison.

B. The Board shall conduct the business of the Association between business meetings.

C. All officers and committee chairs shall be voting members of the Board. The legislative liaison is a non-voting member of the Board.

Section 2. Executive Committee

A. The Executive Committee shall consist of the elected officers of WAAL.

B. This committee shall take necessary actions in the interest of the Association between meetings of the WAAL Board, shall perform other duties as specified by the Board, and shall report on its work at the regular meetings of the Board.

Section 3. The standing committees of the Association shall be those designated in the WAAL Procedure Manual.

Section 4. The Chair may appoint additional committees as deemed necessary to carry on the work of the Association.

Section 5. All committee chairs and committee members shall be personal members of WAAL.

Section 6. Legislative Liaison

A. Appointment

1. The legislative liaison is appointed on the suggestion of the WAAL vice-chair/chair-elect, as part of the regular process of the Committee on Appointments.

2. The legislative liaison is appointed for the term specified for WLA standing committee members.

B. Duties

1. Represent WAAL at the WLA Library Development and Legislation Committee meetings.

2. Report to WAAL on legislative issues of concern and interest to members.

3. Serve as WAAL liaison to the ACRL Legislative Network.

## **Article VII. Meetings**

Section 1. WAAL Board meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any three members of the Board.

Section 2. Executive Committee meetings may be called by the Chair at such times and places as he/she may designate and must be called upon the written request of any member of the Committee.

- Section 3. Business Meetings:
- A. The Association shall normally hold two meetings in each calendar year: The Annual Meeting at the time of and in conjunction with the Annual Conference of WLA and another meeting in the spring. A business session shall be held at each meeting.
  - B. Special meetings may be called by the Chair.
  - C. Notice of meetings shall be sent at least thirty (30) days prior to the meeting.
  - D. Members present shall constitute a quorum.

- Section 4. Program Meetings:
- A. The Annual Program Meeting of WAAL may be held at the time and place of the Annual Conference of WLA.
  - B. Additional program meetings may be held at other times of the year as arranged by the WAAL Board.
  - C. Registration fees for additional program meetings may be levied by the WAAL Board.
  - D. Non-members may attend program meetings.

### **Article VIII. Reports**

- Section 1. The Chair shall send reports of all meetings to the President of WLA and to others who request a copy.
- Section 2. Each committee chair shall submit a written annual report of the committee's activities to the WAAL Chair.

### **Article IX. Amendments to the Bylaws**

- Section 1. Proposed amendments to the Bylaws may be introduced at any business meeting and will then be included for discussion on the agenda of that meeting.
- Section 2. All proposed amendments must be approved by the WLA Committee on Organization before being submitted to a vote by the membership.
- Section 3. The proposed Bylaws amendments and a ballot, along with brief statements pro and con, shall be sent to each personal member of the Association in a manner to be determined by the WAAL Board.
- Section 4. Amendments become effective when they have been approved by the WLA Committee on Organization, the WLA Board and by a two-thirds majority of the WAAL members voting.

### **Article X. Relation to Other Organizations**

- Section 1. WAAL shall be an affiliate of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA) as the Wisconsin Chapter of that Association.
- Section 2. WAAL may affiliate with other organizations with the approval of the membership.

## **510.2 POLICIES AND PROCEDURES OF THE WISCONSIN ASSOCIATION OF PUBLIC LIBRARIES**

### **Article I. Name** (Amended October 1999)

The name of this organization shall be the Wisconsin Association of Public Libraries (WAPL), a division of the Wisconsin Library Association (WLA).

### **Article II. Purpose and Responsibilities** (Amended October 1988, 2003)

#### Section 1. Purpose

The purpose of this association shall be to provide opportunities for members of the WLA who are interested in and involved in public library services to meet for discussion of issues relating to public library service and to take action to improve public library service.

#### Section 2. Responsibilities

- A. Within the framework of the WLA to study, improve and implement public library service in Wisconsin.
- B. To cooperate with other WLA units and other library and media-oriented agencies and groups.
- C. To update and encourage use of public library standards.
- D. To develop and recommend means for all persons in the state to have full access to knowledge and information through libraries.
- E. To encourage the professional growth of library staff, cooperate in establishing opportunities for continuing education, and stimulate participation in professional organizations by public library staff.

### **Article III. Membership and Dues**

Section 1. Members of the WLA who designate this division when paying their dues shall be members of the division in accordance with the bylaws of the WLA.

Section 2. Additional dues may be levied or an assessment may be made for special projects as provided by Article VII, Section 4D of the WLA constitution and bylaws.

### **Article IV. Officers and Board** (Amended October 1988; 1995, 2003)

Section 1. The Officers of the division shall be a Chair, a Vice-Chair, who shall be Chair-elect, and a WLA Liaison.

Section 2. The Executive Committee shall consist of the officers, the immediate past-chair of the division who shall act as Secretary, three directors and the chairs of the standing committees.

Section 3. The term of office for the Chair, Vice-Chair and past Chair shall be one calendar year, the membership year of the Association. The term of WLA Liaison shall be three years, with the exception of the 2004-2005 term which shall be two years. The term of office for the three Directors shall be three calendar years, with one Director elected each year. The term of office for standing committee chairs shall be one calendar year. Vacancies occurring in Officers' positions shall be filled through an appointment by the remaining officers. Vacancies occurring in Standing Committee Chairs shall be filled by the standing committee. One Director shall be from a small public library as defined by the Wisconsin Small Libraries Round Table.

Section 4. The Board shall meet at least once per year in addition to the annual membership meeting.

**Article V. Forums**

Section 1. The purpose of a forum is to promote the development of public librarianship in a particular aspect of the field. Upon petition of fifteen members, the Wisconsin Association of Public Libraries may establish a forum for such a group. The forum shall be subject to the provisions of the bylaws of the Division.

**Article VI. Meetings** (Amended October 1987; 1995)

Section 1. An annual business meeting shall be held during the WLA annual conference. Its purpose shall be to discuss and, if necessary, act upon issues relevant to the Division's mission and membership objectives.

Section 2. A registration fee may be set and collected at meetings other than at the annual meeting to cover the costs of speakers' fees, rentals, major printing costs, etc.

**Article VII. Committees** (Amended October 1988)

Section 1. There shall be three standing committees: A) Fall Conference B) Personnel and Professional Concerns and C) Spring Conference.

Section 2. Additional committees may be authorized by the membership.

Section 3. Appointment of all committee members shall be made from the membership of the Division by the Chair. Standing Committee Chairs shall be elected from the specific membership of the committee by the committee members.

**Article VIII. Nominations and Elections** (Amended October 1987; October 1988)

Section 1. The Chair shall annually appoint a Nominations Committee to prepare a slate consisting of two nominees who shall be Division members for each position to be filled in that year's election. Consent of the persons nominated must be obtained before their names appear on the slate.

Section 2. Additional nominations may be made to any elective office by filing with the Chair, not less than six weeks prior to the annual business meeting, a petition of nominations signed by at least 15 personal members of the Division and accompanied by the written consent of the nominee.

Section 3. A ballot shall be mailed to each personal member of the Division in conjunction with the WLA mail ballot and the WLA elections calendar. The candidate for each office receiving the largest number of votes shall be elected. The vote totals will be published with the results of the WLA elections. In case of a tie vote, the determination shall be by lot.

**Article IX. Parliamentary Authority** (Amended October 1987)

The rules contained in *Robert's Rules of Order, Newly Revised*, latest revised edition, shall govern the division.

**Article X. Amendments**

- Section 1. Bylaws may be amended at any business meeting of the division by a two-thirds majority vote of those present.
  
- Section 2. Any proposed amendment to the Bylaws shall be sent to each member at least thirty calendar days prior to the meeting at which it is to be considered.
  
- Section 3. All proposed amendments must be approved by the WLA Committee on Organization before being submitted to a vote by the membership.

**Article XI. Quorum**

- Section 1. For purposes of the annual business meeting, a quorum shall be defined as the membership attending the annual business meeting.
  
- Section 2. For Board meetings, a quorum shall be defined as at least five (5) Board members.

**Article XII. Dissolution**

- Section 1. WAPL may be dissolved by a two-thirds vote of its current membership present at the annual WAPL business meeting, or by the WLA Board.
  
- Section 2. Notice that a vote on dissolution of the section will be on the agenda of the annual WAPL business meeting shall be sent to each member at least thirty calendar days prior to the meeting.

Revised by amendment, October 1988; 1995.



## **510.3 POLICIES AND PROCEDURES OF THE WISCONSIN LIBRARY TRUSTEES AND FRIENDS' ASSOCIATION**

### **Article I. Name**

This organization shall be known as the Wisconsin Library Trustees and Friends Association (WLTF), a Division of the Wisconsin Library Association (WLA).

### **Article II. Objectives**

The principal objective of this division is to foster the improvement of abilities of library trustees, thus creating better libraries and library services in Wisconsin.

### **Article III. Membership**

Section 1. Present and former Trustees of public library boards or systems will be encouraged to join.

Section 2. Membership in WLTF is automatically membership in WLA and all such rights and privileges accorded to membership in WLA shall accrue to WLTF members.

### **Article IV. Officers and Duties**

Section 1. The officers of WLTF shall be Chair, Vice Chair/Chair-Elect, Secretary, Immediate Past-Chair and WLA Board Representative. The WLA Board Representative will be appointed by the WLTF Chair and approved by the WLTF Board. All other offices shall be elected annually by vote of the general membership. Unit officers may serve as the WLA Board representative concurrently.

Section 2. A candidate for office may be either a present or former Trustee of a public library board or system.

Section 3. Duties

- A. Chair - Presides at all meetings of the WLTF membership, board and Executive Committee. Represents WLTF in all official capacities; appoints all committees as deemed advisable by the board or as provided in the Bylaws. Serves as ex-officio on all committees.
- B. Chair-Elect - In the absence of the Chair, performs all duties assigned to the Chair.
- C. Secretary - Records minutes of all meetings of the membership and board. Prepares minutes for mailing to board members and the WLA Secretary. Handles correspondence as directed by the Chair.
- D. Immediate Past-Chair - Assumes duties of Vice Chair when that office is called upon to fill a vacancy as Chair. Fills office of Chair and Vice-Chair for remainder of term if both offices become vacant.
- E. WLA Board Representative - Acts as a liaison between WLTF and the WLA Board by serving as a member of the WLA Board of Directors and shall have voting rights on both the WLA and WLTF Boards.

Section 4. All officers, except the WLA Board Representative, shall assume office for one year and may succeed to the office for one additional year upon re-election. The WLA Board Representative shall serve for a three-year term.

Section 5. In order to provide geographical representation for public library systems, up to 17 members-at-large may be appointed.

Section 6. All vacancies shall be filled by appointment of the WLTF Chair and approved by the WLTF Board for the remainder of the term, unless otherwise specified in Section 3D.

**Article V. Nominations and Elections** (Added 11/98)

Section 1. The Chair shall annually appoint a nominations committee to prepare a slate consisting of at least one nominee (who shall be a division member) for each position to be filled in that year's election. The slate shall be presented to Board at the spring board meeting. In the event the previous year's Vice-Chair/Chair-Elect is unable to serve as this year's chair, the slate shall include a nominee for chair.

Section 2. Additional nominations may be made to any elective office by filing a petition of nomination signed by the nominee with the WLTF chair prior to July 1. The completed slate shall be delivered to the WLA office by July 15, each year.

Section 3. A ballot shall be mailed to each personal member of the Division in connection with the WLA mail ballot. The candidate for each office receiving the largest number of votes shall be elected. The vote totals will be published with the results of the WLA elections. In case of a tie vote, the determination shall be by lot.

**Article VI. The Board**

Section 1. The Board shall be comprised of the officers of WLTF, and the at-large Directors.

Section 2. The Administrator of DLTCL or their representative shall be invited to attend all meetings of the board as a non-voting member.

**Article VII. Meetings**

Section 1. The annual meeting of the membership shall be held at the time and place of the annual meeting of WLA.

Section 2. Special membership meetings may be held at any time by special call of the Chair or at the request of ten members of WLTF.

Section 3. The Board may meet four times a year in regular session.

Section 4. Special meetings of the Board may be called by the Chair or at the request of any four members of the board.

Section 5. Timely notice (seven days) for a special meeting of the membership or board shall be required, and an agenda stated.

**Article VIII. Committees**

Section 1. The Executive Committee shall consist of the officers. The Executive Committee shall be authorized to transact any business of the division of an urgent nature, between regular meetings of the Board, reporting such action to the Board at its next regular meeting.

Section 2. All other committees shall be ad hoc, appointed by the Chair and approved by the Board.

**Article IX. Quorum**

Section 1. The membership of WLTF present at the annual or special meeting of the membership shall constitute a quorum.

Section 2. Five members of the Board shall constitute a quorum for the purpose of conducting the business of the board.

**Article X. Amendments**

These bylaws may be altered, amended or repealed at any general membership meeting of WLTF by a majority vote of the members present, provided that notice of time and place of such meeting and of the amendment, alteration or repeal to be proposed shall be given in writing to all members of WLTF at least seven days prior to the meeting date.

**Article XI. Rules of Order**

The rules contained in *Roberts Rules of Order, Newly Revised*, latest edition, shall govern the division.

## **510.4 POLICIES AND PROCEDURES OF THE ASSOCIATION OF WISCONSIN SPECIAL LIBRARIANS**

### **Article I. Name**

The name of this organization shall be the Association of Wisconsin Special Librarians (AWSL) a Division of the Wisconsin Library Association.

### **Article II. Purposes**

- A. To provide an opportunity for discussion and exchange of ideas for persons interested in the welfare of Special Libraries.
- B. To devote efforts towards the activities and issues of special libraries and librarianship.

### **Article III. Membership**

Membership shall be open to all members of the Wisconsin Library Association.

### **Article IV. Officers** (Amended October 1987; October 1988; August 1995)

- Section 1. The officers shall be a: (1) Chair, (2) Vice-Chair/Chair Elect, (3) Past Chair, (4) Secretary, (5) WLA Board Representative. All other officers will serve for one calendar year.
- A. The officers shall perform duties usually attached to these offices and others outlined in this article or approved by the Executive Board.
    1. The Chair shall conduct all meetings and shall, with the advice of the Executive Board, appoint any standing (with the exception of the Nominations Committee) and special committees and liaison members as necessary. The Chair shall also act as liaison between this Division and other units of WLA.
    2. The Vice-Chair/Chair-Elect shall conduct meetings in the absence of the Chair. The Vice-Chair/Chair-Elect shall also work with the Chair in planning the programs for the meetings of the organization.
    3. The Secretary shall:
      - a. Record minutes of the AWSL Executive Committee meetings and the Business meetings.
      - b. Distribute minutes of the AWSL Executive Committee meetings to the AWSL Executive Committee, the WLA Executive Director and the WLA President.
      - c. Distribute minutes of the Business meetings to members of the Association.
      - d. Notify AWSL members of all meetings.
      - e. Maintain the AWSL archive in accordance with the policies set forth by the WLA archivist and the WLA Board.
    4. The WLA Board Representative shall be elected for a three-year term. The WLA Board Representative shall represent AWSL at all WLA Board meetings and report WLA Board issues and activities to the AWSL Executive Committee.
  - B. A vacancy in the office of Chair shall be filled for the remainder of the term by the Chair-Elect, but this shall not prevent his/her succession to the chair for the following term. If the Vice-Chair/Chair-Elect is called upon to fill the vacancy in the office of chair, the duties of the Vice-Chair shall be performed by the immediate Past Chair; and, should both offices of Chair and Vice-Chair/Chair-Elect become vacant, the immediate Past Chair shall fill the office of Chair for the remainder of the term. Both a Chair and Vice-Chair/Chair-Elect shall be elected for the following term. (WLA Constitution)

- C. The Executive Committee will appoint someone to the office of Secretary should that office become vacant.
- D. The Executive Committee will appoint someone to the office of WLA Board Representative should that office become vacant.

**Article V. Nominations and Elections** (Amended October 1987; October 1988)

- A. The Chair-Elect shall appoint a nominations committee to prepare a slate of officers for the coming year at least three months prior to the annual meeting. The members will be notified of the nominees at least one month before the annual meeting. All nominations must be made with the consent of the nominee.
- B. A ballot, along with brief biographical notes on each candidate, shall be submitted to the WLA Nominations and Elections Committee for inclusion in the WLA mailed ballot election process. Ballots shall be returned at least (10) days before the date of the meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be made by lot.
- C. Vacancies shall be filled by appointment of the Executive Committee.
- D. Issues of concern to membership may also be included in the ballot for a vote.

**Article VI. Committees** (Amended October 1988)

- A. The officers will constitute the Executive Committee. The duties of the Executive Committee shall be to transact the business of the Division between the annual conference business meetings.
- B. The Chair may appoint committees (with the exception of the Nominations Committee) as deemed necessary to carry on the work of the Division.

**Article VII. Meetings** (Amended October 1988)

- A. The annual business meeting of the Division shall be held during the annual conference of the Wisconsin Library Association.
- B. Special meetings of the Division may be called by a majority vote of the Executive Committee. Notice of such meeting shall be given the membership at least 30 days prior to the meeting.
- C. Special meetings of the Executive Committee may be called by the chair.
- D. Each member in good standing shall have one vote at meetings of the Division.
- E. A quorum shall consist of those members present.

**Article VIII. Parliamentary Authority**

The order of business shall be according to *Robert's Rules of Order, Newly Revised*, latest edition.

**Article IX. Amendments**

Bylaws may be amended at any business meeting of the Division by a two-thirds majority vote of the members present. Notice of proposed changes in the bylaws must be mailed to all members at least 30 days prior to the meeting at which it will be considered.

Amended by membership October 27, 1988; 1999.

## 520 SECTIONS' POLICIES AND PROCEDURES

### 520.1 POLICIES AND PROCEDURES OF THE REFERENCE AND ADULT SERVICES SECTION

#### Article I. Name

The name of this organization shall be the Reference and Adult Services Section (RASS) of the Wisconsin Library Association (WLA).

#### Article II. Purpose

- A. To develop a philosophy of reference and adult services, with particular attention to the objectives of such services.
- B. To advance the informational, research, educational, recreational, and cultural services to adults in all types of libraries and at all levels within the state.
- C. To stimulate or initiate projects and studies designed to add to the existing store of information and understanding of service to adults.

#### Article III. Membership

- Section 1. Membership in the Section shall be open to Wisconsin Library Association members who elect to join by checking the Wisconsin Library Association Membership Form.
- Section 2. Members may attend meetings, participate in activities, vote, hold office, and receive mailings of the Section.
- Section 3. Any person who is interested in library reference and adult services may attend meetings, without voting or holding office.

#### Article IV. Officers

- Section 1. The officers of this Section shall be Chair, Vice-Chair/Chair-Elect, Secretary, and three Directors. These officers shall be referred to as the RASS Executive Board.
- Section 2. DUTIES
  - A. The Chair shall appoint all committees from the Section membership, make arrangements for the annual meeting, oversee ongoing financial matters, preside at meetings, and act as liaison with other WLA units and appropriate national associations.
  - B. The Vice-Chair/Chair-Elect shall assist the Chair and succeed the Chair in office. The Vice-Chair shall plan the program for the following year, be responsible for the development and continuation of the planning effort of the RASS Executive Board, prepare the Section budget for the following year and with the Chair, appoint the committee chairs for the Section.
  - C. The Secretary shall record minutes of the meetings. Reports of meetings shall be sent to WLA Administrator and the *WLA Newsletter* editor. The Secretary shall see that minutes of meetings are distributed to members of the Section.
  - D. The Directors shall assist in decision making and program planning for the Section.
  - E. The Past Chair shall remain on the Board for the year following and provide assistance to the Board in the form of reacting to the proposed planning and programming.

**Section 3. Nominations and Elections:**

- A. At least three months prior to the annual meeting, the Chair shall appoint a Nominations Committee of three or more members to prepare a slate of officers for the coming year. Consent of candidates for office shall be secured before their names are presented. Additional nominations may be made to any elective office by filing with the Chair, not less than two months prior to the annual meeting, a petition of nominations signed by at least ten personal members of the section and accompanied by the written consent of the nominee.
- B. A ballot shall be mailed to each personal member of the section at least one month before the annual meeting and shall be returned at least ten days before the date of the meeting.
- C. The term of office for the Chair and Vice-Chair/Chair-Elect shall be one calendar year.
- D. The term of office for the Secretary shall be three calendar years.
- E. The term of office for the three Directors shall be three years, with one Director elected each year. Directors will represent at least two different types of libraries, i.e., public, school, academic and special.
- F. Vacancies shall be filled by Executive Board appointment.

**Article V. Meetings**

**Section 1. Business Meetings**

- A. The annual business meeting of this Section shall be held at the time and place of the annual conference of the Wisconsin Library Association.
- B. Special meetings may be called by the Chair.
- C. Notices of special meetings shall be mailed at least 30 days before the meeting.
- D. The members present shall constitute a quorum.

**Section 2. Program Meetings:** The annual program meeting of this Section may be held at the time and place of the annual conference of the Wisconsin Library Association. Additional program meetings may be held at other times of the year for which a registration fee may be charged.

**Article VI. Amendments to the Bylaws**

Bylaws may be amended at any business meeting provided the Secretary has issued a call at least 30 days prior to the meeting. Amendments become effective when they have been approved by a two-thirds majority of those present and voting.

**Article VII. Parliamentary Authority**

The rules contained in Roberts Rules of Order Newly Revised, latest revision, shall govern meetings of the organization.

## **520.2 POLICIES AND PROCEDURES OF THE YOUTH SERVICES SECTION**

### **Article I. Name**

The name of this organization shall be the Youth Services Section (YSS) of the Wisconsin Library Association (WLA).

### **Article II. Purpose and Responsibilities**

#### **Section 1. Purpose**

The purpose of this section shall be to promote library service for children and young adults in all libraries, to work in the best interests of those serving children and young adults in libraries, to cooperate with other library and educational groups and to maintain the professional standard of children and young adult librarianship.

#### **Section 2. Specific Responsibilities**

- A. YSS shall promote professional librarianship to children and young adults.
- B. YSS shall promote high standards of library service to youth.
- C. YSS shall serve as an advocate for youth library services.
- D. YSS will seek cooperation with other groups sharing similar commitments and goals.
- E. YSS shall publish a newsletter at least annually to communicate items of interest and of educational value to members.
- F. YSS shall regularly hold programs of interest to its membership regarding youth services.
- G. YSS shall promote fund raising projects to help promote youth advocacy and/or scholarships.
- H. YSS shall participate in the Association's long range planning process to facilitate the achievement of Section and Association objectives.
- I. YSS shall promote excellence in Wisconsin literature for children and young adults.

### **Article III. Officers and Board**

Section 1. The Executive board shall be comprised of Chair, Chair-Elect, Immediate Past Chair, Secretary, WLA Board Representative and four directors-at-large. Additional persons may serve on the YSS Executive Board as ex-officio members, without vote, at the invitation of the Chair, following approval by a simple majority of the Executive Board members.

Section 2. The term of office for the Chair, Vice-Chair and past Chair shall be one calendar year, the membership year of the Association. The term of the WLA Liaison shall be three years; the term of office for the four Directors-at-large shall be two calendar years, with two Directors elected each year. The term of office for the Secretary shall be two calendar years. In the event of resignation or recall, the protocol shall be to follow WLA guidelines as listed in the WLA Bylaws. One Director shall have dual membership in the Youth Services Section (YSS) and the Wisconsin Educational Media & Technology Association (WEMTA).



Section 3. Duties of officers.

- A. Chair: Acts as liaison officer between YSS and the WLA Board when the WLA Board Representative is unable to fulfill their duties. Is responsible for requesting the section's budget from WLA. Administers the business affairs of YSS. Names special or interim committees as needed to accomplish YSS business. Calls business meetings.
- B. Vice-Chair/Elect: Acts for the Chair in case of vacancy in that office. Coordinates activities and meetings with the Chair. Plans the YSS booth at the WLA annual conference.
- C. Secretary: Is responsible for the minutes of the YSS Board meetings and appropriate YSS correspondence. Sends agendas and minutes of YSS Board and business meetings to the WLA Executive Director and WLA President.
- D. WLA Board Representative: Serves as a member of the WLA Board (subject to the membership requirements of the WLA Bylaws) and acts as liaison officer between YSS and the WLA Board.
- E. Directors-at-Large: Serve as members of the Executive Board and are in charge of conference planning coordination.
- F. Past Chair: Assists the Chair with smooth transition of Executive Board. Chairs the YSS nominating committee.

Section 4. Executive Board: The Executive Board shall meet at least once per year. Agenda items may include, but are not limited to, program topics for annual WLA Conference, review of organizational bylaws and objectives and articles for organizational, WLA and/or Division newsletters.

**Article IV. Committees**

- Section 1. The Children's Book Award Committee shall be a standing committee of the Youth Services Section.
  - A. Appointments to the Children's Book Award Committee shall be for two years and any appointment to fill a vacancy for the remainder of the two-year term. Members may be reappointed for a second but not a third consecutive term.
- Section 2. Additional committees may be authorized by the board.

**Article V. Nominations and Elections**

- Section 1. The Past Chair shall annually chair a nominations committee to prepare a slate of nominees for each position to be filled in that year's election. Consent of the persons nominated must be obtained before their names appear on the ballot.

**Article VI. Business Meetings**

- Section 1. YSS Executive Board meetings and an annual business/membership meeting will be held during the annual conference of the Wisconsin Library Association. Other meetings of the Board may be scheduled as needed.
- Section 2. Members of the YSS Board may participate in board meetings by telephone or other communication technology in accordance with Wis. Stats. 181.0820(3) or any successor

thereto and participation in such manner shall constitute in person attendance at such meeting for the purposes of these policies.

Section 3. For the purpose of the YSS Board meetings, a quorum shall be defined as half the board plus one.

Section 4. For purposes of the annual business meeting, a quorum shall be defined as the membership attending the annual membership meeting.

**Article VII. Dissolution**

YSS may be dissolved by a majority vote of its current membership present at the annual business meeting or by the WLA Board of Directors if organization is no longer felt to be a viable element of the Association. Viability will be determined in accordance with WLA Bylaws.

Amended October 2009

## **520.3 POLICIES AND PROCEDURES OF THE TECHNICAL SERVICES SECTION**

### **Article I. Name**

The name of this organization shall be the Technical Services Section of the Wisconsin Library Association.

### **Article II. Object**

The object of this Section is to contribute to the professional welfare of its membership and to librarianship generally as the Section of the Wisconsin Library Association responsible for activities related to the acquisition, identification, cataloging, classification, reproduction and preservation of library materials in all types of institutions, and to the development and coordination of Wisconsin's library resources.

### **Article III. Relationship to the Association for Library Collections and Technical Services**

The Section shall be affiliated with the Association for Library Collections and Technical Services, a division of the American Library Association, whose constitution and bylaws shall be binding upon this group.

### **Article IV. Membership**

Section 1. Membership in this Section shall be open only to members of the Wisconsin Library Association who elect to join.

Section 2. Members may attend meetings, participate in activities, vote and hold office. All members will receive Section mailings.

### **Article V. Meetings**

Section 1. The annual meeting of this Section shall be held at the time and place of the annual conference of the Wisconsin Library Association.

Section 2. Special meetings may be called by the Chair.

Section 3. Notice of special meetings shall be mailed at least thirty days before the meeting.

Section 4. Members present shall constitute a quorum.

Section 5. Non-members may attend meetings.

### **Article VI. Officers**

Section 1. The duties of the officers shall be such as are implied by their respective titles.

A. The Chair shall make arrangements for the annual meetings, including the program(s), preside at meetings, generate a newsletter, keep the financial records of the Section, and act as liaison agent between the Technical Services Section and the Wisconsin Library Association and the American Library Association.

B. The Chair-Elect shall serve as Vice Chair, assisting the Chair, and succeed the Chair in office should the Chair be unable to serve. The Chair-Elect shall nominate candidates for office and prepare the Section budget for the following year.

C. The Secretary shall record minutes of meetings, mail notices of meetings, and report to the appropriate media Section activities in consultation with the Chair.

D. The Past-Chair shall advise and assist the Chair. In the event that both the Chair and the Chair-Elect are unable to serve, the Past-Chair shall complete the term of the

Chair.

- Section 2. The term of office shall be one year, and shall terminate at the end of the calendar year following the election.
- Section 3. The above-named officers shall constitute the Executive Board of the Section.
- Section 4. In the event that the Chair-Elect serves more than 300 days of the Chair's term, or if the Past Chair must assume leadership of the Section due to inability of both the Chair and the Chair-Elect, the Executive Board may choose to have both a Chair and a Chair-Elect elected in that year's elections, with the newly elected chair assuming office on January 1st of the next year.

#### **Article VII. Nominations and Elections**

- Section 1. Each year the Vice-Chair shall prepare a slate consisting of preferably two nominees for each position to be filled in that year's election. This slate, along with brief biographical notes on each candidate, shall be filed with the WLA Office at least three months prior to the next annual conference.
- Section 2. Nominations may also be made to any elective office by filing with the Vice-Chair, not less than two months prior to the next annual conference, a petition of nominations signed by at least ten personal members of the section and accompanied by the written consent of the nominee.
- Section 3. A copy of the ballot, along with brief biographical notes of each candidate, shall be sent to each personal member of the section at least one month before the annual conference and shall be returned at least ten days before the date of the meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be by lot.

#### **Article VIII. Committees**

- Section 1. Appointment of all committee members shall be made by the Chair.

#### **Article IX. Amendments of the Bylaws**

- Section 1. Additions or amendments may be proposed by the Executive Board or by any group of five members.
- Section 2. Bylaw changes shall be forwarded to the WLA Committee on Organization for full review before being referred to the Section membership for a vote.
- Section 3. Any proposed additions or amendments shall be sent by the Secretary to each member of the Section at least thirty days prior to the annual meeting.
- Section 4. These Bylaws may be adopted or amended by a two-thirds vote of the members present at any annual meeting.
- Section 5.

#### **Article X. Dissolution**

This Section may be dissolved by a majority vote of its current membership present at the Annual Business Meeting or by the WLA Board of Directors if this Section is no longer felt to be a viable element within the Association.

## **520.4 POLICIES AND PROCEDURES OF THE READERS' SECTION**

### **Article I. Statement of Authority**

The Readers' Advisory Round Table was established under the petition process of the WLA Bylaws. It became the Readers' Section in 1996.

### **Article II. Name**

The name of this organization shall be the Readers' Section (READ).

### **Article III. Statement of Purpose**

- A. To offer an opportunity for library personnel to meet for discussion and to share their expertise, experiences and knowledge in the area of Readers' Advisory.
- B. To produce effective documents to enhance the ability to provide Readers' Advisory (handouts and bibliographies).
- C. To provide continual continuing education experiences to enhance the ability to provide Readers' Advisory and lead book discussions.
- D. To promote reading for professional and personal satisfaction.
- E. To promote excellence in Wisconsin literature for all adults.

### **Article IV. Membership**

Membership will be open to all members of Wisconsin Library Association who choose to join.

### **Article V. Officers**

- Section 1. Titles of Officers: The officers of this section shall be Chair, Vice-Chair/Chair-Elect, Past-Chair, Secretary, two Directors-at-large and the Chair of the Literary Awards Committee. These officers shall constitute the executive committee. Additional persons may serve on the READ executive committee as ex-officio members, without vote, at the invitation of the Chair.
- Section 2. Duties of Officers:
- A. The Chair shall conduct all meetings, appoint any committees as needed, and act as a liaison between this section and other units of WLA.
  - B. The Vice-Chair/Chair-Elect shall conduct meetings in the absence of the Chair and shall succeed to the office of Chair should that office become vacant. The incoming Vice-Chair/Chair-Elect shall plan, file, and finalize all READ conference sessions for both the spring WAPL conference and fall WLA annual conference. Some planning duties may be delegated by this officer to the Director-at-Large Conference Assistant.
  - C. The Secretary shall perform the normal duties of those offices. The Secretary shall send agendas and minutes of the READ Executive Committee and Business meetings to the WLA president and WLA Executive Director.
  - D. One Director-at-Large (Newsletter) shall be elected to assume the duties of the biannual newsletter. The newsletter is sent via e-mail to the READ group, and also to the WLA office, where it is distributed to the READ members without e-mail addresses.
  - E. One Director-at-Large (Website) shall be elected to assume the responsibilities for the section's website.
- Section 3. Nominations and Elections
- A. The Chair shall create a nominating committee to prepare a slate of officers for the coming year. If a committee is created, at least two people should be appointed to

serve on it. One member of the nominating committee shall be the READ Chair. The resulting nominations shall be filed with the WLA office in Madison at least three months prior to the annual business meeting, or when needed by the WLA office for the election ballots.

- B. Consent of the persons nominated must be obtained before their names appear on the slate.
- C. Additional nominations may be made to any elective office by filing with the chair, not less than two months prior to the next annual meeting, a petition of nomination signed by at least ten members of the section accompanied by the written consent of the nominee.
- D. Elections for Vice-Chair/Chair-Elect shall be held each year. Election for the Secretary and Directors-at-Large shall be every two years.
- E. Term of office shall be one year for the Chair, Vice-Chair/Chair-Elect and Past-Chair. After one year, the Vice-Chair/Chair-Elect shall serve as Chair. Term of office shall be two years for the Secretary and Members-at-Large.
- F. A copy of the ballot shall be mailed to each person of the section at least one month before the annual business meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be elected. In the event of a tie vote, the determination shall be by lot. Results of the elections shall be announced at the annual business meeting with officers serving terms concurrently with the membership year.

#### **Article VI. Committees:**

- Section 1. Executive Committee: The executive committee will consist of all six officers of the section.
  
- Section 2. Standing Committees.
  - A. The Section may establish standing committees to work in areas and consider matters pertaining to the Section which require continuity of attention and programs.
  - B. The Literary Awards Committee shall be a standing committee of the Reader's Section. All appointments shall be for two years and any appointment to fill the vacancy will be for the remainder of the two-year term. Members may be reappointed for a second but not for a third consecutive term.
  
- Section 3. Special Committees: The presiding officer will appoint special committees as necessary.

#### **Article VII. Meetings**

- Section 1. Fall Convention: The fall meeting will be held in conjunction with the WLA Annual Convention. A business meeting will be held which will be considered the annual meeting, and results of the elections will be announced at this meeting.
  
- Section 2. Additional Meetings: The section may choose to have additional meetings throughout the year, and may charge a registration fee for these meetings.
  
- Section 3. Rules of Order. The rules contained in the *Standard Code of Parliamentary Procedures*, latest edition, shall govern the unit in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and the Bylaws of the Association. If the rules contained in the Standard Code do not adequately address the issue, the *Robert's Rules of Order, Newly Revised*, will be consulted.

**Article VIII. Amendments to the Bylaws**

Bylaws may be amended at any business meeting of the section by a two-thirds majority vote of the members present. Notice of proposed changes in the bylaws must be mailed to all members at least 30 days prior to the meeting at which it will be considered.

**Article IX. Dissolution**

This section may be dissolved by a majority vote of the section's current membership present at the Annual Business Meeting. The section could also be dissolved by the WLA Board of Directors if the unit is no longer viable within the Association. This section's viability is evaluated by a WLA policy (440.5) in the Organizational Manual.

## **520.5 POLICIES AND PROCEDURES OF THE MEDIA AND TECHNOLOGY SECTION**

### **Article I. Statement of Authority**

The first active year of the Media and Technology Section was 1996. The section later replaced the Automation Section, which was dissolved in 1997.

### **Article II. Name**

The name of this organization shall be the Media and Technology Section (MATS).

### **Article III. Purpose**

The purpose of this organization shall be:

- A. To provide leadership and educational opportunities for those who are concerned with the use of media and technology in all types of libraries.
- B. To plan and coordinate programs for section meetings, including the annual conference meeting, which provide information related to media, technology and their uses.
- C. To promote information-sharing among Wisconsin librarians with respect to technology as it impacts libraries.

### **Article IV. Membership**

Membership is open to all members of the Wisconsin Library Association who choose to join. Such designated members of the section shall be eligible to hold office and to vote at its business meetings and receive communications from the section.

### **Article V. Officers and Duties**

Section 1. Titles of Officers: The officers of the Section shall be a Chair, a Vice-Chair/Chair-Elect, Past Chair, Secretary, and two Directors-at-Large.

Section 2. Duties of Officers:

- A. The Chair shall prepare the section's budget and act as the liaison between this section and other units of WLA.
- B. The Vice-Chair/Chair-Elect shall assist in preparation of the section budget.
- C. The Secretary shall record the minutes of the meetings, send the minutes to the WLA executive director and to the officers.
- D. The Directors-at-large shall assist in decision-making and program planning for the Section.
- E. All officers will assist with the regular business of the section, including production of newsletters, conference planning, and any other activities the section chooses to take on.

Section 3. Nominations and Elections

- A. The Chair shall appoint a nominating committee to prepare a slate of officers for the coming year.
- B. Consent of the persons nominated must be obtained before their names appear on the slate.
- C. Elections for Vice-Chair/Chair-Elect and one director-at-large shall be held each year. Elections for secretary shall be held every two years.
- D. Term of office shall be one year (concurrent with the calendar year) for the Chair, Vice-Chair/Chair-Elect and Past-Chair. After one year, the Vice-Chair/Chair-Elect



shall serve as Chair. Term of office shall be two years for the directors-at-large and the secretary. One director-at-large shall be elected each year.

- E. A copy of the ballot shall be mailed to each personal member of the section at least one month before the annual meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be selected. In case of a tie vote, the determination shall be by lot. Results of the elections shall be announced at the annual meeting.
- F. Vacancies in office shall be filled by Board appointment.

**Article VI. Dissolution**

This section may be dissolved by a majority vote of the section's current membership present at the Annual Business Meeting. All current members of the section must receive a written announcement of the pending vote for dissolution prior to the Annual Business Meeting.

The section could also be dissolved by the WLA Board of Directors if the unit is no longer viable within the Association. This section's viability is evaluated by a WLA policy (440.5) in the Organizational Manual.

**Article VII. Amendments**

Bylaws may be adopted or amended at any regular business meeting of the section.

## **520.6 POLICIES AND PROCEDURES OF THE SUPPORT STAFF SECTION**

(Revised 10/27/98; 10/25/01, 11/3/04)

### **Article I. Name**

The name of this organization shall be the Support Staff Section (SSS) of the Wisconsin Library Association (WLA).

### **Article II. Mission Statement**

The Support Staff Section exists to promote the interests of support staff workers in Wisconsin libraries and to enhance opportunities for its members to grow professionally by becoming active participants in the Wisconsin Library Association.

### **Article III. Purpose (Changes Adopted 10/27/98)**

- A. To offer opportunities for Wisconsin library support staff to meet for discussion and share expertise, experience, and knowledge.
- B. To enhance the effectiveness of support staff in Wisconsin libraries.
- C. To encourage participation of support staff in local, state, and national library organizations.
- D. To cooperate in the development of continuing education opportunities for library support staff and to bring them to the attention of the membership.
- E. To work with other WLA sections, units, etc., to encourage library directors and supervisors to promote and encourage (both philosophically and materially) membership in WLA and SSS and participation in support staff activities such as conferences and meetings.
- F. To increase membership numbers to enable the Section to maintain a position on the Wisconsin Library Association Board of Directors in order to better represent the needs of support staff in Wisconsin.

### **Article IV. Membership**

- Section 1. Membership shall be open to all members of the Wisconsin Library Association who choose to join.
- Section 2. Members of the Section shall be eligible to vote at its business meetings and hold office.
- Section 3. Anyone interested in support staff issues may attend meetings but may not vote or hold office.

### **Article V. Officers**

- Section 1. Titles of Officers  
The officers of this section shall be Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, two Directors-at-Large, one from an academic/special library and one from a public library, and one WLA Board Representative.
- Section 2. Duties of Officers (Changes adopted 10/27/98)
- A. **The Chair shall:**
1. Conduct all business of the section, providing agendas to committee chairs, the WLA President and the WLA Office.
  2. Appoint all standing and special committees.
  3. Serve as ex-officio member of all committees.
  4. Act as liaison between the Section and other units of WLA.

5. Act as contact for the Support Staff Interests Round Table of the American Library Association.

**B. The Vice Chair/Chair Elect shall:**

1. Assist the Chair
2. Conduct business meetings of the section in the absence of the Chair.
3. Serve as the representative of the Section on the WLA Conference Planning Committee.
4. Succeed to the office of Chair in the following year or should that office become vacant.
5. Prepare the Section budget request for the following year.
6. Provide advice and assistance to the Chair and the Executive Committee as necessary.
7. Review the bylaws and draft changes for the approval of the membership.
8. Serve as a member of the Nominations and Elections Committee.
9. Serve as a member of the Membership Committee.

**C. The Secretary shall:**

1. Record the minutes of all Business Meetings of the Section and distribute copies to Section members, the WLA president and the WLA office.
2. Record the minutes of all Executive Committee Meetings of the Section and distribute copies to members of the committee, the WLA president and the WLA office.
3. Record the minutes of all Planning Committee meetings and distribute copies to the members of that committee.
4. Serve as the Section Historian, collecting and updating the history annually.
5. Perform all other normal duties of that office.

**D. The Directors at Large shall:**

1. Attend all Executive Committee meetings
2. Be actively involved in planning the appropriate spring Division meetings.

**E. The WLA Board Representative shall:**

1. Attend all WLA Board Meetings or appoint another SSS Board member to attend in their absence.
2. Actively represent Support Staff interests and concerns.
3. Keep the Support Staff Section well informed on WLA Board proceedings.

Section 3. Term of Office

- A. The Vice Chair/Chair-elect shall serve for three years; one year as Vice Chair/Chair-elect, the next year as Chair, and the third year as Past Chair.
- B. The Secretary shall serve two years.
- C. The Directors-at-Large shall be elected in alternating years and serve for two years. A Director-at-Large from an academic/special library shall be elected in the even-numbered years and a Director-at-Large from a public library shall be elected in the odd-numbered years.
- D. The WLA Board Representative shall serve for 3 years.
- E. Officers will begin their terms on the first day of the new year following their election.

Section 4. Nominations and Elections

A. Nominations and Elections Committee

The Chair shall appoint a Nominating and Elections Committee of at least three members of the Section. One member of the Committee shall be the Past Chair.

B. Nominations

The Nominations and Elections Committee shall:

1. Prepare a slate of needed candidates to be elected to the offices of Vice-Chair/Chair-Elect, Secretary and Director-at-Large (one) for the coming year. Prepare a nomination for WLA Board Representative every three years.
  - a. At least two (1) name shall be placed in nomination for each office. In addition, the ballot shall provide a space for write-in candidates for each office.
2. Submit the slate in accordance with the policies and guidelines of the WLA Nominations and Elections Committee.

C. Elections

1. Elections shall be held by ballot provided to the membership
2. Candidates for each office receiving the largest number of votes shall be elected.
3. Ties shall be decided by a coin toss.
4. Results of the election shall be announced to the membership.

Section 5. Vacancies

Vacancies shall be filled by Executive Committee appointment unless provided for elsewhere in the Bylaws.

**Article VI. Committees**

Section 1. Executive Committee

The Executive Committee shall consist of the six officers of the Section. The Executive Committee shall conduct the business of the Section between Annual Business Meetings. The Executive Committee shall also act as the Budget Committee.

Section 2. Standing Committees

- A. Program Committee: Responsibility for planning programs and workshops sponsored by the Section for Wisconsin Library Association Annual Conference, division or other conferences. The Chair-elect will normally lead this committee.
- B. Membership Committee: Responsibility for maintaining and expanding membership in the Section. The Directors-at-Large will normally lead this committee.
- C. Fundraising Committee: Responsibility planning projects to produce income to support the professional and educational development program of the Section as needed.
- D. Nominations and Elections Committee: Responsibility for developing a slate of candidates to be elected to office. The Past Chair will normally lead this committee.
- E. Publication Committee: Responsibility for publication of Section articles in division and association newsletters, print and electronic. The Secretary will normally lead this committee.
- F. Planning Committee: Comprised of the Executive Committee and the Chairs of the Standing Committees (should they be other than SSS Board members), shall provide input into the Section's focus. The Chair will normally lead this committee.

Section 3. Special Committees

The Chair shall appoint special committees as necessary.

**Article VII. Meetings**

- Section 1. Annual Business Meeting: The Annual Business Meeting will be held at the annual One Day Conference or at the WLA annual fall conference. Section members present shall constitute a quorum.
  
- Section 2. Executive Committee Meetings: Executive Committee Meetings will be held as often as necessary to conduct the business of the Section between Annual Business Meetings. Executive Committee members present shall constitute a quorum.
  
- Section 3. Standing and Special Committee Meetings: Meetings of various Standing and Special Committees will be held as necessary to carry out the work of each committee.

**Article VIII. Amendments to the Bylaws**

- Section 1. Bylaw changes shall be forwarded to the WLA Committee on Organization for full review before being referred to the membership for a vote.
  
- Section 2. Notice of proposed changes in the bylaws must be provided to all members at least 30 calendar days prior to the meeting at which they will be considered.
  
- Section 3. Bylaws may then be amended at any Annual Business Meeting of the Section by a two-thirds majority vote of the members present.

**Article IX. Dissolution**

This Section may be dissolved by a majority vote of its current membership present at the Annual Business Meeting or by the WLA Board of Directors if this Section no longer meets the membership criteria or is not felt to be a viable element within the Association.

**530                    ROUND TABLES' POLICIES AND PROCEDURES**

**530.1                POLICIES AND PROCEDURES OF THE OUTREACH SERVICES ROUND TABLE**

**Article I.        Name**

The name of this organization shall be the Outreach Services Round Table of the Wisconsin Library Association.

**Article II.      Mission/Objectives**

Section 1.      Mission.

To promote the exchange of ideas connected with providing library service beyond the library building, defined as outreach service.

Section 2.      Objectives

- A. To serve as a clearinghouse for ideas on library services for special populations, including the elderly, persons who are institutionalized, incarcerated, homebound, poor, adult new readers, non-English speaking people, members of ethnic minorities, persons with disabilities and any non-traditional library users.
- B. To network with other agencies to identify populations which need outreach library services.
- C. To share information about specific types of outreach service programs, including mobile unit delivery, bookmobile services, books-by-mail services and home delivery services.
- D. To produce a quarterly (or occasional) newsletter for the purpose of spreading ideas and information among those who design and implement outreach services.
- E. To sponsor specific projects (such as surveys) which aid in the evaluation and planning of current and future outreach programs.
- F. To sponsor presentations at state-level conferences which promote the varied aspects of outreach services and their applications to many library settings.

**Article III.     Membership**

Membership shall be open to all members of Wisconsin Library Association who elect to join.

**Article IV.     Officers**

Section 1.      Titles of Officers: The officers of this round table shall be Chair, Vice-Chair/Chair-Elect, and Secretary.

Section 2.      Duties of Officers:

- A. The Chair shall conduct all meetings, appoint any committees as needed, and act as liaison between this round table and other sections and divisions of WLA.
- B. The Vice-Chair/Chair-Elect shall conduct meetings in the absence of the Chair and shall succeed to the office of Chair should that office become vacant. The Vice-Chair/Chair-Elect shall also serve an ex-officio (non-voting) member of the nominating committee.
- C. The Secretary shall perform the normal duties of those offices.

Section 3.      Nominations and Elections:

- A. The Chair shall appoint a nominating committee to prepare a slate of officers for the coming year. At least three people will serve on a nominating committee. One member of the committee shall be the Vice-Chair/Chair-Elect. At least two names

shall be placed in nomination for each office. This slate shall be filed with the chair at least three months prior to the annual business meeting.

- B. Consent of the persons nominated must be obtained before their names appear on the slate.
- C. Additional nominations may be made to any elective office by filing with the chair, not less than two months prior to the next annual meeting, a petition of nomination signed by at least ten personal members of the round table and accompanied by the written consent of the nominee.
- D. Elections for Vice-Chair/Chair-Elect and Secretary shall be held each year.
- E. Term of office shall be one year for Secretary. After one year, the Vice-Chair/Chair-Elect shall serve an additional year as chair.
- F. A copy of the ballot shall be mailed to each person of the round table at least one month before the annual business meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be elected. In the event of a tie vote, the determination shall be by lot. Results of the elections shall be announced at the annual business meeting with officers serving terms concurrently with the membership year.

#### **Article V. Committees**

- Section 1. Executive Committee: The executive committee will consist of all three officers of the round table.
- Section 2. Special Committees: The presiding officer will appoint special committees as necessary.

#### **Article VI. Meetings**

- Section 1. Spring Meeting: The spring meeting shall be considered the major program meeting of the year.
- Section 2. Fall (Convention) Meeting: The fall meeting will be held in conjunction with the WLA Annual Convention. Results of the elections will be announced at the fall business meeting.
- Section 3. Business Meetings: Business meetings may be conducted at each of the program meetings, but the annual business meeting will officially be held at the fall meeting.

#### **Article VII. Amendments to the Bylaws**

Bylaws may be amended at any business meeting of the round table by a two-thirds majority vote of members present. Notice of proposed changes in the bylaws must be mailed to all members at least 30 days prior to the meeting at which it will be considered.

## **530.2 POLICIES AND PROCEDURES OF THE SOCIAL RESPONSIBILITIES ROUND TABLE**

(Approved by membership November 1993)

### **Article I. Name**

The name of the group shall be the Social Responsibilities Round Table (SRRT) of the Wisconsin Library Association (WLA).

### **Article II. Purposes**

- A. To promote discussion of the responsibilities of libraries in relation to important problems of social change.
- B. To promote understanding of current social problems and act as a stimulus in making libraries more responsive to social needs.
- C. To provide programs, exhibits and other activities within the Association on libraries and their response to social needs and problems.

### **Article III. Membership**

Section 1. Membership is open to all members of the Wisconsin Library Association.

Section 2. Members may attend meetings, participate in activities, vote, hold office and receive mailings of this unit.

### **Article IV. Officers**

Section 1. The officers shall be a Chair, Chair-elect, Secretary and one Member-at-large. All officers will serve for one calendar year.

Section 2. The duties of the officers shall be such as are implied by their respective titles, and they, with the immediate past-chair, shall act as the executive board of the unit.

Section 3. The Chair shall act as a liaison between Social Responsibilities Round Table and the Wisconsin Library Association and its units and shall be responsible for requesting the budget from the Wisconsin Library Association.

### **Article V. Meetings**

Section 1. The annual meeting of this unit shall be held at the time and place of the annual conference of the Wisconsin Library Association.

Section 2. Special meetings may be called by the chair, with a two week notice to the membership prior to the meeting.

### **Article VI. Nominations and Elections**

Section 1. Each year, the vice chair shall appoint a nominating committee for the year.

Section 2. The nominating committee shall prepare a slate consisting of two nominees for each position to be filled in that year's election. Consent of the persons nominated must be obtained before their names appear on the slate.

Section 3. The term of office for the officers shall be one year.

Section 4. Additional nominations may be made to any elective office by filing with the Chair, not less than two months prior to the next annual meeting.



Section 5. A copy of the ballot shall be mailed to each personal member of the unit at least one month before the annual meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be by lot.

Section 6. Vacancies shall be filled by executive board appointment.

**Article VII. Committees**

Section 1. The four elected officers and past chair will serve as executive committee for the unit. Their duties will be to transact the business of the unit between official meetings.

Section 2. The Chair shall appoint standing and special committees as needed to carry out the functions of the unit.

**Article VIII. Bylaws**

Section 1. Bylaws may be amended at any business meeting of the unit by a two-thirds majority vote of the members present. Notice of proposed changes in the bylaws must be mailed to all members at least thirty days prior to the meeting at which it will be considered.

**530.3  
TABLE**

**POLICIES AND PROCEDURES OF THE INTELLECTUAL FREEDOM ROUND**

**Article I. Name**

The name of this organization shall be the Intellectual Freedom Round Table, additionally referred to as IFRT.

**Article II. Purpose**

- A. To provide an opportunity for all WLA members to 1) become involved with intellectual freedom principles and intellectual freedom principles and issues through programming and 2) to network to share ideas and provide support. Generally, to educate WLA members on intellectual freedom issues and practices.
- B. To make recommendations to the WLA Board and Association relative to WLA policies on issues of intellectual freedom.
- C. To coordinate the recruitment and retention of members for the Intellectual Freedom Network to assist Wisconsin librarians, media specialist, library trustees or library employees when intellectual freedom challenges occur, and generally to assist with intellectual freedom challenges which are brought to the Board or any of its officers, or and reach out to the general public to advance understanding of the crucial nature of intellectual freedom rights.
- D. To act as a liaison with the ALA Intellectual Freedom Committee, supporting and advancing national recommendations that are applicable to furthering intellectual freedom in Wisconsin.
- E. To administer the WLA/SIRS Intellectual Freedom Award.

**Article III. Membership**

Membership is open to all members of the Wisconsin Library Association.

**Article IV. Officers**

- Section 1. Titles of Officers: Chair, Vice-Chair/Chair-Elect, Past Chair, Secretary, and three Members-At-Large. These officers shall comprise the IFRT Board. To the greatest extent possible, officers should come from, and represent, the various divisions of WLA.
  
- Section 2. Duties of Officers
  - A. The Chair shall conduct and be a voting member at all meetings, appoint committees as needed and act as a liaison between this round table and other units of WLA.
  - B. The Vice Chair/Chair Elect shall conduct meetings in the absence of the Chair and succeed to the office of Chair should that office become vacant.
  - C. The Past Chair shall serve as a consultant for the Chair, and will perform any role assigned by the Chair.
  - D. The Secretary shall perform the normal duties of this office.
  - E. The Members-at-Large shall perform duties as assigned.
  - F. The Secretary and Members-At-Large will serve two year terms. All other officers will serve one year terms. Terms of office will be the calendar year.
  
- Section 3. Nominations and Elections
  - A. The Chair shall appoint a nominating committee to prepare a slate of officers for the coming year. At least three people will serve on the nominating committee. One member of the nomination committee shall be the Vice-Chair/Chair Elect. One or more names shall be placed in nomination for each office. The nomination process

will follow the calendar and guidelines set by the WLA Nominations and Elections Committee.

- B. Consent of the persons nominated must be obtained in writing before their name appears on the slate.

**Article V. Committees**

Special committees will be appointed by the Chair as needed.

**Article VI. Meetings**

- Section 1. An annual business meeting of the round table will be held during the WLA Annual Conference.
- Section 2. The roundtable may hold an annual program meeting or co-sponsor such a meeting with other WLA units or organizations for which registration fees may be charged.
- Section 3. The latest edition of Robert's Rules of Order shall govern the meetings of the round table.
- Section 4. A quorum shall consist of those present at any meeting.

**Article VII. Amendments to the Bylaws**

Bylaws may be amended at any business meeting of the round table by two-thirds majority vote of the members present. Notice of the proposed changes in the bylaws must be mailed to all members at least 30 days prior to the meeting at which it will be considered.

Approved by Intellectual Freedom Round Table  
October 28, 1994

Amended on November 1, 2000, by IFRT Board.  
Amended on October 27, 2005, by the IFRT Board.

## **530.5 POLICIES AND PROCEDURES OF THE RESOURCE SHARING ROUND TABLE**

### **Article I. Name**

The name of the group shall be the Resource Sharing Round Table (RSRT) of the Wisconsin Library Association.

### **Article II. Purpose**

- A. To promote discussion of the issues related to resource sharing, interlibrary loan and delivery
- B. To encourage resource sharing in the state of Wisconsin
- C. To provide programs, exhibits and other activities within the Association on interlibrary loan-related issues

### **Article III. Membership**

Section 1. Membership is open to all members of the Wisconsin Library Association.

Section 2. Members may attend meetings, participate in activities, vote, hold office and receive mailings of this unit.

### **Article IV. Officers**

Section 1. The officers shall be a Chair, Chair-Elect and Secretary.

Section 2. The duties of the officers shall be such as are implied by their respective titles. In addition, the Chair shall act as, or appoint someone to act as, newsletter editor, to see that the RSRT newsletter is published at least twice a year; the Chair-elect shall act as a programming chair, seeing that programs sponsored by RSRT are included in WLA conferences; and, the Secretary shall act as membership chair, seeing to the recruitment and retention of members of the RSRT. These officers, along with the immediate Past Chair, shall act as the executive board of the unit.

Section 3. The Chair shall act as liaison between the Resource Sharing Round Table and the Wisconsin Library Association and its units and shall be responsible for requesting the budget from the Wisconsin Library Association.

### **Article V. Meetings**

Section 1. The annual meeting of this unit shall be held at the time and place of the annual conference of the Wisconsin Library Association.

Section 2. Special meetings may be called by the Chair, with a two-week notice to the membership prior to the meeting.

### **Article VI. Nominations and Elections**

Section 1. Each year, three members of the Roundtable will serve as the nominating committee for that year. They will be Chair, Chair-Elect and Secretary.

Section 2. The nominating committee shall prepare a slate consisting of one nominee for each position to be filled in that year's election. Consent of the persons nominated must be obtained before their names appear on the slate.

Section 3. The term of the office shall be one year.

Section 4. Additional nominations may be made to any elective office by filing with the Chair, not less than two months prior to the next annual meeting.

Section 5. A copy of the ballot shall be mailed to each personal member of the unit at least one month before the annual meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be elected. In case of a tie vote, the determination shall be by lot.

Section 6. Vacancies shall be filled by executive board appointment.

#### **Article VII. Committees**

Section 1. The three elected officers and Past Chair will serve as executive committee for the unit. Their duties will be to transact the business of the unit between official meetings.

Section 2. The Chair shall appoint standing and special committees as needed to carry out the functions of the unit.

#### **Article VIII. POLICIES AND PROCEDURES**

Policies and procedures may be amended at any business meeting of the round table by two-thirds majority vote of the members present. Notice of the proposed changes must be mailed to all members at least 30 days prior to the meeting at which it will be considered.

**Article IX. POLICIES AND PROCEDURES OF THE WISCONSIN SMALL LIBRARIES SECTION**

**Article I. Authorization Statement**

The Wisconsin Small Libraries Section was established under the petition process of WLA Bylaws with the necessary thirty signatures of WLA members.

**Article II. Name**

The name of this organization shall be the Wisconsin Small Libraries Section (WISL) of the Wisconsin Library Association (WLA).

**Article III. Mission Statement**

To promote the common interests, activities, administration and services of all small libraries.

**Article IV. Membership and Dues**

Section 1. Membership shall be open to all members of the Wisconsin Library Association who choose to join.

Section 2. Such designated members of the Section shall be eligible to hold office and vote at its business meetings.

**Article V. Officers and Duties**

Section 1. The officers of the Section shall be a Chair, Vice Chair/Chair-Elect, immediate Past Chair, Secretary and three Members-at-Large.

Section 2. The terms of office shall be Chair-Elect, three years; Secretary, two years; Members-at-Large, three years.

Section 3. The duties of the officers shall be such as are implied by their respective titles, and they, with the immediate past chair, shall act as the Executive Board for this Section.

Section 4. In the event of a resignation, the protocol shall be to follow WLA Bylaws guidelines as listed in Article IV, Section 4.

Section 5. Recall of WLA unit officers will follow the WLA guidelines as stated within Section 185 of the Organizational Manual.

Section 6. Any board member who misses two un-excused consecutive meetings will be replaced through appointment by the chair.

**Article VI. Meetings**

Section 1. At least one general session and a business meeting of the section shall be held during the annual conference of the Wisconsin Library Association.

Section 2. At least one general session and a board meeting will be held at the WAPL Spring Conference.

Section 3. For purposes of the annual business meeting, a quorum shall be defined as the membership attending the ANNUAL MEMBERSHIP MEETING.

Section 4. The rules of *Robert's Rules of Order, Newly Revised*, latest edition, shall govern meetings

of WISL.

**Article VII. Committees**

Section 1. Committees shall be authorized by the Executive Board and may be discontinued by the Board.

Section 2. Appointments to all committee members shall be made by the Chair.

**Article VIII. Nominations and Elections**

Section 1. The Chair shall appoint a nominating committee to prepare a slate of officers for the coming year. At least three people will serve on a nominating committee. One member of the committee shall be the Vice Chair/Chair-Elect. At least two names shall be placed in nomination for each office. This slate shall be filed with the chair at least three months prior to the annual business meeting.

Section 2. Consent of the persons nominated must be obtained before their names appear on the slate.

Section 3. A ballot, along with brief biographical notes on each candidate, shall be mailed to each member of the unit at least one month before the annual business meeting and shall be returned at least ten days before the date of that meeting. The candidate for each office receiving the largest number of votes shall be elected. In the event of a tie vote, the determination shall be by lot.

Section 4. Bylaws may be adopted at any regular business meeting of the section by a two-thirds majority vote of the membership present.

Section 5. All amendments shall be forwarded to the Committee on Organization for full review before being referred to the membership for vote.

**Article IX. Dissolution**

WISL may be dissolved by a majority vote of current membership present at the annual business meeting or by the WLA Board of Directors if WISL is no longer felt to be a viable element within the Association.

Adopted: 10/25/95

Revised: 11/05/97

Revised: 05/03/01

Revised:

**530.7 POLICIES AND PROCEDURES OF THE GOVERNMENT INFORMATION ROUND TABLE**

**Article I. Name**

The name of this organization shall be the Government Information Round Table of the Wisconsin Library Association.

**Article II. Purpose**

- Section 1. To promote awareness and use of government information.
- Section 2. To provide an opportunity for discussion and an exchange of ideas for persons interested in governments information.
- Section 3. To promote legislation which ensures permanent public access to government information and strengthens government depository library programs.
- Section 4. To cooperate with the other sections, divisions, and round tables within the association and similar groups elsewhere in planning and implementing services to users.

**Article III. Membership**

- Section 1. Membership in the Round Table shall be open to Wisconsin Library Association members.
- Section 2. Government Information Round Table members may attend meetings, participate in activities, vote, hold office, and receive mailings of the section.
- Section 3. Non-unit members interested in government information may attend Government Information Round Table meetings but may not vote or hold office.

**Article IV. Officers and Duties**

- A. The executive officers of this Round Table shall be a Chair, Vice-Chair/Chair-Elect and Secretary.
- B. The Chair shall make arrangements for the annual meetings, preside at meetings, appoint members to special committees, keep the financial records of the Round Table, and act as liaison to other WLA divisions and sections (except membership), and with ALA, GODORT, and MFLA.
- C. The Vice-Chair/Chair-Elect shall assist the Chair, succeed the Chair in office, serve as Chair of the Planning and Nominating committees, and act as liaison to the WLA membership committee. The Vice-Chair shall also be responsible for preparing the section budget for the following year.
- D. The Secretary shall record minutes of the meetings and keep the membership list of the round table. Records of the meetings shall be sent to the WLA Executive Director and the Wisconsin Library Association Newsletter Editor. The Secretary shall see that minutes of meetings are distributed to members of the board and to members of the Round Table.

**Article V. Committees**

- Section 1. Planning Committee
  - A. Membership: In addition to the Vice-Chair/Chair-Elect, the Planning Committee shall consist of three members elected for two-year terms with two elected one year, and



one the next.

- B. DUTIES: The Planning Committee is responsible for organizing and scheduling workshops and other special government information-related projects, as well as assisting the Round Table executive officers in the preparation of the annual WLA conference programs and/or round table meeting. It is also responsible for developing short- and long-range plans for the Government Information Round Table and presenting those plans to the executive officers following their election to office.

Section 2. Special Committees: Special committees may be appointed as needed. All appointments shall be made by the unit Chair.

## **Article VI. Nominations and Elections**

Section 1. At least 60 days prior to the annual meeting, the Chair shall appoint a nominating committee of three members to prepare a slate of officers and Planning Committee members for the coming year. The Vice-Chair/Chair-Elect shall head this committee. Consent of the candidates for office shall be secured before their names are presented.

Section 2. Elections shall be held by mail ballot of the membership. Candidates receiving a simple majority shall be elected. New officers and Planning Committee members shall be announced at the Annual Meeting and in the Round Table's Newsletter. Officers and Planning Committee members will take office on the first day of the following calendar year.

Section 3. The term of office for the Chair and Vice-Chair/Chair-Elect shall be one year. The term of office for the Secretary and Planning Committee members shall be two years. Vacancies shall be filled by appointment by the executive officers.

## **Article VII. Meetings**

Section 1. Business Meetings

- A. The annual business meeting of the Round Table shall be held at the time and place of the annual conference of the Wisconsin Library Association.
- B. Special meetings may be called by the Chair or the Vice-Chair/Chair-Elect.
- C. Notices of special meetings shall be mailed at least 30 days before each meeting.
- D. The members present shall constitute a quorum.

Section 2. Program Meetings

- A. The annual program meeting of the Round Table may be held at the time and place of the annual conference of the Wisconsin Library Association.
- B. Additional program meetings may be held at other times of the year. Registration fees may be charged for such meetings.

## **Article VIII. Amendments to the Bylaws**

Section 1. Bylaws may be amended at any business meeting provided the Secretary has informed members of proposed changes at least 30 days prior to the meeting.

Section 2. Amendments become effective when they have been approved by a two-thirds majority of those present and voting.

**530.9 POLICIES AND PROCEDURES OF THE LIBRARY USER EDUCATION ROUND TABLE**

**Article I. Name**

The name of this organization shall be the Library User Education Round Table (LUERT) of the Wisconsin Library Association.

**Article II. Purpose**

- Section 1. To provide a forum for all Wisconsin librarians interested in user education.
- Section 2. To develop a philosophy of user education services.
- Section 3. To advance the informational, research, educational, recreational and cultural needs of users in all types of libraries and at all levels within the state relative to effective use of collections and information.
- Section 4. To initiate or sponsor projects and studies designed to add to the existing store of knowledge and understanding of user education activities.
- Section 5. To explore the application and impact of new technology to user education services and information finding procedures.
- Section 6. To promote the awareness of the role of user education services within the context of the goals of the library.
- Section 7. To give attention to the needs of users and to cooperate with the other sections, divisions, and round tables within WLA in planning and implementing user education services.

**Article III. Membership**

- Section 1. Membership in the Round Table shall be open to any WLA member who elects to join.
- Section 2. Members may attend meetings, participate in activities, vote, hold office, and receive mailings of this Round Table.
- Section 3. Any person who is interested in user education service may attend meetings, without voting or holding office.

**Article IV. Officers**

- Section 1. Executive Board Officers: The Officers of this Round Table shall be a Chair, Vice/Chair/Chair-Elect, a Secretary and two Members-at-Large.
- Section 2. Duties of Executive Board Officers:
  - A. The Chair shall:
    - 1. Make arrangements for the annual meetings.
    - 2. Preside at meetings.
    - 3. Keep the financial record of the Round table.
    - 4. Act as liaison with the Board and other WLA Divisions and Units.
    - 5. Act as liaison with ALA, LIRT, and ACL, BIS.
    - 6. Appoint members of special committees.
    - 7. Assist Vice-Chair with committee appointments.

- B. The Vice-Chair/Chair-Elect shall:
  - 1. Assist the Chair and succeed the chair in office.
  - 2. Plan the program for the following year.
  - 3. Be responsible for the development and continuation of the planning effort of the Round Table Executive Board.
  - 4. Prepare the Round Table budget for the following year.
  - 5. With the Chair, appoint the committees for their own term as chair.
  - 6. Serve on the nominating committee.
- C. The Secretary shall:
  - 1. Record minutes of the meetings.
  - 2. Distribute minutes to the LUERT Executive Board and others as designated by the LUERT Chair.
  - 3. Keep the membership list.
- D. The Members-at-Large shall:
  - 1. Assist in decision making.
  - 2. Assist with program planning for the Round Table.
  - 3. Perform other tasks as assigned by the LUERT Chair.

**Article V. Committees**

- Section 1. Planning Committee
  - A. Membership: The planning Committee shall have four member serving for two year terms, with two selected by the Vice-Chair each year. Attempts will be made to achieve reasonable WLA divisional representation.
  - B. Duties of the Planning Committee:
  
- Section 2. Special Committees
  - A. Special committees may be appointed as needed. All appointments shall be made by the Round Table Chair or Vice-Chair for their term of office.
  
- Section 3. Nominations and Elections
  - A. The Vice-Chair shall appoint a nominating committee of at least three members to serve during latter's term as Chair. The Nominating Committee will prepare a slate of officers for the coming year. Once elected, the new Vice-Chair shall also serve on this committee.
 

Consent of candidates for office shall be secured before their names are presented. The slate will be submitted in accordance with the policies and guidelines of the WLA Nominations and Elections Committee. Elections shall be held by mail ballot of the membership. Officers and committee members will take office on the first day of the following new year.
  - B. The term of office for the Chair and Vice-Chair/Chair Elect shall be one year. The term of office for the Secretary shall be two years.
  - C. The term of office for the two Members-at-Large shall be two years with one elected each year.
  - D. Vacancies shall be filled by executive board appointments.

**Article VI. Meetings**

- Section 1. Business Meetings
  - A. The annual business meeting of this Round Table shall be held at the time and place of the annual conference of the Wisconsin Library Association.

- B. Special meetings may be called by the Chair.
- C. Notices of special meetings shall be mailed at least 30 days before the meeting.
- D. The members present shall constitute a quorum.

Section 2. Program Meetings

The annual program meeting of the Round Table may be held at the time and place of the annual conference of the WLA. Additional program meetings may be held at other times of the year for which registration fees may be charged.

**Article VII. Amendments to the Bylaws**

Bylaws may be altered, amended, or repealed at any duly called business meeting provided the Secretary has informed the members of the proposed changes at least 30 days prior to the meeting. Amendments become effective when they have been approved by a two-thirds majority of those present and voting.

**530.10 POLICIES AND PROCEDURES OF THE WISCONSIN GENEALOGY AND LOCAL HISTORY ROUND TABLE**

**Article I. Statement of Authority**

The Board of Directors of the Wisconsin Library Association authorized organization of this unit as a roundtable at a regular Board meeting on August 14, 1998 (Section X, A-2) as specified in Article IX of the WLA Organizational Manual.

**Article II. Name**

The name of the unit shall be the Wisconsin Genealogy and Local History Roundtable. Its acronym shall be WIGLHR, pronounced "Wiggler."

**Article III. Mission Statement/Statement of Purpose**

The Wisconsin Genealogy and Local History Roundtable will offer networking opportunities to librarians and archivists who work with local history and genealogy collections and services throughout the state.

**Article IV. Goals**

- A. The Wisconsin Genealogy and Local History Roundtable's goals include, but are not limited to, the following:
  - 1. To educate librarians, library staff and archivists about the best practices of local history and genealogy collection management.
  - 2. To promote local history and genealogy collections that exist in Wisconsin.
  - 3. To provide networking opportunities for librarians and archivists who manage local history archives.
- B. Activities to meet the goals of the Roundtable will include:
  - 1. Publication of a newsletter at least twice a year.
  - 2. Publication of a membership brochure.
  - 3. Sponsorship of educational programs at library conferences and workshops.
  - 4. Creation of Web page on the Wisconsin Library Association site.

**Article V. Membership**

Section 1. Membership in WIGLHR is open to all current members of the Wisconsin Library Association.

Section 2. Non-roundtable members interested in genealogy and local history may attend WIGLHR meetings but may not vote or hold office.

**Article VI. Officers**

Section 1. Officers of WIGLHR shall include Chair, Vice-Chair/Chair-Elect and Secretary.

Section 2. Duties of Officers:

- A. Chair: The Chair will preside over unit meetings, coordinate roundtable activities and prepare and administer the unit's budget. The Chair will serve one 1-year term.
- B. Vice-Chair/Chair-Elect: The Vice-Chair/Chair-Elect will preside over business meetings in the absence of the Chair and may be required to assume the duties of Chair in the event of the resignation of the Chair. This position will coordinate educational programming and promotional efforts for the roundtable. The Vice-Chair/Chair-Elect will serve one 1-year term.

- C. Secretary: The Secretary will prepare an agenda and minutes of the business meeting and forward copies to the Wisconsin Library Association President and Executive Director. The Secretary will serve one two-year term.

**Article VII. Committees**

- Section 1. Publications Committee  
The Publications Committee will be responsible for the publication of the roundtable newsletter and Web site. Appointment to the Committee shall be made by the Chair.
- Section 2. Nominating Committee  
The Nominating Committee shall consist of the roundtable Chair and a member-at-large appointed by the Chair. The Committee will secure nominations for roundtable officers and committee chairs in time for the Wisconsin Library Association balloting and electing process each fall.

**Article VIII. Meetings**

- Section 1. Business Meeting  
The annual business meeting of the roundtable shall be held at the time and place of the annual conference of the Wisconsin Library. The order of business shall be according to *Robert's Rules of Order, Newly Revised*, latest edition.
- Section 2. Special Meetings  
Special meetings may be called by the Chair. Notices of special meetings shall be mailed at least 30 days before the meeting.
- Section 3. Quorum  
The members present shall constitute a quorum.

**Article IX. Amendments**

- Section 1. Notice of proposed amendments or modifications of Bylaws must be mailed to all members a minimum of 30 days prior to the annual business meeting.
- Section 2. Amendments to these Bylaws, or modifications, may be proposed at the annual business meeting and adopted by two-thirds majority of the members present.

**Article X. Dissolution**

- Section 1. Dissolution of the roundtable is accomplished by a majority vote of the roundtable's current membership present at the annual business meeting.
- Section 2. The roundtable may also be dissolved by the Wisconsin Library Association Board of Directors if the roundtable is no longer viable within the Association. A unit's viability is evaluated by WLA policy (370.6) in the Organization Manual.

## **530.11 POLICIES AND PROCEDURES OF THE NEW MEMBERS ROUND TABLE**

(Established by the WLA Board of Directors, June 20, 2008. No policies have yet been issued.)

## **530.12 POLICIES AND PROCEDURES OF THE ETHNIC AND MULTICULTURAL INFORMATION EXCHANGE ROUNDTABLE**

### **Article I. Name**

The name of this organization shall be the Ethnic Multicultural Information and Exchange (EMIERT) Round Table of the Wisconsin Library Association.

### **Article II. Purpose** To provide a forum for the exchange of information on library materials and services for ethnic and multicultural groups.

Section 1. To support librarians and library staff of color.

Section 2. To support librarians and library staff who work closely with ethnic and multicultural groups.

Section 3. To support and assist librarians and library staff interested in diversity in Wisconsin libraries.

### **Article III. Membership** Membership in the Round Table shall be open to Wisconsin Library Association members.

Section 1. Ethnic Multicultural Information and Exchange Round Table members may attend meetings, participate in activities, vote, hold office, and receive information of the section.

Section 2. Non-unit members interested in government information may attend Government Information Round Table meetings but may not vote or hold office.

### **Article IV. Officers and Duties**

Section 1. The executive officers of this Round Table shall be a Chair, Vice-Chair/Chair-Elect and Secretary.

Section 2. The Chair shall preside at meetings, appoint members to special committees, and act as liaison to other WLA divisions and sections.

Section 3. The Vice-Chair/Chair-Elect shall assist the Chair, succeed the Chair in office, make arrangements for the following year annual meeting and programs.

Section 4. The Secretary shall record and distribute minutes of the proceedings of the roundtable, notify all members of meetings, maintain roundtable membership list.

### **Article V. Committees**

Section 1. Executive Committee

A. Membership: The Executive Committee shall include the three additional members elected officers and the immediate past Chair.

B. Duties: The Executive Committee is responsible for conducting and transact business of the Roundtable between official meetings.

Section 2. Planning Committee

- A. Membership: The Planning Committee shall include the Executive Board Officers and additional appointed members for one year.
- B. Duties: The Planning Committee is responsible for organizing and scheduling workshops and other special government information-related projects, as well as assisting the Round Table executive officers in the preparation of the annual WLA conference programs and/or Round Table meeting.

## **Article VI. Nominations and Elections**

- Section 1. At least 60 days prior to the annual meeting, the Chair shall appoint a nominating committee of three members to prepare a slate of officers and Planning Committee members for the coming year. The Vice-Chair/Chair-Elect shall head this committee. Consent of the candidates for office shall be secured before their names are presented.
- Section 2. Elections shall be held by mail ballot of the membership. Candidates receiving a simple majority shall be elected. New officers and Planning Committee members shall be announced at the Annual Meeting and in the Round Table's Newsletter. Officers and Planning Committee members will take office on the first day of the following calendar year.
- Section 3. The term of office for the Chair/Immediate Past Chair, Vice-Chair/Chair-Elect shall be two years. The term of office for the Secretary and Planning Committee members shall be one year. Vacancies will be filled by appointment by the executive officers.

## **Article VII. Meetings**

- Section 1. Business Meetings
  - A. The annual business meeting of the Round Table shall be held at the time and place of the annual conference of the Wisconsin Library Association.
  - B. Special meetings may be called by the Chair or the Vice-Chair/Chair-Elect.
  - C. Notices of special meetings shall be mailed at least 30 days before each meeting.
  - D. The members present shall constitute a quorum.

## **Article VIII. Amendments to the Policies and Procedures**

- Section 1. EMIERT policies and procedures may be amended at any business meeting provided the Secretary has informed members of proposed changes at least 30 days prior to the meeting.
- Section 2. Amendments become effective when they have been approved by a two-thirds majority of those present and voting.