

# NDLA POLICY MANUAL

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# 1. Officers (President, President-Elect, Past President, Secretary, Treasurer)

## 1.1 Scope of Responsibilities

All Officers	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one’s position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Electronic Discussion Lists Policy, Reimbursement Policy, Teleconference Policy, and Website Policy) can be found in chapter 6 of this document.</li> </ul>
President	<ul style="list-style-type: none"> <li>• Oversees and directs the overall business of the association.</li> <li>• Presides at executive board meetings; ensures there is a quorum of voting members present.</li> <li>• Presides over executive board listserv motions, discussions and voting.</li> <li>• Acts as the official voice of the NDLA membership on national, state and local library issues.</li> <li>• Presides over the annual conference general sessions.</li> <li>• Handles official correspondence of the association.</li> <li>• Take no position on behalf of NDLA on issues that do not directly impact libraries.</li> <li>• Is a voting member of the NDLA Finance committee.</li> <li>• Is a member of the NDLA Legislative committee.</li> <li>• Is a voting member of the North Dakota Library Coordinating Council.</li> <li>• Prior to each Executive Board meeting, calls for written reports accordingly.</li> <li>• Calls for discussion on Bylaws changes at least 30 days before vote is taken.</li> <li>• Appoints committee chairs for the Finance Committee, Legislative Committee, Intellectual Freedom Committee, Constitution, Bylaws and Policies Committee, Membership Committee, Nominations, Elections, and Voting Committee, Professional Development Committee, Archivist/Historian position, The Good Stuff Editorial Committee, and Web Editor position.</li> <li>• Has the option of presenting a President’s Award at the annual conference awards ceremony.</li> <li>• Near the end of the Annual Membership Meeting, President turns over the gavel to the President-Elect.</li> </ul>

<p>President-Elect</p>	<ul style="list-style-type: none"> <li>● Assumes the duties of the President when that officer is absent or is unable to act. When acting in the place of the President, the President-Elect has all the powers, duties, responsibilities, and privileges of the President.</li> <li>● At the request of the President and/or the NDLA Executive Board the President-Elect undertakes specific assignments.</li> <li>● Is a voting member of the NDLA Finance Committee.</li> <li>● Is a member of the NDLA Legislative Committee.</li> <li>● Serves as Exhibits Chair for the annual Conference.</li> <li>● Assembles a committee of past presidents, from geographical locations across ND, to review applications and select a Librarian of the Year. This same committee of past Presidents also nominates recipient(s) to the Executive Board for an annual award known as the Major Benefactor Award.</li> <li>● Assumes the Presidency at the end of the Annual Membership Meeting.</li> </ul>
<p>Past-President</p>	<ul style="list-style-type: none"> <li>● This position completes the succession of President-Elect to President to Past-President.</li> <li>● Is a voting member of the NDLA Finance Committee.</li> <li>● Is Conference Chair, oversees the entirety of the conference planning process for the organization's annual conference (for further information see the Conference Manual)</li> <li>● Responsible for updating the Conference Manual in consultation with others involved in planning and execution of the annual conference.</li> </ul>
<p>Secretary</p>	<ul style="list-style-type: none"> <li>● Prepares and distributes accurate minutes of the meetings of the Executive Board and each of the General Sessions held at the annual Conference.</li> <li>● Also prepares and distributes accurate minutes of electronic business conducted by the Executive Board and by the general membership.</li> <li>● Includes in the minutes a list of Executive Board members present and those absent, including their NDLA title (identify if acting as a proxy).</li> <li>● Distributes the <i>DRAFT</i> minutes of executive board meetings to the board within two weeks of the board meeting.</li> <li>● Distributes the draft minutes, with a <i>DRAFT</i> watermark, of the Annual Membership Meeting to the general membership no later than 30 days after said meeting. Resolutions approved at this meeting will be attached to the minutes.</li> </ul>

Treasurer	<ul style="list-style-type: none"> <li>● Is responsible for maintaining the association’s financial records, banking and investment accounts, and paying association debts.</li> <li>● Arranges for the completion and filing of the annual tax return in compliance with IRS regulations for nonprofit organizations.</li> <li>● Provides quarterly financial reports reflecting the status of the organization to the Executive Board.</li> <li>● Serves on the Membership Committee, the Finance Committee and performs other duties as assigned by the President or the Executive Board.</li> <li>● Notifies the Executive Board of amount of proceeds from the auction and requests action on how they will be spent.</li> </ul>
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## 1.2 Budget

All Officers	<ul style="list-style-type: none"> <li>● Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>● Annual budget requests are approved by the NDLA Executive Board.</li> <li>● Refer to the Reimbursement section for details on items covered.</li> <li>● Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
President-Elect	<p>Awards</p> <ul style="list-style-type: none"> <li>● The Librarian of the Year and Major Benefactor plaques are charged within the Awards Committee costs in the Conference budget.</li> <li>● The one-year free membership for Librarian of the Year does not have an associated cost and is awarded by contacting the Membership Committee Chair and communicating with the NDLA President and Treasurer.</li> </ul> <p>ALA</p> <ul style="list-style-type: none"> <li>● The President-Elect is encouraged to attend the Chapter Leaders Forum at the ALA annual or midwinter conference to obtain leadership skills; therefore, NDLA will reimburse the cost for travel and conference fees at ALA if not reimbursed by the employee’s agency.</li> </ul> <p>Committees</p> <ul style="list-style-type: none"> <li>● Is a voting member of the Finance Committee.</li> <li>● Is a member of the Legislative Committee during a legislative year.</li> </ul>
Past-President	<p>Conference Chair</p> <ul style="list-style-type: none"> <li>● As Conference Chair, the Past-President develops, recommends and submits a conference budget to the Executive Board for its approval.</li> </ul>
Secretary	The Secretary prepares a budget request, which includes monies for photocopying, mailing expenses, and supplies.
Treasurer	The Treasurer shall estimate expenses for each calendar year and report this estimate to the Finance Committee Chair prior to the start of the calendar year.

### 1.3 Reports

All Officers	<ul style="list-style-type: none"><li>● All Executive Board members (voting and non-voting) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>● The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year, with two exceptions:<ul style="list-style-type: none"><li>○ Secretary Minutes</li><li>○ Treasurer's Reports</li></ul></li><li>● Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year, with the exception of the secretary, who will distribute minutes with a DRAFT watermark. The final approved minutes following the board meeting shall be distributed in PDF format. They will also be posted on the NDLA Website.</li><li>● All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li></ul>
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## **2. Representatives of Affiliated Associations (ALA, MPLA)**

### 2.1 Scope of Responsibilities

Both representatives	<ul style="list-style-type: none"> <li>● Reads section of this NDLA Policy Manual specific to one's position on the NDLA Executive Board.</li> <li>● All NDLA-wide policies (Archives Policy, Electronic Discussion Lists Policy, Reimbursement Policy, Teleconference Policy, and Website Policy) can be found in chapter 6 of this document.</li> </ul>
ALA Councilor	<ul style="list-style-type: none"> <li>● NDLA is a chapter of ALA, which was created to give ALA a wide geographic viewpoint on library related issues. Each chapter is allowed one voting representative. Basic requirements are that chapters pay their dues and file copies of their Constitution and Bylaws with ALA headquarters.</li> <li>● In order to run for ALA Councilor, a person must be both an NDLA and an ALA member.</li> </ul> <p>Duties and Meetings</p> <ul style="list-style-type: none"> <li>● Represent NDLA at the ALA Midwinter Meeting and Annual Conference.             <ul style="list-style-type: none"> <li>○ The most significant responsibility is to attend the three Council sessions held at each conference, this includes ALA-APA meetings.</li> <li>○ The Councilor should attempt to attend a number of other related meetings including: the Chapter Councilors forum, ALA membership meetings, and Council forums</li> <li>○ The Councilor will be invited to a number of other sessions, which can be interesting and useful: a new councilor orientation, programs aimed at chapter councilors, and various Council social events.</li> <li>○ No one can substitute for the elected Chapter Councilor, so North Dakota won't be represented if the Councilor is unable to attend. If you have a legitimate reason for not attending a conference or meeting, you must notify the ALA Chapter Office.</li> </ul> </li> <li>● Attend NDLA Executive Board meetings and keep the Board informed of ALA activities and policies.</li> <li>● Promote ALA membership for NDLA members.             <ul style="list-style-type: none"> <li>○ Attempts at promotion should be included in written and oral reports.</li> <li>○ Various ALA handouts and display materials should be requested from the ALA Chapter Relations Office to be displayed prominently at the annual NDLA conference (usually near the registration area).</li> <li>○ Additional display materials are also available from ALA and you can make your decision about borrowing them</li> </ul> </li> </ul>

	<p>based on facilities and the ALA description of what is involved.</p>
<p>MPLA Representative</p>	<ul style="list-style-type: none"> <li>● The MPLA Representative is to act as a liaison between the MPLA Board and the NDLA Executive Board, sharing information and concerns of both organizations.</li> <li>● The Representative is a voting member of both boards.</li> <li>● In order to run for MPLA Representative, a person must be both an NDLA and an MPLA member.</li> <li>● Represent NDLA at the MPLA Annual Conferences and Executive Board meetings. Attend NDLA Executive Board meetings and keep the Board informed of MPLA activities and policies.</li> </ul> <p>General Duties</p> <ul style="list-style-type: none"> <li>● For the annual NDLA conference, the MPLA Representative will exhibit the MPLA display (each state rep. to MPLA has their own, though additional handouts may need to be requested from MPLA's Executive Secretary), ask for space from the NDLA exhibits chairperson, set up the display, monitor the display and take the display down and store it until the next conference.</li> <li>● MPLA records are kept electronically and the Board Report Archives are available at:  <a href="https://mpla.us/documents/board-reports/state/north-dakota/">https://mpla.us/documents/board-reports/state/north-dakota/</a>. If you have tangible archival materials for the NDLA archives, submit them to NDLA's archivist.</li> <li>● Meet with the newly elected representative to discuss the duties and responsibilities before he/she begins serving his/her term (this can be done during the conference).</li> <li>● Coordinate membership appeals with the membership chairman of MPLA. Appeal personally to past North Dakota MPLA members that have not renewed in a timely manner. Promote membership benefits to NDLA members who have not joined MPLA.</li> </ul> <p>Joint Conference Responsibilities</p> <ul style="list-style-type: none"> <li>● When a joint conference is planned, activities of the conference-related sub-committees, the Local Arrangements Chair and the Conference Program Committee may have to adjust to accommodate their counterparts in the other Association (see: MPLA Bylaws and Manual of Procedure, <a href="https://mpla.us/documents/bylaws-and-manual-of-procedure/">https://mpla.us/documents/bylaws-and-manual-of-procedure/</a>).</li> <li>● Serve as a conveyor of information between MPLA and NDLA and take part in Tri-Conference Planning Committees as needed.</li> <li>● Act as a liaison for MPLA/NDLA conferences held in North Dakota. This happens about every 11 years, on average, because North Dakota and South Dakota usually combine to form a Tri-conference (NDLA/SDLA/MPLA). If MPLA adds more member states, the schedule will change.</li> </ul>

	<p>Annual Conference Awards</p> <ul style="list-style-type: none"> <li>• It is the current practice of MPLA to give away ten free MPLA memberships at the NDLA conference.</li> <li>• Set up a membership drawing box in the exhibit area at the MPLA display. Sign-up forms and information are available from the Executive Secretary of MPLA; place them at the booth.</li> <li>• Hold the drawing during the Awards Banquet at the NDLA Conference, if feasible.</li> <li>• Send the winners' names and all other entries to the MPLA Executive Secretary. Report the winners' names to The Good Stuff.</li> </ul> <p>Newsletter Articles</p> <ul style="list-style-type: none"> <li>• Draft and submit articles for each issue of both The Good Stuff and the MPLA Newsletter.</li> <li>• Newsletter articles submitted to The Good Stuff should provide information about MPLA events and activities, such as the Leadership Institute, conference, membership drives, etc.</li> <li>• Newsletter articles for the MPLA Newsletter should provide information about NDLA events and activities, as well as the North Dakota legislative activities that impact libraries, news about North Dakota State Library activities affecting ND libraries, and news regarding libraries in North Dakota (the State Library's newsletter, The Flickertale, is a good source for this information).</li> <li>• Provide the date and location of the annual MPLA conference to The Good Stuff a year in advance.</li> <li>• Provide the date and location of the annual NDLA conference to the MPLA Newsletter a year in advance.</li> </ul>
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## 2.2 Term of Office/Voting

MPLA Representative	<ul style="list-style-type: none"> <li>• The Representative serves for three years or until a successor is chosen.</li> <li>• A term of office will begin at the first MPLA Board of Directors meeting following election by the state association. (4.1.Section 1 Association Bylaws, MPLA Manual of Procedure).</li> <li>• A three-year term of office was adopted by NDLA in 1998.</li> </ul>
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## 2.3 Budget

Both Representatives	<ul style="list-style-type: none"> <li>• Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>• Annual budget requests are approved by the NDLA Executive Board.</li> <li>• Refer to the Reimbursement section for details on items covered.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
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## 2.4 Reports

Both Representatives	<ul style="list-style-type: none"> <li>• May prepare a written report before an Executive board meeting regarding news and activities of their respective organizations.</li> <li>• Prepare an annual written report for the annual conference that includes a summary of the activities, changes, challenges faced, etc. over the last year.</li> <li>• Reports should be distributed to the executive listserv in advance of the board meeting in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year.</li> <li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
ALA Councilor	<ul style="list-style-type: none"> <li>• Make an oral report at the NDLA Annual Conference.</li> <li>• Forward relevant information from ALA Council and Chapter Councilors listservs as appropriate.</li> </ul>
MPLA Representative	<ul style="list-style-type: none"> <li>• Draft reports about NDLA activities and other major ND library events for electronic submission to the MPLA Executive Board prior to each MPLA board meeting.</li> <li>• Present an oral report and membership appeal to the NDLA membership during a General Session, as scheduled by the NDLA President.</li> </ul>

### **3. Sections/Roundtables (A&SL, HSIS, NMRT, PLS, SLAYS, TECHSERT/GODORT)**

#### 3.1 Purpose

<p>All Sections and Roundtables</p>	<ul style="list-style-type: none"> <li>● Reads section of this NDLA Policy Manual specific to one’s position on the NDLA Executive Board.</li> <li>● All NDLA-wide policies (Archives Policy, Electronic Discussion Lists Policy, Reimbursement Policy, Teleconference Policy, and Website Policy) can be found in chapter 6 of this document.</li> <li>● Chairs/co-chairs serve as voting members to the Executive Board for their respective groups.</li> <li>● Sponsor and encourage opportunities for continuing education.</li> <li>● Support and foster the educational aspects of librarianship relevant for their respective groups.</li> </ul>
<p>Academic and Special Libraries Section (A&amp;SL)</p>	<p>The Academic and Special Libraries Section exists to create and foster cooperation between Academic Librarians and Special Librarians in all forms of institutions.</p>
<p>Health Science Information Section (HSIS)</p>	<p>The Health Science Information Section exists to:</p> <ul style="list-style-type: none"> <li>● Promote interest in health science information.</li> <li>● Promote cooperation among health science libraries and other types of Libraries in North Dakota.</li> <li>● Serve as a North Dakota Health Science Library Consortium of the National Network of Libraries of Medicine – also referred to as: the Greater Midwest Region of the National Network of Libraries of Medicine, the GMR, and Region 3 GMR/NNLM.</li> </ul>
<p>New Members Roundtable (NMRT)</p>	<p>The New Members Roundtable serves to:</p> <ul style="list-style-type: none"> <li>● Promote and encourage participation in professional activities, particularly at the state level.</li> <li>● Promote a sense of responsibility for the development of library service and librarianship.</li> <li>● Orient new members to North Dakota and to the library profession.</li> </ul>
<p>Public Library Section (PLS)</p>	<p>The Public Library Section serves to:</p> <ul style="list-style-type: none"> <li>● Promote and market public library interests in North Dakota.</li> <li>● Promote cooperation among public libraries and other types of libraries in North Dakota.</li> </ul>

<p>School Library and Youth Services Section (SLAYS)</p>	<p>The School Library and Youth Services Section exists to:</p> <ul style="list-style-type: none"> <li>● Create and foster cooperation between school and public librarians who specialize in youth services.</li> <li>● Promote library and instructional media administration and librarianship within the field of education in North Dakota.</li> </ul>
<p>Technical Services and Government Documents Roundtable (TECHSERT/ GODORT)</p>	<p>The Technical Services and Government Documents Roundtable exists to:</p> <ul style="list-style-type: none"> <li>● Provide a forum to initiate and support programs to increase the availability, use and bibliographic control of library materials, including federal, state, and local documents.</li> <li>● Create and foster cooperation between Technical Services and Government Document librarians in all types of institutions in North Dakota.</li> <li>● Develop standards for the administration of federal, state, and local documents. <ul style="list-style-type: none"> <li>○ Collaborate with the State Library to facilitate the collection, indexing and distribution of state documents.</li> <li>○ Promote the increased awareness and use of federal, state, and local documents throughout the state.</li> </ul> </li> <li>● Annually solicit nominations, voting and presentation of the Notable Document award.</li> </ul>

### 3.2 Membership in Section/Roundtable

<p>All Sections and Roundtables</p>	<ul style="list-style-type: none"> <li>● Section and Roundtable members must be an active NDLA member in good standing, in accordance with Article I, Section 1 of the NDLA Bylaws.</li> <li>● Membership in desired section/roundtables should be indicated in the membership application/renewal process on an annual basis.</li> <li>● A listing of current membership may be obtained by contacting the Membership Chair.</li> </ul>
<p>New Members Roundtable (NMRT)</p>	<p>Membership is open to any active member of the North Dakota Library Association for the first five years of membership.</p>

### 3.3 Term of Office/Voting

<p>All Sections and Roundtables</p>	<p>The Chairs/co-chairs of all sections and roundtables:</p> <ul style="list-style-type: none"> <li>• Are elected for a one-year term as chair-elect, and will then move into the position of chair the following year.</li> <li>• Must be active NDLA members in good standing.</li> <li>• Take office at the Executive Board meeting at the end of the Annual Conference.</li> <li>• Are voting members of the Executive Board.</li> </ul>										
	<p>Secretary</p> <ul style="list-style-type: none"> <li>• If elected by ballot the Secretary assumes his/her duties at the section/business meeting following the election.             <ul style="list-style-type: none"> <li>o HSIS, SLAYS</li> </ul> </li> <li>• If assigned at the section/business meeting the Secretary assumes his/her duties immediately upon appointment.             <ul style="list-style-type: none"> <li>o A&amp;SL, NMRT, PLS, TECHSERT/GODORT</li> </ul> </li> </ul>										
<p>All Sections and Roundtables: Succession of Officers / Vacancies</p>	<p><b>Chair</b> – A vacancy in the Chair position will be filled for the duration of an unexpired term by the Chair-elect. The position of Chair-Elect becomes vacant and is filled according to the policy below. Chair and Chair-elects are welcome to run for successive terms.</p> <p>Course with vacancy in Chair</p> <table border="1" data-bbox="467 1050 1399 1249"> <tr> <td style="background-color: #cccccc;">Year 1: Chair- Elect becomes Chair</td> <td style="background-color: #cccccc;">Year 1: Chair for balance of term</td> <td style="background-color: #666666;">Year 2: Past- Chair</td> </tr> </table> <p><b>Chair-Elect</b> – For a vacancy that occurs before June 2, the section/roundtable will contact the Nominations, Elections, &amp; Voting Committee to hold a special election to elect a new Chair-Elect. Notice of the special election must be given to the section or roundtable fourteen days prior to the electronic vote. A vacancy that occurs after June 2 will be filled by the annual election.</p> <p>Regular course</p> <table border="1" data-bbox="467 1575 1221 1675"> <tr> <td style="background-color: #cccccc;">Year 1: Chair-Elect</td> <td style="background-color: #cccccc;">Year 2: Chair</td> <td style="background-color: #666666;">Year 3: Past-Chair</td> </tr> </table> <p>Course with vacancy in Chair-Elect</p> <table border="1" data-bbox="467 1753 1399 1885"> <tr> <td style="background-color: #cccccc;">Year 1: Chair-Elect</td> <td style="background-color: #cccccc;">Year 1: Chair-Elect (position filled by special election)</td> <td style="background-color: #666666;">Year 2: Chair</td> <td style="background-color: #666666;">Year 3: Past-Chair</td> </tr> </table>	Year 1: Chair- Elect becomes Chair	Year 1: Chair for balance of term	Year 2: Past- Chair	Year 1: Chair-Elect	Year 2: Chair	Year 3: Past-Chair	Year 1: Chair-Elect	Year 1: Chair-Elect (position filled by special election)	Year 2: Chair	Year 3: Past-Chair
Year 1: Chair- Elect becomes Chair	Year 1: Chair for balance of term	Year 2: Past- Chair									
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Year 1: Chair-Elect	Year 1: Chair-Elect (position filled by special election)	Year 2: Chair	Year 3: Past-Chair								

	<table border="1" data-bbox="454 186 1421 304"> <tr> <td data-bbox="454 186 711 304">(incumbent departs)</td> <td data-bbox="711 186 1044 304"></td> <td data-bbox="1044 186 1203 304"></td> <td data-bbox="1203 186 1421 304"></td> </tr> </table> <p data-bbox="454 304 1421 609"> Impact on the annual election ballot:  When a Chair-elect vacancy occurs late in the term, it makes sense to fill the vacancy with the annual election ballot. The membership will elect a Chair-elect and a Chair. The Chair will take office immediately after the conference.   Chair appoints members to fill vacancies in the following positions: Past-Chair, Secretary, GMR representative (HSIS only). </p>	(incumbent departs)			
(incumbent departs)					

### 3.4 Officers

<p data-bbox="170 739 384 1045">All Sections and Roundtables: Officers</p>	<p data-bbox="384 739 1421 1045">The officers of sections/roundtables are the Chair or Co-Chairs, Chair-Elect, Secretary and immediate Past Chair, with the exception of HSIS, which also includes the NNLM GMR Health Sciences Librarians Focus Group Representative.</p> <p data-bbox="384 961 1421 1045">All elections of section/roundtable officers will be conducted by ballot in compliance with Article III., Section 1.B. of the NDLA Bylaws.</p>
<p data-bbox="170 1045 384 1894">All Section and Roundtables: Executive Committees</p>	<p data-bbox="384 1045 1421 1894">Are comprised of the Chair, Chair-Elect, Secretary, and Past Chair for all sections and roundtables, with the exception of HSIS, which also includes the NNLM GMR Health Sciences Librarians Focus Group Representative.</p> <ul data-bbox="446 1171 1421 1453" style="list-style-type: none"> <li>• Works together to support the activities of the section.</li> <li>• Appoints ad hoc committees as needed.</li> <li>• A majority of the Executive Committee constitutes a quorum for the transaction of business of this committee.</li> <li>• Annually reviews the NDLA Constitution and Bylaws and the NDLA Policy Manual with regard to their own section or roundtable or appoints a committee to do so as warranted. Forwards questions and suggestions to the Constitution, Bylaws and Policies Committee.</li> </ul>

<p>All Section and Roundtables: Nominating Committees</p>	<p>Nominating Committee of Sections/Roundtables; makeup designated by an X in the chart below:</p> <table border="1" data-bbox="399 405 1401 953"> <thead> <tr> <th data-bbox="399 405 719 506"></th> <th data-bbox="719 405 821 506">Chair</th> <th data-bbox="821 405 933 506">Chair-Elect</th> <th data-bbox="933 405 1089 506">Secretary</th> <th data-bbox="1089 405 1190 506">Past Chair</th> <th data-bbox="1190 405 1401 506">Other</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 506 719 680">ASL, PLS, NMRT</td> <td data-bbox="719 506 821 680"></td> <td data-bbox="821 506 933 680"></td> <td data-bbox="933 506 1089 680"></td> <td data-bbox="1089 506 1190 680"></td> <td data-bbox="1190 506 1401 680">Nominating Committee appointed by Chair</td> </tr> <tr> <td data-bbox="399 680 719 785">HSIS</td> <td data-bbox="719 680 821 785"></td> <td data-bbox="821 680 933 785">X</td> <td data-bbox="933 680 1089 785">X</td> <td data-bbox="1089 680 1190 785">X</td> <td data-bbox="1190 680 1401 785"></td> </tr> <tr> <td data-bbox="399 785 719 852">SLAYS</td> <td data-bbox="719 785 821 852">X</td> <td data-bbox="821 785 933 852">X</td> <td data-bbox="933 785 1089 852">X</td> <td data-bbox="1089 785 1190 852">X</td> <td data-bbox="1190 785 1401 852"></td> </tr> <tr> <td data-bbox="399 852 719 953">TECHSERT/GODOR T</td> <td data-bbox="719 852 821 953">X</td> <td data-bbox="821 852 933 953">X</td> <td data-bbox="933 852 1089 953">X</td> <td data-bbox="1089 852 1190 953"></td> <td data-bbox="1190 852 1401 953">Co-chairs</td> </tr> </tbody> </table> <p>Duties are to:</p> <ul style="list-style-type: none"> <li>• Nominate all officers with input from Section/Roundtable members.</li> <li>• Submit a slate of officers to the NDLA Nominations and Elections Committee.</li> <li>• Submit nominees' names and bios to the NDLA nominating committee according to their requested deadline.</li> </ul>		Chair	Chair-Elect	Secretary	Past Chair	Other	ASL, PLS, NMRT					Nominating Committee appointed by Chair	HSIS		X	X	X		SLAYS	X	X	X	X		TECHSERT/GODOR T	X	X	X		Co-chairs
	Chair	Chair-Elect	Secretary	Past Chair	Other																										
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HSIS		X	X	X																											
SLAYS	X	X	X	X																											
TECHSERT/GODOR T	X	X	X		Co-chairs																										
<p>All Sections and Roundtables: Duties of the Chair</p>	<ul style="list-style-type: none"> <li>• Attends NDLA Executive Board meetings or designates a proxy</li> <li>• Presides at section/roundtable meetings, including Executive Committee meetings.</li> <li>• Prepares reports as specified in the Reports Section.</li> <li>• Sends section/roundtable news to <i>The Good Stuff</i> editor.</li> <li>• Submits annual budget request to NDLA Finance Committee.</li> <li>• Submits conference budget to NDLA Conference Chair.</li> <li>• Approves section/roundtable expenditures.</li> <li>• Fills vacancies until election as outlined in this policy manual. See Succession of Officers / Vacancies.</li> </ul> <p>* HSIS has additional duties for the Chair position; see HSIS portion for details.</p>																														
<p>All Sections and Roundtables: Duties of the Chair-Elect</p>	<ul style="list-style-type: none"> <li>• Moves into the position of Chair at the end of the term or upon Chair Vacancy. See Succession of Officers / Vacancies.</li> <li>• Plans the section/roundtable program for NDLA Conference and submits related budget requests to Section or Roundtable Chair.</li> <li>• Carries out other duties as assigned by Chair.</li> </ul>																														

All Sections and Roundtables: Secretary	<ul style="list-style-type: none"> <li>Records and distributes minutes of section meetings to the section membership within one month of the meeting.</li> <li>Handles any correspondence, memos, and other duties at the request of the Chair.</li> </ul>
All Sections and Roundtables: Past Chair	<ul style="list-style-type: none"> <li>Serves as a resource for continuity.</li> <li>Serves on ad hoc committees.</li> </ul>
Health Sciences Information Section	<p>Additional Duties of Chair</p> <ul style="list-style-type: none"> <li>May appoint a parliamentarian to serve for one year at regular and special HSIS meetings.</li> <li>Plan the Spring meeting and distribute notice and agenda prior to the meeting.</li> <li>Chair the HSIS Professional Development Grant award review.</li> <li>May appoint HSIS representatives to other entities or groups as needed.</li> </ul> <p>The Health Sciences Information Section has an elected position for an affiliated organization: the NNLM GMR Health Sciences Librarians Focus Group Representative.</p> <p>NNLM GMR Health Sciences Librarians Focus Group Representative  -- HSIS will elect a representative to the NNLM GMR Health Sciences Librarians Focus Group to improve and enhance the communication between GMR and HSIS and North Dakota's health science librarians. The term of the Focus Group Representative is one year. The term of the NNLM GMR Health Sciences Librarians Focus Group Representative follows the GMR fiscal year and therefore begins on May 1 of the calendar year following the NDLA annual conference. Duties include:</p> <ul style="list-style-type: none"> <li>Attend all Focus Group meetings via videoconferencing software and report back to HSIS.</li> <li>Submit a written report of committee activities to the HSIS Chair three weeks prior to the fall Section meeting.</li> </ul>
Technical Services and Government Documents Roundtable	<p>TECHSERT/GODORT co-chairs will work together on the responsibilities of this Roundtable.</p> <ul style="list-style-type: none"> <li>Responsible for <a href="#">Notable Document Award</a></li> </ul>

### 3.5 Reports

<p>All Section and Roundtable Chairs</p>	<ul style="list-style-type: none"> <li>● All Executive Board members (voting and non-voting) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>● The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year</li> <li>● Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li> <li>● All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> </ul>
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### 3.6 Budget

<p>All Sections and Roundtables: Annual Budget</p>	<ul style="list-style-type: none"> <li>● Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>● Annual budget requests are approved by the NDLA Executive Board.</li> <li>● Refer to the Reimbursement section for details on items covered.</li> <li>● Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
<p>All Sections and Roundtables: Conference Budget</p>	<ul style="list-style-type: none"> <li>● Conference budget will be distributed to members of the NDLA Executive Board by the chair of the NDLA Conference Committee for approval.</li> <li>● Conference budget requests are submitted to the chair of the NDLA Conference Committee.</li> <li>● Conference budget includes expenses related to the programming to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference.</li> <li>● Grants and Awards are part of the conference budget: <ul style="list-style-type: none"> <li>○ NMRT: Grassroots Grant recipient conference fee</li> <li>○ TECHSERT/GODORT: Notable Document Award.</li> </ul> </li> </ul>

### 3.7 Meetings

<p>Quorum required for meetings</p>	<p>A&amp;SL: 15% (of A&amp;SL membership)  TECHSERT/GODORT: 10% (of TECHSERT/GODORT membership)  HSIS: 25% (of HSIS membership)  NMRT: 10% (of NMRT membership)  PLS: 10% (of PLS membership)</p>
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	SLAYS: 20% (of SLAYS membership)
All Sections and Roundtables	<ul style="list-style-type: none"> <li>● All sections and roundtables hold their fall business and membership meeting at the NDLA Annual Conference.</li> <li>● Special meetings may be called: <ul style="list-style-type: none"> <li>○ At the request of the Executive Committee</li> <li>○ At the request of the Chair</li> <li>○ Upon petition of fifteen percent of the active membership</li> </ul> </li> <li>● The call requires a two week notice to the membership.</li> </ul>
Health Sciences Information Section	<ul style="list-style-type: none"> <li>● This section also holds a Spring meeting.</li> </ul>

### 3.8 Role at Conferences

Purpose	The purpose of the NDLA Annual Conference is for networking, professional development and collegiality. A successful conference is dependent upon the sections and roundtables hosting educational sessions, holding business meetings, and giving awards / grants as outlined. Note: there is a Conference Planning Manual in the Annual Conference section of the NDLA Website.
All Roundtables and Sections	Pre-conference sessions provide a longer time-slot for professional development activities. Chairs should contact the conference chair as early as possible to discuss availability, logistics and advertising of the session. Continuing education credits can also be arranged, but should be advertised the Spring preceding the conference for the convenience of school library workers.
All Roundtables and Sections	Technology can be utilized to offer virtual conferences. NDLA has a Zoom account and NDUS has Blackboard Collaborate Ultra. <ul style="list-style-type: none"> <li>● See the <a href="#">Unconference</a> page for an example.</li> </ul>

## 4. Committees

### 4.1 Composition/Term of Office

Committee Name	Chair / Term of Office	Committee Members
All Committees	<p>Chairs are appointed / vacancies filled by the presiding NDLA President, and serves a term concurrent with the President.</p> <ul style="list-style-type: none"> <li>• Exception: Good Stuff Committee chair serves a two-year term.</li> </ul> <p>All chairs are non-voting members of the Executive Board</p> <ul style="list-style-type: none"> <li>• For consistency it is suggested that a current member of the Committee be asked to serve as chair the following year.</li> <li>• The Chair may succeed him or herself.</li> <li>• Must be NDLA members.</li> </ul>	<p>Committee Members are selected annually by the Chair according to the guidelines below.</p> <ul style="list-style-type: none"> <li>• Exceptions: The Finance Committee, The Good Stuff Committee, and The Nominations, Elections &amp; Voting Committee, see below for details.</li> <li>• Committee members should ideally represent different library types and must be NDLA members.</li> </ul>
Constitution, Bylaws and Policies Committee		3-5 members
Finance Committee		<p>Committee members are the President, President-elect, Past-president, Treasurer, and Membership Committee chair. A quorum consists of a majority of committee members.</p>
The Good Stuff Editorial Committee	<p>The Chair of the committee serves as the editor of The Good Stuff for a two-year term.</p>	<p>The President appoints other committee members to two-year terms. All committee members, including the Chair, may serve more than one term and may succeed themselves.</p>

Intellectual Freedom Committee		3-5 members
Legislative Committee		4 or more members
Membership Committee		3-5 members, including: <ul style="list-style-type: none"> <li>• Treasurer</li> </ul>
Nominations, Elections, and Voting Committee		The President appoints 3 other members to the Committee, one of which will serve as the electronic voting administrator. <ul style="list-style-type: none"> <li>• Traditionally, the President serves as an additional member.</li> </ul>
Professional Development Committee		3 or more members, ideally representing various regions of the state. <ul style="list-style-type: none"> <li>• Members of this committee are ineligible to apply for the grants.</li> </ul>
Archivist/Historian Position		May call together members as needed.
Website Committee	Web editor	2 or more members, including: <ul style="list-style-type: none"> <li>• Web editor (serves as Chair of the Website Committee)</li> <li>• Representative from the Constitution, Bylaws, and Policies Committee.</li> </ul>

## 4.2 Scope of Responsibilities

All Committees	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one's position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Electronic Discussion Lists Policy, Reimbursement Policy, Teleconference Policy, and Website Policy) can be found in chapter 6 of this document.</li> <li>• Ensures their familiarity with and the accuracy of the NDLA Constitution and Bylaws and the NDLA Policy Manual with regard to their own committees.</li> <li>• Ensures the preservation of superseded documents.</li> </ul>
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<p>Constitution, Bylaws, and Policies Committee</p>	<ul style="list-style-type: none"> <li>● This standing Committee is required for the ongoing functioning of the association because of its oversight of the NDLA Constitution and Bylaws.</li> <li>● The Committee serves as the conduit between association members and their responsibility to review these foundational documents, adhere to them and suggest changes when needed.</li> <li>● The Committee also serves as the clearinghouse for policies to ensure that they do not conflict with the NDLA Constitution and Bylaws.</li> </ul>
<p>Finance Committee</p>	<ul style="list-style-type: none"> <li>● This standing Committee is required for the ongoing functioning and oversight of the organization's financials.</li> <li>● Assists the Executive board in budgeting with regard to investment of NDLA funds, dues structure, and budget and reimbursement requests.</li> <li>● Serves as the annual internal auditing committee.</li> <li>● Reviews the quarterly financial statements.</li> </ul>
<p>The Good Stuff Editorial Committee</p>	<ul style="list-style-type: none"> <li>● Is responsible for publishing <i>The Good Stuff</i> which is the official magazine of the North Dakota Library Association.</li> <li>● Strives to inform readers of NDLA's activities and represents the broad scope of issues and news that affect all North Dakota libraries.</li> <li>● Encourages the sharing of knowledge among North Dakota librarians, and publishes feature articles, news, and reports from conferences and NDLA.</li> </ul>
<p>Intellectual Freedom Committee</p>	<ul style="list-style-type: none"> <li>● Supports NDLA in developing a position on issues of intellectual freedom.</li> <li>● Informs the membership of legislation related to intellectual freedom.</li> <li>● Develops a position and response when appropriate by NDLA in instances of controversy over intellectual freedom.</li> <li>● Encourages North Dakota libraries to develop policies that will support free speech and the freedom to read.</li> </ul>
<p>Legislative Committee</p>	<ul style="list-style-type: none"> <li>● Arranges to represent NDLA before legislative interim and standing committees considering issues pertinent to libraries.</li> <li>● Develops, supports, and communicates library-related legislation as needed.</li> <li>● Works with the State Library on legislative matters.</li> <li>● Works with the legislative consulting firm in years when NDLA contracts one.</li> <li>● Coordinates legislative priorities from all NDLA sections, roundtables, and committees.</li> </ul>

<p>Membership Committee</p>	<ul style="list-style-type: none"> <li>● Promotes membership in NDLA by publicizing the organization to current and prospective members.</li> <li>● Maintains a database of up-to-date membership information and disseminates this information for use by NDLA members and committees as needed.</li> <li>● Quarterly reports containing membership statistics will be submitted as per Good Stuff deadlines.</li> </ul>
<p>Nominations, Elections &amp; Voting Committee</p>	<ul style="list-style-type: none"> <li>● This standing Committee is required for the ongoing functioning of the association.</li> <li>● Responsible for soliciting a minimum of two NDLA members to run for each of the NDLA offices of President-Elect, Secretary, and Treasurer. In years when the terms of representatives of affiliated organizations are up, the Committee will solicit a minimum of two NDLA members to run for those offices (e.g. ALA and MPLA).</li> <li>● Responsible for contacting all section and roundtable chairs who are to provide a list of their candidates with at least one name per office.</li> <li>● Responsible for electronic ballots and votes of the general membership.</li> <li>● Responsible for supplying information on all candidates to the editor of The Good Stuff for inclusion in the pre-conference issue.</li> <li>● Responsible for the official ballot.</li> <li>● Responsible for the tallying, validation and reporting of the votes.</li> </ul>
<p>Professional Development Committee</p>	<ul style="list-style-type: none"> <li>● The Committee promotes, accepts and evaluates applications for the various professional development grants sponsored by NDLA.</li> <li>● Coordinates the mentorship program.</li> </ul>
<p>Website Committee</p>	<ul style="list-style-type: none"> <li>● This standing Committee is required for the ongoing functioning of the association.</li> <li>● Make sure that the website content is discoverable, current, and in accordance with NDLA's foundational documents.</li> <li>● Adheres to the NDLA Website Policy.</li> </ul>

### 4.3 Budget

<p>All Committee chairs</p>	<ul style="list-style-type: none"> <li>● Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li> <li>● Annual budget requests are approved by the NDLA Executive Board.</li> <li>● Refer to the Reimbursement section for details on items covered.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li> </ul>
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#### 4.4 Procedures

All Committees	<ul style="list-style-type: none"> <li>• Annually review the NDLA Constitution and Bylaws and the NDLA Policies Manual with regard to their own committee. Forwards questions and suggestions to the Constitution, Bylaws and Policies Committee.</li> <li>• Send superseded documents to Archivist.</li> </ul>
All Committee Chairs	<ul style="list-style-type: none"> <li>• Attend board meetings when they have business to present to the board, with the exception of the Finance Committee Chair, who attends all board meetings.</li> <li>• Prepares reports as specified in the Reports and Statistics Section. Submits the reports at the call of the President.</li> </ul>
Constitution, Bylaws, and Policies Committee	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• Conducts an annual review of the NDLA Constitution and Bylaws, and recommends amendments to the Executive Board.</li> <li>• Reviews petitions presented by the membership and amendments suggested by the Executive Board.</li> <li>• Submits proposed amendments to the Executive Board for approval. <ul style="list-style-type: none"> <li>o Proposed amendments approved by the Executive Board are to be distributed to the membership and voted on via the balloting process administered by the Nominations, Elections and Voting Committee.</li> <li>o If Constitutional/Bylaws amendments are passed by the membership: <ul style="list-style-type: none"> <li>▪ Changes (along with dates revised) are incorporated into the existing documents;</li> <li>▪ amended documents are posted to the NDLA website;</li> <li>▪ copies of amendments and superseded documents are kept in accordance with the NDLA Archivist Policies.</li> </ul> </li> </ul> </li> <li>• Monitors Policy Manual revisions <ul style="list-style-type: none"> <li>o Receives and reviews proposed revisions from the appropriate parties.</li> <li>o Submits proposed revisions to the Executive Board for approval.</li> <li>o If policy revisions are passed by the Executive Board:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Changes (along with dates revised) are incorporated into the existing document;</li> <li>▪ revised document is posted to the NDLA website;</li> <li>▪ copies of revised and superseded documents are kept in accordance with the NDLA Archivist Policies.</li> </ul> <ul style="list-style-type: none"> <li>● Educates incoming board members regarding their responsibility to review and adhere to the NDLA Constitution and Bylaws and the NDLA Policy Manual.</li> </ul>
<p>Finance Committee</p>	<p>The Finance Committee chair:</p> <ul style="list-style-type: none"> <li>● Attends all Executive Board meetings and the annual NDLA Conference.</li> <li>● Keeps up to date with local and state sales tax issues. Specific questions relating to state and local sales tax obligations should be directed to the sales tax division of the North Dakota Office of the State Tax Commissioner.</li> <li>● Reviews the travel reimbursement rate set by the State of North Dakota and communicates any changes to the Web editor for updating the reimbursement form and information on the website.</li> </ul> <p>Annual Operating Budget</p> <ul style="list-style-type: none"> <li>● Supplies the Web editor with a current copy of the budget request form for the website.</li> <li>● Contacts officers, section and roundtable chairs, committee chairs, and the ALA and MPLA representatives for budget requests. Includes a copy of the previous year budget when soliciting budget requests.</li> <li>● Compiles budget requests and sends to the Finance Committee for review. Include line items as needed. The Finance Committee will prepare a draft budget for presentation at the fall/winter meeting of the Executive Board.</li> <li>● Reminds the Executive Board that the annual operating budget is separate from the NDLA conference budget. (The conference chair and Executive Board are responsible for development of the conference budget.)</li> <li>● Circulates the final annual operating budget to all Executive Board members following its adoption by supplying an approved copy of the budget to the Web editor for posting on the website.</li> </ul> <p>Audits</p> <ul style="list-style-type: none"> <li>● Arranges for the annual financial review/internal audit of the treasurer's books by the Finance Committee.</li> <li>● Ensures that the treasurer's records are forwarded to the Finance Committee prior to the financial review/internal audit. (During the audit the treasurer is excused from the committee but remains available in an advisory capacity.)</li> <li>● Reports the results of the financial review/internal audit to the Executive Board at its spring/summer meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Submits to the Executive Board a recommendation for an external audit should the Finance Committee deem one necessary.</li> </ul> <p>Dues</p> <p>The Finance Committee:</p> <ul style="list-style-type: none"> <li>• Evaluates, at the directive of the Executive Board, the need for a change in the dues structure and makes recommendations to the Executive Board.</li> <li>• Works with the Constitution, Bylaws, and Policies Committee to develop ballot language for consideration by the general membership of NDLA when the Executive Board approves a change to the dues structure.</li> </ul> <p>Investments</p> <ul style="list-style-type: none"> <li>• Reviews investment of NDLA funds periodically, making recommendations for change to the Executive Board as deemed necessary.</li> </ul>
<p>The Good Stuff Editorial Committee</p>	<p>The Chair:</p> <ul style="list-style-type: none"> <li>• Determines submission deadlines for next four issues and sends them to the Web Editor for posting on The Good Stuff page on the NDLA website.</li> <li>• Makes committee assignments.</li> </ul> <p>The Good Stuff is published quarterly (December, March, June, August.)</p> <p>Each quarter:</p> <ul style="list-style-type: none"> <li>• Solicit advertising.</li> <li>• Two or three weeks prior to submission deadline, the Chair sends email reminders of deadline to the NDLA membership and to specific NDLA members about specific content assignments (e.g., NDLA President for President’s Message and Membership Chair for Membership Report).</li> <li>• As articles are submitted, the Chair proofs and edits them before sending them to the production artist.</li> <li>• The production artist prepares a draft and sends it to the Chair and committee members designated as proofreaders. The Chair and other proofreaders review the issue and suggest changes as many times as needed until it is finalized by the Chair.</li> <li>• The chair sends the finalized issue to the Web Editor for posting on the NDLA website.</li> <li>• The Web Editor notifies the Chair when the issue has been posted and the Chair sends an email message to the NDLA membership about the new issue and its contents.</li> <li>• The Chair reviews bills and forwards them to the NDLA Treasurer for payment.</li> </ul>
<p>Intellectual Freedom Committee</p>	<ul style="list-style-type: none"> <li>• The Committee is responsible for reviewing and updating the <a href="#">Intellectual Freedom Handbook</a>.</li> <li>• The Committee will monitor challenges to materials and provide support to libraries that have materials challenged. If necessary,</li> </ul>

	<p>the chair will provide assistance and advice to librarians, trustees, and school administrators when needed. The Committee may also make board approved public statements as necessary to promote or support intellectual freedom.</p> <ul style="list-style-type: none"> <li>● The Committee will monitor legislation affecting intellectual freedom at all levels. The Committee will stay informed and work with the Legislative Committee on legislative actions affecting intellectual freedom.</li> <li>● The Committee will actively promote awareness of intellectual freedom issues by providing information, workshops, conference programs, and articles in <i>The Good Stuff</i>.</li> <li>● The Committee will provide information on confidentiality of record laws and privacy rights to those requesting such information.</li> <li>● The Committee will keep intellectual freedom correspondence and state newspaper articles relating to challenges and bans. These documents will be given to the NDLA Archivist to file in the NDLA Archives.</li> </ul>
Legislative Committee	<p>Tracking Legislation</p> <ul style="list-style-type: none"> <li>● The committee follows proposed and adopted legislation related to library issues. The chair apprises NDLA members of proposed and enacted legislation.</li> <li>● With assistance from the committee members, the chair initiates and coordinates lobbying activities during an interim or a legislative session.</li> <li>● Communicates with the legislative consulting firm in years when NDLA contracts one.</li> </ul> <p>Communicating with NDLA Members and legislators:</p> <ul style="list-style-type: none"> <li>● Compose and submit articles to <i>The Good Stuff</i>, and communicate legislative issues through other communication channels, as desired.</li> <li>● Works with the State Library to obtain and distribute the biennial biographical guide to legislators entitled <i>Lawmakers of North Dakota</i>.</li> <li>● Develops a plan for rapid response by NDLA members concerning legislative matters. This includes informing librarians of appropriate contacts and issues regarding North Dakota libraries, and how to communicate with legislators.</li> <li>● Solicits information from all NDLA sections, roundtables, and committees regarding their legislative concerns both during legislative and non-legislative years.</li> <li>● Encourages NDLA sections, roundtables, and committees to draft resolutions concerning legislative issues prior to the NDLA annual conference.</li> <li>● May arrange educational opportunities to train NDLA members on the techniques of testifying before legislative committees and on making contact with individual legislators.</li> </ul>

	<ul style="list-style-type: none"> <li>● Communicates legislative information to members electronically when desiring to elicit a rapid response to a time-sensitive legislative issue.</li> <li>● Works with the NDLA President to prepare an NDLA fact sheet for distribution to legislators.</li> </ul> <p><a href="#"><u>Library Champion Award</u></a></p> <ul style="list-style-type: none"> <li>● Coordinate the nominations and selection of individuals who meet the award criteria.</li> <li>● Invite the award winner to attend the NDLA Annual Conference Awards Banquet.</li> <li>● Arrange the public recognition of the award winner(s) at the NDLA Annual Conference Awards Banquet.</li> </ul>
<p>Membership Committee</p>	<p>Membership Solicitation</p> <ul style="list-style-type: none"> <li>● Promotes and solicits membership of both new and potential members and current or past members.</li> <li>● Solicits renewals from current members through various official communication channels.</li> </ul> <p>Membership Applications, Funds, and Database Maintenance</p> <ul style="list-style-type: none"> <li>● Manages electronic membership database. <ul style="list-style-type: none"> <li>○ After 30 day grace period, members are automatically moved to non-member status.</li> <li>○ Use the membership database to determine 25 years of service plus five year increments to create certificates to be distributed to the recipients.</li> </ul> </li> <li>● Records funds received in the appropriate online forms.</li> <li>● Deposits membership, donations, and conference funds received into NDLA's checking account in a timely manner.</li> <li>● Emails the treasurer a breakdown of funds received and deposited.</li> </ul> <p>Membership Directory Information</p> <ul style="list-style-type: none"> <li>● NDLA members maintain membership directory information by logging into the NDLA website.</li> <li>● Updates information as received or requested.</li> <li>● Creates a copy of a printed membership directory for historical and archival purposes within a week after the conference and is forwarded to the Archivist/Historian.</li> <li>● Provides staff of The Good Stuff with membership statistics by submission deadline for publication.</li> <li>● Works with annual conference registration chair; refer to conference section.</li> </ul>
<p>Nominations, Elections &amp; Voting Committee</p>	<p>Executive Board Candidates</p> <ul style="list-style-type: none"> <li>● Solicits candidates for the offices of President-Elect, Secretary, Treasurer and MPLA/ALA candidates and confirms their willingness to run.</li> </ul>

- Contacts chairs of sections and roundtables to provide names of at least one, and preferably two, NDLA members for each of their offices.
- Confirms with membership chair that all candidates are current members of NDLA. The candidates for MPLA/ALA representatives must be members of good standing in those organizations.
- Executive Board approves the slate of candidates no less than 45 days preceding the election.
- Requests that all candidates provide a biographical sketch, which includes current position, education, and professional development; President-Elect, Secretary, Treasurer and MPLA/ALA candidates, also submit a vision statement, and a photo.
- Ensures information on all the candidates is submitted to the editor of The Good Stuff for the pre-conference issue.

#### Representatives of Affiliated Associations

- ALA Councilor terms are 3 years. Terms begin with ALA MidWinter (see ALA Bylaws) following election in 2011, 2014, 2017, 2020, 2023, etc.
- MPLA Councilor terms are 3 years. Terms begin with the first MPLA Board meeting following election by the state association (see MPLA Bylaws) in 2010, 2013, 2016, 2019, 2023\*, etc.  
\*Changed in 3/19 board meeting to be same rotation as ALA Councilor

#### Ballots and Voting for Elected Positions

- The Committee prepares the ballots no less than 30 days prior to distribution.
- Requests from the Membership Committee chair the email addresses of all active members as of June 15th, including membership by sections and roundtables.
- All active NDLA members as of June 15th will receive the ballots for the President-Elect, Secretary, Treasurer, and MPLA and ALA representatives and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.
- Maintains the confidentiality of the ballots.
- Tallies then requests the Executive Board validate election results prior to notification of candidates; in disputes regarding elections, serves as the final arbiter.
- Ensures the notification of candidates regarding election results for President-Elect, Secretary, Treasurer, and ALA and MPLA representatives.
- Ensures the notification of current section and roundtable chairs, who are expected to notify their particular candidates regarding election results.
- Ensures announcement of election results to general membership at the annual conference.

	<ul style="list-style-type: none"> <li>● Responsible for providing election results to the editor of The Good Stuff for publication in the December issue.</li> </ul> <p>Ballots and Voting for Bylaw Changes (Constitution Article IX: Bylaws)</p> <ul style="list-style-type: none"> <li>● The President shall send proposed Bylaws changes to the membership for a one month comment period and sets the voting date start date and end; generally two weeks is sufficient.</li> <li>● This committee distributes the ballot and maintains the confidentiality of returned ballots. <ul style="list-style-type: none"> <li>○ Request from the Membership Committee chair the email addresses of all active members as of 30 days before bylaws vote.</li> <li>○ Tallies then requests the Executive Board validate ballot results. President will notify the membership of the outcome.</li> </ul> </li> </ul> <p>Best Practices for Voting Procedures</p> <ul style="list-style-type: none"> <li>● Two form letters should be part of procedure. One letter to precede the ballot, telling members to expect their ballot within the next 48 hours, and one letter following the ballot, telling members they should have received the ballot within the past 48 hours and what to do if they did not.</li> <li>● Send ballots on a Tuesday or a Wednesday.</li> <li>● Spell out North Dakota Library Association (all caps acronyms from a survey tool could be targeted as SPAM or JUNK by email filters).</li> <li>● Create a consistent subject line, i.e. North Dakota Library Association Ballot YYYY (Insert this subject line into the email that precedes and follows the ballot alerting members what to look for.)</li> <li>● Use a generic email such as ndlaelections@gmail.com The survey administrator would have this email and password.</li> <li>● Include abstain as a choice on each question/selection on a ballot.</li> </ul>
Professional Development Committee	<p>The Grants</p> <ul style="list-style-type: none"> <li>● NDLA Professional Development Grant</li> <li>● Ron Rudser Memorial Continuing Education Grant</li> <li>● M. Vivian Hubbard Memorial Grant</li> <li>● Mike Jaugstetter Leadership Memorial Grant</li> <li>● Responsible for Professional Development Grants <ul style="list-style-type: none"> <li>○ Communicates with the NDLA Treasurer regarding funds available for professional development grants.</li> <li>○ Prepares promotional statements to be included in The Good Stuff and through other communication channels, as desired.</li> <li>○ Receives applications for the various grants submitted through the NDLA website.</li> <li>○ The Chair calls meetings as necessary to evaluate the completed applications.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o A majority vote of the committee members determines the recipient(s) of each grant with the NDLA President's approval.</li> <li>o The Chair of the committee notifies the recipient(s) and reminds the recipient(s) of the need to submit an evaluative report to the NDLA President and said report will be published in The Good Stuff prior to the expenditure of funds.</li> <li>o Presents the recipient(s) at the annual conference awards banquet.</li> <li>o Grant details and application requirements are posted on <a href="https://ndla.info/grants">https://ndla.info/grants</a>.</li> <li>• Manages Mentorship Program <ul style="list-style-type: none"> <li>o Advertises the program via NDLA website, newsletter, etc.</li> <li>o Grows the program to be a robust, value-added benefit of NDLA membership.</li> <li>o Matches those seeking to be mentors to those requesting mentorship.</li> </ul> </li> </ul>
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## 4.5 Reports

All Committees	<ul style="list-style-type: none"> <li>• All Executive Board members (voting and non-voting) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li> <li>• The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year.</li> <li>• Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li> <li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li> <li>• Exceptions are noted below.</li> </ul>
Finance Committee	<p>The Finance Committee chair:</p> <ul style="list-style-type: none"> <li>• Reports on Finance Committee activities at each Executive Board meeting and at the annual NDLA conference.</li> <li>• Reports on the annual financial review/internal audit to the Executive Board.</li> <li>• Forwards to the NDLA archivist/historian the following items at the end of the year:</li> </ul>

	<ul style="list-style-type: none"> <li>o Annual operating budget.</li> <li>o Annual financial review report.</li> <li>o Annual Finance Committee report.</li> </ul>
Intellectual Freedom Committee	<ul style="list-style-type: none"> <li>● The annual report will include the status of intellectual freedom in the state and general statistics on challenges both to materials and patron records. THIS REPORT WILL NOT IDENTIFY SPECIFIC LIBRARIES OR INCIDENTS.</li> <li>● The report may include recommendations deemed appropriate by the Intellectual Freedom Committee to maintain and promote intellectual freedom within the state.</li> <li>● The Chair of the committee may provide more frequent written reports to the Executive Board as needed.</li> </ul>
Membership Committee	<ul style="list-style-type: none"> <li>● Quarterly reports containing membership statistics will be submitted as per the Good Stuff deadlines.</li> <li>● Membership statistics will be kept for NDLA overall and for each section and roundtable.</li> <li>● Narrative on the committee's activities during the period may also be included along with the statistics.</li> </ul>

## 5. Other Members (Archivist/Historian and State Librarian)

### 5.1 Scope of Responsibilities

Other members	<ul style="list-style-type: none"> <li>• Reads section of this NDLA Policy Manual specific to one’s position on the NDLA Executive Board.</li> <li>• All NDLA-wide policies (Archives Policy, Electronic Discussion Lists Policy, Reimbursement Policy, Teleconference Policy, and Website Policy) can be found in chapter 6 of this document.</li> </ul>
Archivist/ Historian	<ul style="list-style-type: none"> <li>• Serves to help North Dakota Library Association preserve records of its activities for access and use by its members, executive board members, and, potentially, by other members of the public.</li> <li>• Is the Executive Board’s consultant on what kinds of Association records should be kept and how they should be reviewed and prepared for deposit in the archives.</li> <li>• Searches through archived records for information sought by the board or assist Executive Board members in doing so.</li> <li>• Annually advises Executive Board members on what materials to forward to them.</li> <li>• Transfers print and digital materials to be retained to the State Archives at the State Historical Society of North Dakota.</li> <li>• Adheres to NDLA archives policies.</li> </ul>
State Librarian	<ul style="list-style-type: none"> <li>• Attends the meetings of the NDLA Executive Committee as an ex-officio, non-voting member.</li> <li>• Reports to the Executive Board on statewide and national library developments and issues.</li> <li>• In all ways possible, the State Library and the staff of the State Library supports and augments the work of the Association.</li> </ul>

### 5.2 Term of Office/Voting

Archivist/ Historian	<ul style="list-style-type: none"> <li>• Appointed by the President and serves a term concurrent with that of the President.</li> <li>• May succeed him or herself.</li> <li>• Is a non-voting member of the NDLA Executive Board.</li> </ul>
State Librarian	<ul style="list-style-type: none"> <li>• Is a non-voting member of the NDLA Executive Board</li> </ul>

### 5.3 Budget

Archivist/ Historian and State Librarian	<ul style="list-style-type: none"><li>• Prepares an annual budget at the request of the Finance Committee prior to the fall/winter Executive Board Meeting.</li><li>• Annual budget requests are approved by the NDLA Executive Board.</li><li>• Refer to the Reimbursement section for details on items covered.</li><li>• Budget items specific to the NDLA Annual Conference are separate and covered in the conference budget.</li><li>• Budget items necessary to website and electronic communications are part of the general budget and do not need to be requested annually.</li></ul>
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### 5.4 Reports

Archivist/ Historian and State Librarian	<ul style="list-style-type: none"><li>• All Executive Board members (voting and non-voting) submit an annual written report to the Executive Board prior to the annual meeting. At other times of the year, for items requiring action or discussion (such as making decisions on the annual operating budget, the annual conference budget, audits, elections, annual conference planning, legislative priorities, etc.), a written report should be submitted to the President.</li><li>• The annual written report includes a summary of the activities, changes, challenges faced, etc. over the last year.</li><li>• Reports should be distributed to the executive listserv in PDF format, include the report title, officer's name, NDLA position, and the current date, month, and year. They will also be posted on the NDLA Website.</li><li>• All reports will follow the same naming conventions: ThisPDFReportIsNamed_MM-DD-YYYY</li></ul>
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## 6. Other NDLA policies

### 6.1 Archives Policy

All Executive Board members	<ul style="list-style-type: none"><li>● The records of previous years that are still being referred to on a fairly regular, periodic basis can be retained for use by those officers.</li><li>● When records are no longer being referred to on a regular, periodic basis:<ul style="list-style-type: none"><li>○ Records having long-term, historic value should be passed on to the Archivist/Historian.</li><li>○ Records whose long-term, historic value is in some question should be passed on to the Archivist/Historian.</li><li>○ Records that are not of ongoing, long-term historic interest, should be discarded.</li></ul></li><li>● Submit newspaper articles related to ND libraries and/or NDLA</li></ul>
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### 6.2 Electronic Discussion Lists Policy

All Executive Board members	<ul style="list-style-type: none"><li>● Join and utilize appropriate NDLA listserv(s) to facilitate communication to membership<ul style="list-style-type: none"><li>○ Note: membership on the executive board discussion list is managed by the Membership chair; you are responsible for any other discussion list subscriptions</li></ul></li><li>● Abide by <a href="#">NDLA Electronic Discussion Lists Policy</a> and report abuses to the NDLA President</li></ul>
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### 6.3 Reimbursement Policy

All Executive Board members	<ul style="list-style-type: none"><li>● See Reimbursement Policy on the NDLA website for instructions and current rates</li></ul>
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### 6.4 Teleconference Policy

All Executive Board members	<ul style="list-style-type: none"><li>● Abide by the NDLA Teleconference/Zoom Policy (forthcoming) and report abuses to the NDLA President</li></ul>
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## 6.5 Website Policy

All Executive Board members	<ul style="list-style-type: none"><li>• Contribute updates and changes as necessary to the NDLA Website Committee</li><li>• Follow the NDLA Website Policy (link forthcoming) guidelines</li></ul>
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Combined NDLA Policy Manual approved by Executive Board: September 25, 2019

Revised: December 2019

**Revised: May 2020**