

Final Report

American Association of Law Libraries

Special Committee on Committee Structure

October 1, 2007

## Motion for Board Action

A. The American Association of Law Libraries Special Committee on Committee Structure (ASCCS) recommends that the AALL Executive Board accept the following parts of the Final Report of the Committee

- I. Executive Summaries, and the section titled
- II. Final Report

B. The ASCCS recommends that the AALL Executive Board take note of the following parts:

- III. Committee Procedures Recommendations,
- IV. Bylaws Changes Recommendations,
- IX. The Committee Manual

C. The ASCCS recommends that the AALL Executive Board vitiate their prior passage of parts of the ASCCS Interim Report, and pass in place thereof the following parts of the ASCCS final report:

- V. Updated Transition Recommendations, and
- VII. Alphabetical List of Committees

D. The ASCCS recommends that the AALL Executive Board pass the following parts of the ASCCS final Report:

- VI. Template for Future Committee Formation
- VIII. Committee Charges – Alphabetical by Title

E. The ASCCS requests that the Executive Board dissolve the AALL Special Committee on Committee Structure since its work is completed.

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## **I. Executive Summaries of the Preliminary Report of March 20, 2007, the Interim Report of June 26, 2007, and the Final Report of October 1, 2007**

### The Preliminary Report

As the Executive Board will recall, the Preliminary Report of the AALL Special Committee on Committee Structure (ASCCS) was submitted on March 20, 2007. That report described: the process the ASCCS had gone through to examine the charges for the Association committees; the email survey conducted of a large number of former chairs of those committees; and some research conducted concerning the committee structure of sister associations (ALA, ACRL, MLA, SLA).

The report continued by describing some of the decisions the ASCCS had made after discussions, such as the re-designation of the “types of committees” and the term of tenure on committees to: Technical – those whose work involves complex issues of an advisory or policy nature – three year term; Standing – those doing the regular day to day, year to year, work of the Association – two year term; Special – committees appointed to fulfill a specific purpose and whose term will usually be specifically designated.

The report also described some formalization and efficiency measures decided on by the ASCCS. It created a new Appointments committee to formalize a process concerning appointment of committee members that had been going on informally for several years. Based on the surveys of former committee chairs, the ASCCS also recognized a need for more continuity in the committee structure itself, so the report recommended a chair and vice chair structure, which would allow the leadership of the committee to continue with some knowledge of what has gone on before. The ASCCS also noted a number of differences in the existing charges given committees so a template for committee charges was created, to provide uniformity for future committees.

Finally, the Preliminary Report noted the creation of new committees, the consolidation of some committees and the division of others (noted with more detail in the Interim Report summary below), the change in tenure for some committees from two to three years, and three to two years (also noted with more detail in the Interim Report summary below), as well as a recommendation concerning the relationship of the Awards Committee *vis-à-vis* other committees making recommendations about awards.

### The Interim Report

The Interim Report consists of suggestions from the ASCCS regarding the transition from the old system of committees to the new, particularly the number of committee members who should be appointed so the committees remain balanced going

into the term of office of the President following Duggan. Most of the changes requiring the transition flow from the consolidation of a few committees, such as Publications with Research and Citation Formats with Access to Electronic Legal Information, as well as the creation of a few new committees, such as CONELL and committee Appointments. To complicate matters, a few committees received new terms, either going from two to three years, such as GRC and CRIV, or from three to two years, such as Indexing of Periodical Literature Committee and Index to Foreign Legal Periodicals Committee.

The ASCCS noted the Board's reaction to the recommendation of the Committee that the award of the Association awards? remain with the Awards Committee and has redrafted accordingly, to let the award remain, where necessary, with the appropriate subject committee, with the Awards Committee merely coordinating the awards ceremonies, if any, at the Annual Meeting. The ASCCS, however, suggests to the Executive Board that they return the entire process for the Gallagher Award to the Awards Committee. The ASCCS thought was that a properly appointed committee could bring to bare a great deal of thoughtfulness to the process, since the committee's sole focus is that of Awards. The decision, of course, is that of the Executive Board, so the charge and a set of procedures are drafted to reflect the award decision remaining with the Executive Board. If the Board desires the Awards Committee to take the Gallagher back, please let us know and we can change the charge and procedure. Finally, the redrafted charges for all the committees, remaining, reformulated or new, are attached.

In order to speed the process, the ASCCS requests the Executive Board consider the charges and approve them so the appointment process may proceed with all deliberate speed, rather than waiting until November for the Final Report.

### The Final Report

The ASCCS met at the Annual Meeting of AALL on Saturday, July 14, 2007, discussing the charges and a draft of the Committee Manual. Following the Executive Board action of July, 2007, the ASCCS revised the charges according to changes from the Executive Board and from suggestions within the ASCCS. The Executive Board liaisons had been asked to convey information to their respective groups concerning the charges. The revised charges for each committee were then distributed to each respective new committee chair on August 2, 2007, asking that any comments regarding the charges be received by the chair of the ASCCS by the end of August.

Comments received were sent to individual committee members for review and possible incorporation into the charges, and such changes were made. These changes were discussed on a conference call on September 7, 2007. Revisions from this conference call were made and returned to the chair of the ASCCS. A follow up conference call was set for September 19, 2007 to discuss the Committee Manual. Revisions for the Committee Manual had been received from all the ASCCS members,

as well as from the new Vice President/President-elect, James Duggan, and from Kate Hagan, the new Executive Director of AALL. Further discussions regarding these changes, additions and corrections were made and incorporated into the document for this Final Report.

## II. Final Report of the Committee

TO: AALL Executive Board

FROM: AALL Special Committee on Committee Structure

DATE: October 1, 2007

RE: Final Report of the Committee

The ASCCS met at the Annual Meeting of AALL on Saturday, July 14, 2007, to discuss the revisions to the committee charges as well as a draft of the Committee Manual. The Interim Report had been submitted to the Executive Board previously and in its meeting prior to the Annual Meeting, the Executive Board made slight modifications to the list of committee names (and by consequence to the names contained in the charges) as well as modifying the term of the new Appointments Committee, reducing the term from two (2) years to one (1) year. Subsequent to the action of July, 2007, the ASCCS revised the charges according to changes from the Executive Board and from suggestions within the ASCCS. Also subsequent to the Annual Meeting, the Executive Board liaisons had been asked to convey information to their respective groups concerning the changes. The information conveyed was, primarily, that the charges were being revised, that some committees terms were being either reduced or extended, that any change would take place under the leadership of the President of 2008-09, but any members involved in term of service changes would have the option of fulfilling their original term of office. The revised charges for each committee were then distributed to each respective new committee chair on August 2, 2007, asking that comments regarding the charges be received by the chair of the ASCCS by the end of August.

Comments received were sent to individual committee members for review and possible incorporation into the charges, and such changes were made. These changes were discussed in a conference call on September 7, 2007, and the resulting charge revisions were made and returned to the chair of the ASCCS. A follow up conference call was set for September 19, 2007 to discuss the Committee Manual. Revisions for the Committee Manual had been received from all the ASCCS members, including the *ex officio* Executive Board Liaison Ann Fessenden, as well as from the new Vice President/President-elect, James Duggan, and from Kate Hagan, the new Executive Director of AALL. Further discussions regarding these changes, additions and corrections were made and incorporated into the document for this Final Report.

Most of the revisions at this stage were minor stylistic changes or fine tuning. Because the ASCCS was not operating in a vacuum, recreating committees from a ground zero position, the old charges had been consulted. In consulting the old charges

we found that, over the years, procedures for some committees had been incorporated into the charge. To the extent possible, these procedures were removed and, if deemed relevant, are noted in a section of this report called “Committee Procedures Recommendations.” The ASCCS suggests that the liaisons for the committees transmit these recommendations to the proper committees.

A few committees had changes of consequence. Both the committees dealing with the indexes of periodical literature had been recommended for shortened terms of two years. The Index to Foreign Legal Periodicals Chair (and the Index editor) indicated that their committee needed the longer term due to the nature of materials included – that a longer term allowed new members to become acclimated to the literature. The domestic index committee chair (Indexing of Periodical Literature Committee) thought the reduced term on the committee was sufficient. The ASCCS acquiesced, giving the Foreign Journal Indexing Committee the longer term while retaining the shorter term for the Domestic Journal Indexing Committee.

The process for awards was again considered. The prior charge language was vague about which committee actually made the award, the subject or the Awards Committee. The language in the charges of committees other than the Awards Committee was clarified to make it clear that those subject committees with awards would make the actual award and the Awards Committee would coordinate the giving of those awards. The Awards Committee also makes the final selection of a few awards as well, and those are indicated in the language of that charge.

The combination of the Access to Electronic Legal Information Committee and the Citation Reform Committee provoked some comment from both of those chairs. The chair of the latter committee strongly indicated the need to retain the word “Reform” in the new committee title, to indicate the work of the citation portion of the committee. The Executive Board had stricken that word from the committee name at its July, 2007 meeting. The Executive Board liaison to this committee, Sally Wise, suggested the addition of the word “Formats” in place of the word “Reform” and the new chair agreed that this was a delightful change. The chair of AELIC, as well as the staff liaison to that committee, Mary Alice Baish, noted a need to change the focus of AELIC from merely monitoring web sites to promoting web sites which follow the AELIC recommendations. The charge was altered to reflect this modification of mission.

The combination of the Research and the Publications committees into a single committee provoked a hearty response from the current chair of the Publications Committee, Annmarie Zell. Most of her suggestions were incorporated. A large segment of the former charge was deemed procedure and is now included in the “Committee Procedures Recommendations” section of this report.

The term of the Nominations Committee is normalized with that of all other committees (July to June). Another section of this report, entitled “Bylaws Changes,”

makes note of that and other recommended changes to the Association's Bylaws. The ASCCS asks that the Executive Board liaison to the Bylaws Committee, usually the Association Secretary, forward that recommendation to the Bylaws Committee. In addition, a modification has been made to the "Transition Recommendations" concerning the Nominations Committee change of term and, in the opinion of the ASCCS, how best to modify the appointments to effect that change.

Some language was inserted into the charges of the Grants and the new Continuing Professional Education Committees to highlight the difference in mission between those two committees. The Continuing Professional Education Committee will fund educational opportunities outside the Annual Meeting while the Grants Committee funds educational opportunities inside or associated with the Annual Meeting.

Due to the formation of another special committee to examine the relationships among committees dealing with membership, mentoring, recruitment and retention, the ASCCS only made superficial changes to the committees with these functions. Of note, however, is the merger of the Membership Retention Committee with part of the former Mentoring Committee to create the new Membership Development Committee. At the same time, the CONELL function from the former Mentoring Committee was made into a separate, new committee. The ASCCS is persuaded that CONELL is complex enough to warrant a separate committee.

Finally, the ASCCS had never been happy with the existing designations for committees, the old Standing, Advisory and Special. Advisory committees were also "standing" committees, by their very life and the difference in member tenure seemed to be set by the "type" of committee. We wrangled with terms for several months and came up with the following committee designations:

- Process Committees - perform a continuing function and remain in existence until abolished.
- Policy Committees - are those whose work involves complex issues of an advisory or policy nature. Procedure Committees remain in existence until abolished.
- Special Committees - are those established for a stated period to accomplish a specific task. These may also be called Task Forces or Working Groups.

These designations are incorporated into the charges as well as into the suggested areas

of change in the Bylaws. They allow Process or Policy committee members' tenure to be either two (2) or three (3) years (and in one instance, one (1) year) depending on the actual need for continuity of the committee members.

Respectfully submitted

AALL Special Committee on Committee Structure

Richard Amelung      Susan Lewis-Somers  
Sandra Marz          Jennifer Murray  
Regina L. Smith      Susan M. Yancey  
Karl T. Gruben, Chair  
Ann Fessenden, *ex officio*, Board Liaison

### **III. Committee Procedures Recommendations**

While the AALL Special Committee on Committee Structure has revised the existing Committee Manual, that manual [*infra* at IX] pertains to committee relations with headquarters and how to perform procedures in that regard. Committees, however, need to have their own internal procedures. We recommend that each committee begin the work of compiling a committee procedures manual. It is quite possible that committees already have such a document but, if not, each committee should.

We suggest the vice chair as the most logical person to begin this work, to be carried on each succeeding year by the succeeding vice chair. The person in charge of this annual project should do updating, revision and recompilation. The resulting document should be retained on the committee web site, thus making it easier for all to view.

In the work of redoing the charges, the ASCCS was not operating in a vacuum, recreating committees from a ground zero position. Indeed, the old charges were consulted and every line gleaned for meaning and nuance. In consulting the old charges we found that, over the years, procedures for some committees had been incorporated into the charges. To the extent possible we removed procedure from the charge. In addition, when we consulted the chairs we received many good suggestions for committee procedure. Below are the resulting procedures we think should be taken back to the committees, by the Executive Board liaison, as suggestions for incorporation into a specific committee procedures manual.

#### Annual Meeting Program

Some notation needs to follow each iteration of this committee, noting that the AALL Headquarters Director of Meetings has procedures for the annual meeting.

#### Annual Meeting Local Arrangements

Every iteration of this committee should develop and maintain procedures for the next year's committee, particularly timelines. To a large extent, timelines are driven by Headquarters and their knowledge of event planning.

#### Appointments

Prior to March 1 the Appointments Committee shall provide a list of names to the Vice President/President-elect, of those persons identified as available to serve as members of the Association's committees.

## Awards

In its Interim Report the ASCCS included a set of procedures for the awarding of the Marian Gould Gallagher Distinguished Service Award. This procedures set was included as part of the Awards Committee charge. It is the understanding of the ASCCS that there is continuing discussion going on about the award and the ASCCS has removed the procedure from this Final Report. Should the Executive Board have interest in that procedure it may be found in the report filed for the Summer Executive Board Meeting.

## CONNELL

CONNELL is complex enough that the committee should develop a procedures manual for itself, if this is not already accomplished.

Membership & Retention – these notes were from the current Membership chair and are suggested for inclusion in a committee manual

1. Last year we discovered that when a member leaves an organization they may incorrectly believe their membership follows them to their new institution. We think a PR piece about this is needed along with reminders from the AALL President at key institutional hiring/recruitment times during the membership year.
2. We also need additional information in making the phone calls about lapsed memberships such as home information, so this year I am asking Ann and Chapter Presidents and/or Chapter Membership Chairs to encourage their members to add this information to the AALL web site (along with their Chapter affiliation information). Therefore, more coordination between the new committee and the Chapters may be needed than “explaining member benefits” – as stated in the current charge.

## Nominations

The ASCCS is torn between leaving this language in the charge, or pulling it out into a procedures manual for the Committee. We have pulled it out of the charge but leave it to the Board to decide whether it should remain in the charge or be conveyed by the Executive Board Liaison to the Nominations Committee to be pulled into a committee procedures manual. Please note that this will require a Bylaws change reflecting a change in timing for the tenure of committee members, and such change is noted in that section of this Final Report:

After Executive Board approval of new Nominations Committee members at the Summer Meeting, the Headquarters Staff shall inform the members of their appointment to the Committee and announce the appointments with an explanation of the procedures and schedule for submission of nominations. The names of the Committee members, explanation of procedures, and schedule for submission of nominations shall be posted on ALLNET.

Each year the Chair of the Committee will invite the Diversity Committee and the Membership Development Committee to identify qualified candidates for elected office and to assist in developing a viable pool of candidates. The Chair will also ask the Chairs of the SIS Council and the Council of Chapter Presidents for time to give a brief presentation at their annual training session at the Annual Meeting. Executive Board members will also be encouraged to promote candidacy for elected office during their Chapter visits.

In January of each year the Executive Staff will distribute the following to the Committee: an up-to-date copy of the Leadership List from the membership database and a copy of the Association's policy on the conduct of elections.

Research & Publication – these suggestions originated from the current Publications chair

1. Providing consultation to the Bboard on publications policies and related issues;
2. Recommendations for changes in publications policies originate within the Committee and are forwarded to the Board for approval;
3. Evaluating proposals for new Association publications as defined in the policy;
4. Reviewing sponsored series and serials at the time of contract renewal and recommending continuation or cessation of sponsorship or contractual modifications;
5. Recommending editors for sponsored series and serials, and developing appropriate procedures for interactions between editors and the Committee, and editors and the Director of Publications and the Executive Director;

6. Working with the AALL Copyright Committee and other appropriate entities to develop copyright guidelines, policies and forms.

Finally, the ASCCS recommends that serious consideration be given to revising the “Resources for Committee Leadership” pages contained on AALLNET. These pages could be of invaluable assistance to new and emerging leaders of the Association, but only if the information there is useful and current. The entirety of the Committee Manual, here under section IX, might be contained there, as well as parsed out to various other sections of the web pages, as necessity dictates. Other pieces, in areas such as leadership or commitment or participation, might be commissioned from members with recent experience in the area.

#### **IV. Bylaws Changes Recommendations**

The AALL Special Committee on Committee Structure, has revised some of the committee structure of the Association. The Committee recommends to the Executive Board that the liaison to the Bylaws Committee forward this note to that committee so they may examine these recommendations in light of the changes:

Sec. VI.1.c. The term of the Nominations Committee will run the same as other committees, July to June, rather than January to December.

Sec. IX.2. Classes of Committees, both terminology and definition, have been changed. Language of this revised section should be phrased based on the following information:

Process Committees perform a continuing function and remain in existence until abolished.

Policy Committees are those whose work involves complex issues of an advisory or policy nature. Procedure Committees remain in existence until abolished.

Special Committees are those established for a stated period to accomplish a specific task. These may also be called Task Forces or Working Groups.

Sec. IX.4. While this might be left alone, it is probable that the Bylaws Committee will want to reword it to reflect the addition of vice chairs to the committee structure and, possibly that the Vice President-elect has a role in the selection of the vice chair of the committee (who will ultimately be the chair of the committee during the Presidential term of the Vice President-elect).

## V. Updated Transition Recommendations

### I. Two to Three Year Committee Transitions

As noted in our March Preliminary Report to you, the ASCCS thinks that some committees should have longer terms. These would be standing committees with more complicated issues and, typically, longer horizons for activity. Committees which do the day to day operations would have tenures of two years. The Interim Report stayed with that recommendation and continues to do so. Therefore, due to the policy work of some committees, they are moving from 2 year terms to 3 year terms. These committees are:

**Access to Electronic Legal Information and Citation Formats Committee**  
(being combined with Citation Reform)

**Copyright Committee**

**Committee on Relations with Information Vendors**

**Government Relations Committee**

**Access to Electronic Legal Information and Citation Formats** is a combination of the current AELIC combined with the Citation Formats Committee. The committee is changed to a Committee with terms of three years with 9 total members.

Appointees for the Fessenden term and beyond for AELIC are:

Chair	Ms. Joan Shear	7/18/2007 - 7/15/2008
Member	Ms. Pauline S. Afuso	7/13/2006 - 7/15/2008
Member	Mr. David Badertscher	7/18/2007 - 7/28/2009
Member	Mr. Thomas R. Boone	7/18/2007 - 7/28/2009
Member	Ms. Jane Edwards	7/13/2006 - 7/15/2008
Member	Ms. Emily M. Janoski-Haehlen, Esq.	7/13/2006 - 7/15/2008
Member	Ms. Ann H. Jeter	7/18/2007 - 7/28/2009
Member	Mr. Warren D. Rees	7/13/2006 - 7/15/2008
Member	Ms. Karen W. Silber	7/18/2007 - 7/28/2009

Appointees for the Fessenden term and beyond to Citation Format are:

Chair	Joy M. Hanson	7/18/2007 - 7/15/2008
Board Liaison	Ms. Sally H. Wise	7/18/2007 - 7/15/2008
Member	Mr. Matthew E. Braun	7/18/2007 - 7/28/2009
Member	Ms. Kathy Carlson	7/18/2007 - 7/28/2009
Member	Ms. Tina S. Ching	7/13/2006 - 7/15/2008
Member	Ms. Linda Defendeifer	7/18/2007 - 7/28/2009
Member	Mr. Stephen Donweber	7/13/2006 - 7/15/2008
Member	Ms. Jane O'Connell	7/13/2006 - 7/15/2008
Member	Mr. Steven R. Probst	7/13/2006 - 7/15/2008

We suggest a 2 – 2 – 3 stagger for appointees. For his term Duggan will have 7 members returning from the two committees for 1 year terms ('08-09). We suggest that Duggan reappoint 2 of the returning members to an additional third year, appoint 2 new members to a two year term, and appoint 3 new members to 3 year appointments. This will increase the size of the committee to 12 for one year only but should allow for the members to “cross-train” each other. In this manner the person following Duggan will have 2 three year appointments and the person following them will have 3 three year appointments; the person following 2 appointments, etc. This does pose a slight burden on Duggan but since he is reappointing two existing members to a single year and losing an entire committee, it is not as great as it could be.

### **Copyright Committee**

Appointees for the Fessenden term and beyond for the Copyright Committee are:

Chair	Ms. Keith Ann Stiverson	7/18/2007 - 7/15/2008
Member	Mr. Scott D. Bailey	7/13/2006 - 7/15/2008
Member	Mr. Vicenc Feliu	7/13/2006 - 7/15/2008
Member	Ms. Mary Smith Forman	7/18/2007 - 7/28/2009
Member	Mr. Michael Hannon	7/13/2006 - 7/15/2008
Member	Mr. Dennis C. Kim-Prieto	7/18/2007 - 7/28/2009
Member	Mr. Lawrence Tobe Liebert	7/13/2006 - 7/15/2008
Member	Ms. Laureen Cardon Urquiaga	7/13/2006 - 7/15/2008
Member	Ms. Sarah K. Wiant	7/13/2006 - 7/15/2008

We have reduced the number of members of this committee from 9 to 7 and changed the term from 2 to 3 years. While the size has varied in years past due to work load, the

new charge takes this into account by allowing the appointment of “advisors” to the committee. Duggan will have two members returning for 2008-09. Again, we suggest a 2-2-3 year term. Again, we recommend that Duggan solicit two of the members terminating in 2007-08 to extend for an additional year. He will then appoint 2 new members to a 2 year term and 3 new members to a 3 year term. The staggering of appointments then follows naturally in the next term.

**Committee on Relations with Information Vendors (CRIV)**

Appointees for the Fessenden term and beyond for the CRIV are:

Chair	Ms. Tracy L. Thompson	7/18/2007 - 7/15/2008
Member	Ms. Joanne R. Mosel Beal	7/13/2006 - 7/15/2008
Member	Ms. Jennifer A. Berman	7/13/2006 - 7/15/2008
Member	Ms. Alicia Brillon	7/18/2007 - 7/28/2009
Member	Ms. Dina Dreifuerst	7/18/2007 - 7/28/2009
Member	Ms. Amy J. Eaton	7/13/2006 - 7/15/2008
Member	Mr. Joseph Hinger	7/18/2007 - 7/28/2009
Member	Ms. JoAnn Hounshell	7/13/2006 - 7/15/2008
Member	Ms. Stephanie K. Marshall	7/18/2007 - 7/28/2009
Member	Mr. Robert R. Myers, Jr.	7/18/2007 - 7/28/2009
Member	Ms. Lucy Ann Rieger	7/18/2007 - 7/28/2009

This committee remains at 11 members. Duggan will have 6 members returning for 1 year. We suggest a 4-3-4 stagger of appointment. We recommend that Duggan solicit 3 returning members to stay on for 1 additional year ('09-10). He then appoints 1 new member to a 2 year term and 4 members to 3 year terms. Duggan’s successor then has 3 positions to fill for 3 year terms and the staggered terms fall into place in the next term.

The current chair of CRIV has indicated that the “ombudsman” activity of the committee should not be emphasized, perhaps, as the main activity of the committee. While the ASCCS agrees in theory we think the activity should be included in the charge, though the educational mission of the committee will carry more emphasis. The inclusion of both of these activities is indicated in the charge which follows in the charges collection.

## **Government Relations Committee**

Appointees for the Fessenden term and beyond for the GRC are:

Chair	Mr. Scott Matheson	7/18/2007 - 7/15/2008
Member	Angela T. Baldree	7/18/2007 - 7/28/2009
Member	Jennifer Behrens	7/18/2007 - 7/28/2009
Member	Ms. Barbara H. Brandon	7/18/2007 - 7/28/2009
Member	Mr. Paul D. Callister	7/13/2006 - 7/15/2008
Member	Ms. Janet L. Fischer	7/13/2006 - 7/15/2008
Member	Ms. Marlene C. Gebauer	7/18/2007 - 7/28/2009
Member	Ms. Stephanie P. Hess	7/13/2006 - 7/15/2008
Member	Mr. Lawrence R. Meyer	7/13/2006 - 7/15/2008
Member	Mr. Stephen Mirsky	7/18/2007 - 7/28/2009
Member	Ms. Camilla Tubbs	7/13/2006 - 7/15/2008
Member	Ms. Sally H. Wambold	7/13/2006 - 7/15/2008

The committee remains at 11 members. While the size has varied in years past due to work load, the new charge takes this into account by allowing the appointment of “advisors” to the committee. Duggan will have 5 members returning. We recommend a 4-4-3 stagger for appointment. We recommend Duggan solicit 2 returning members to stay for an additional year (09-10), appoint 2 members to a 2 year term and 4 members to 3 year terms. The staggered terms fall into place in the next term.

## **II. Three to Two Year Committee Transitions**

One committee is moving from 3 year terms to 2 year terms. This committee is the:

### **Indexing of Periodical Literature Committee**

As noted in our March Preliminary Report and the following Interim Report, and as noted above, the ASCCS thinks that some committees should have longer terms. Those committees are the ones with more complicated issues and, typically, longer horizons for activity, than those whose work is not so technical. While the ASCCS did not see a need to retain both the Periodical Literature Indexing Committees to three years, only the Indexing of Periodical Literature Committee agreed. The Index to Foreign Legal Periodicals Committee chair, as well as the Index editor thought a 2 year term insufficient due to the nature of the serials being considered for indexing. The ASCCS therefore, left the IFLPC at 3 years but did maintain the reduced term for the IPLC.



## **Indexing of Periodical Literature Committee**

Appointees for the Fessenden term and beyond for the Indexing of Periodical Literature Committee are:

Chair	Ms. Michelle Pearse	7/18/2007 - 7/15/2008
Member	Matthew P. Downs	7/18/2007 - 7/15/2008
Member	Ms. Barbara Garavaglia	7/18/2007 - 7/13/2010
Member	Ms. Lucinda Harrison-Cox	7/13/2006 - 7/28/2009
Member	Ms. Mary D. Hood	7/18/2007 - 7/13/2010
Member	Mr. Gordon Russell	7/18/2007 - 7/13/2010
Member	Mr. Christopher A. Vallandingham, Esq.	7/22/2005 - 7/16/2008

The committee size has been increased to 7 members, and the term reduced to 2 years. Duggan will have 4 members returning – 1 for 1 year and 3 for 2 years. The Committee recommends that those with 2 years left in their terms be allowed to complete them, unless they do not wish to do so, and Duggan and those who follow appoint on a 4-3 staggered basis. In Duggan’s term, however, he will have to appoint 1 person for 1 year, and two for three years. His successor will appoint 2 for 2 years and that successor will appoint 3 for 2 years, and following that 4 for 2 years. Alternatively, Duggan could appoint 3 people to 1 year terms and let his successor appoint 4 and the balance and staggered term would be achieved in one term.

## **Index to Foreign Legal Periodicals Committee**

The appointments for this committee will remain unaffected. The ASCCS recommends that the size of the committee be maintained at 7 members and that the terms be staggered in a regular fashion, whatever that might be.

## **III. Future Committee Reworking**

Some committee reconstitution will be addressed in the near future by a special committee appointed by Ann Fessenden for her Presidential term entitled “Developing Law Librarians for the Future Special Committee,” to be chaired by Susan Lewis-Somers. The affected committees are:

**Conference of Newer Law Librarians Committee (CONELL)** – this committee was split out of the Mentoring Committee and the mentoring function combined into Membership Development Committee.

**Membership Development Committee** – this committee was formed from the old Membership and Retention Committee and the Mentoring Committee.

## Recruitment to Law Librarianship Committee

Aware of the upcoming work of this special committee, the ASCCS did rework the committees affected, but deferred major reconstruction to the new special committee.

### Conference of Newer Law Librarians Committee (CONELL)

Appointees for the Fessenden term and beyond for the Mentoring Committee are:

Chair	Mr. Michael J. Bushbaum	7/18/2007 - 7/15/2008
Member	Ms. Elizabeth G. Adelman	7/13/2006 - 7/15/2008
Member	Caroline A Benoit	7/13/2006 - 7/15/2008
Member	Ms. Amy Bruce	7/18/2007 - 7/28/2009
Member	Trina Holloway	7/13/2006 - 7/15/2008
Member	Mr. Phill W. Johnson	7/18/2007 - 7/13/2008
Member	Katie Leonard	7/13/2006 - 7/15/2008
Member	Stefanie Pearlman	7/13/2006 - 7/15/2008
Member	Ms. Mary L. Wells	7/18/2007 - 7/28/2009
Member	Ms. Laura A. Whitbeck	7/18/2007 - 7/28/2009
Member	Ms. Donna S. Williams	7/18/2007 - 7/28/2009

The committee size for CONELL will be 7 with terms of 2 years. The committee recommends a 4-3 or 3-4 staggered term, depending on who comes onto this committee. Duggan will need to check with those returning from Mentoring to see whether they would like to perform the CONELL function or be on Membership & Development, which will carry out the mentoring function. Depending on the reaction Duggan will need to appoint accordingly. For example, should all 4 go to CONELL, Duggan will need to appoint 3 for full terms. If only 3 go to CONELL, then Duggan will appoint 4 for full terms. If fewer than 3 go to CONELL, Duggan will need to fill in the remainder with members for a term of one (1) year.

## **Membership Development Committee**

Appointees for the Fessenden term and beyond for the Membership & Retention Committee are:

Chair	Ms. Roberta Studwell	7/18/2007 - 7/15/2008
Member	Mr. Tom Duggan	7/13/2006 - 7/15/2008
Member	Ms. Carla Evans	7/13/2006 - 7/15/2008
Member	Mr. Edward T. Hart	7/18/2007 - 7/28/2009
Member	Ms. Leanne Hillery	7/13/2006 - 7/15/2008
Member	Ms. Sue H. Johnson	7/18/2007 - 7/28/2009
Member	Ms. Ellen J. Platt	7/18/2007 - 7/28/2009
Member	Position to be filled	7/18/2007 - 7/28/2009
Member	Ms. Cossette T. Sun, M.L.S.	7/13/2006 - 7/15/2008
Member	Ms. Nancy Thoms	7/13/2006 - 7/15/2008

The committee size for the Membership Development Committee will be 7 with terms of 2 years. The committee recommends a 4-3 or 3-4 staggered term, depending on who comes onto this committee. Duggan will need to carry out the same process with this committee as outlined above for CONELL to determine the number of members to appoint to balance out this committee in a staggered basis.

## **Recruitment to Law Librarianship Committee**

Not every committee has had a major change. Appointees for the Fessenden term and beyond for the Recruitment to Law Librarianship Committee are:

Chair	Ms. Barbara G. Traub	7/18/2007 - 7/15/2008
Member	Mr. Eric W. Brust	7/13/2006 - 7/15/2008
Member	Sarah Mauldin	7/18/2007 - 7/28/2009
Member	Mrs. Cheryl Niemeier	7/18/2007 - 7/28/2009
Member	Ms. Sara R. Paul	7/13/2006 - 7/15/2008
Member	Ms. Leah Sandwell-Weiss	7/13/2006 - 7/15/2008
Member	Ms. Anna K. Teller	7/18/2007 - 7/28/2009
Member	Hollie White	7/18/2007 - 7/28/2009
Member	Ms. Amy J. Wright	7/13/2006 - 7/15/2008

The committee size for the Recruitment to Law Librarianship Committee will be 7 with terms of 2 years. The committee recommends a 4-3 or 3-4 staggered term such that Duggan will appoint 3 members to terms of 2 years.

#### **IV. Irregular Standing Committees**

Some committees have terms that do not conform to the regular committee term structure due to the nature of their work, but continue from year to year as standing committees. These committees are:

**Annual Meeting Local Arrangements Committee** - this committee is appointed by the incoming Vice President elect in sufficient time to arrange for the Annual Meeting, at least by July of the year before the meeting. While the size may vary depending on the venue the committee usually has 14 members, including the co-chairs.

**Annual Meeting Program Committee** - this committee is appointed by the incoming Vice President elect in sufficient time to select the programs for the Annual Meeting, at least by January of the year before the meeting. It has 7 members, including the chair. [Note: the committee begins working in February or March of the year before its meeting.]

**Appointments Committee** – this committee is completely new. The committee consists of up to 4 members plus the Vice President-elect and the Vice President. The committee is appointed for a one-year term shortly after the Vice President-elect learns the results of the election in December. The recommended appointments list must be ready by March 1 of the following year so the new Vice President may begin contacting members to serve on committees.

**Nominations Committee** – members serve terms of 2 years with the terms of their appointment laid out in the Bylaws, Article VI. The term of office begins January 1. The committee recommends that this term be normalized with the regular committee term of July to June. While this will require a Bylaws change, it is minor and could easily be done at the next Annual Meeting, just in time for new appointees to take their place on the Committee.

Appointees for the Fessenden term, and beyond, for the Nominations Committee are:

Chair	Ms. Mary Kay Jung	1/1/2008 - 12/31/2008
Member	Ms. Alison F. Alifano	1/1/2008 - 12/31/2009
Member	Ms. Sharon Blackburn	1/1/2007 - 12/31/2008
Member	Mr. Karl T. Gruben	1/1/2008 - 12/31/2009
Member	Ms. Sandra Marz	1/1/2008 - 12/31/2009
Member	Ms. Carol Avery Nicholson	1/1/2007 - 12/31/2008
Member	Ms. Donna S. Williams	1/1/2008 - 12/31/2009

The committee size is 7 with a 3-4 staggered term of two years. If the term is changed at the next Annual Meeting (July 2008) to coincide with the standard

Association year of July to June, those whose terms end in December, 2008 would be asked to end their term, instead, in June, 2008, and those whose terms end in December, 2009 would be asked to end in July, 2009. The current Nominations chair has indicated that she does not think this will be an issue with the committee members since, under the current elections schedule, their work is completed in June. Indeed, the committee has typically been starting its preparatory work shortly after the Annual Meeting and under this transition plan, the members appointed by the next Vice President-elect can start their two year terms in July, 2008.

## **V. The Awards Committee**

The terms and number of members as well as the qualifications of those members, remain fairly much as they were before.

As the Board knows, in years past the Awards Committee has had some problems. The original thought of the ASCCS was to let the Awards Committee, as the actual committee tasked by its charge with making awards, make the final decision on the awards, treating the other subject expertise committees forwarding nominations as nominating committees. The Board felt otherwise and the ASCCS has acceded to this wish, incorporating into the charge the fact that the actual decision on the award rests in the subject expertise committee and the Awards Committee work is merely to coordinate those awards. The Awards Committee does make some awards and that is laid out in table fashion in the charge, along with the names of the awards and the awarding committees coordinated by Awards.

The ASCCS does, however, think that the Executive Board should send the decision making process for the Marian Gould Gallagher Distinguished Service Award back to the Awards Committee. Having the award taken from the Awards Committee appears to be an aberration since there is no particular “subject expertise” needed which cannot reside within the Awards Committee itself – indeed, the credentials regarding appointment make the Awards Committee that committee with the “special expertise.”

While this is the thought of the ASCCS, it is certainly up to the Executive Board to make the final decision. The motion for this report notes the possibility of a separate motion to move this award back to the Awards Committee. In light of recent past practices, the ASCCS has written the charge to indicate a final selection by the Executive Board and drawn up a procedure memorializing the selection of the recipients after those nominations are worked by the Awards Committee, should the Board wish to retain this process.

## **VI. Research and Publications Combination**

**Research and Publications Committee** – this is a combination of two committees, the Publications Committee and the Research Committee. Over the years, and with the consolidation of legal publishers, the work of the Publications Committee has been reduced. The ASCCS thought the combination of the Research Committee with Publications would increase the potential for publications other than those in the recognized Association series.

Appointees for the Fessenden term and beyond for the Research Committee are:

Chair	Ms. Susan Lerdal	7/18/2007 - 7/15/2008
Member	Mr. Glen F. Bencivengo, Esq.	7/13/2006 - 7/15/2008
Member	Ms. Jacqueline Cantwell	7/18/2007 - 7/28/2009
Member	Ms. Annemarie Donovan	7/18/2007 - 7/28/2009
Member	Ms. Pamela Rogers Melton	7/18/2007 - 7/28/2009
Member	Ms. Ann Patterson	7/13/2006 - 7/15/2008
Member	Ms. Sarah J. Shik	7/13/2006 - 7/15/2008

Appointees for the Fessenden term and beyond for the Publications Committee are:

Chair	Ms. Annmarie Zell	7/18/2007 - 7/15/2008
Member	Mr. Daniel R. Campbell	7/18/2007 - 7/28/2009
Member	Mr. Creighton John Miller, Jr.	7/13/2006 - 7/15/2008
Member	Ms. Debora Person	7/18/2007 - 7/28/2009
Member	Ms. Paula Seeger	7/18/2007 - 7/28/2009
Member	Ms. Maryruth Storer	7/18/2007 - 7/28/2009
Member	Ms. Ellen Walsh	7/13/2006 - 7/15/2008

The size of the new committee is 11 members and the tenure is 2 years, which suggests staggered terms of 5-6. From the two committees, 7 members will be returning for the remainder of their terms for 1 year. We suggest that Duggan appoint 4 new members to 2 year terms and ask 1 member to stay for an additional third year. This will bring the stagger into place for the next term of office when 6 members will be appointed.

## **VII. The Rest of the Committees**

The balance of the committees does not require much in the way of transition. Typically Duggan will appoint members to fill out a staggered term for three years (the

4-3-3 or 3-2-2 or a variation thereon) or two years (3-4 or 4-3). Other recommendations are noted below:

**AALLNET Committee**

**AALL/LexisNexis Call for Papers Committee** – this committee is deliberately small at 2 members and a chair.

**Bylaws Committee**

**Continuing Professional Education Committee** – this is a new committee and we believe the Executive Board will be considering it under separate cover as an action item. Because this is a new committee the members will need to be appointed on a staggered basis and, it has 9 members, so the terms would be 5-4 or 4-5.

**Diversity Committee**

**Economic Status of Law Librarians Committee**

**Grants Committee**

**Law Library Journal and AALL Spectrum Committee**

**Placement Committee**

**Price Index for Legal Publications Committee** – though some members of the committee thought this committee might need to go away, others thought it filled a necessary, though limited by the Boards direction, function in providing information to members.

**Public Relations Committee**

**Scholarships Committee**

## VI. Template for Committee Charges

This template offers standardized, suggested areas to be included when drafting a Committee, Special Committee or Task Force's (hereinafter the Committee) charge, etc. The ASCCS thought some parts were important enough that they should always be included and noted those as "Required."

### \*TYPE

Process Committees perform a continuing function and remain in existence until abolished.

Policy Committees are those whose work involves complex issues of an advisory or policy nature. Procedure Committees remain in existence until abolished.

Special Committees are those established for a stated period to accomplish a specific task. These may also be called Task Forces or Working Groups.

### \*RATIONALE/PURPOSE

An explanation of what is trying to be accomplished with the Committee. It should be succinct but state the areas and reason for being for the Committee.

### \*CHARGE

For Special Committees, the Charge should ordinarily include dates/time periods on progress and completion. The charge should indicate some mechanism for measuring how, to what extent, and when the charge will have been fulfilled.

### MEMBERSHIP QUALIFICATIONS

This section is used when special expertise, etc. is desirable or necessary (e.g., attendance at the Annual Meeting, subject expertise, etc.)

### \*TENURE

Standard phrasing for 2 year committees is: Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third year.

Standard phrasing for 3 year committees is: Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become Chair of the committee in the third year.

### **\*SIZE**

Standard phrasing is: “The Committee shall normally consist of a Chair, Vice Chair and five (5) [or other number] members, and a non-voting Executive Board liaison.” The specific number of members should depend on function/task, Committee’s needs, and discretion of the appointing agent. Odd numbers for committees allow for tie-breaking votes. Some Executive Board members are normally liaisons for specific committees, though this is an internal Executive Board matter. Generally:

- The Vice President is the liaison to the Annual Meeting Local Arrangements Committee and continues in that capacity as President,
- The Vice President is the liaison to the Annual Meeting Program Committee and continues in that capacity as President,
- The Secretary is the liaison to the Bylaws Committee,
- The President is the liaison to the Government Relations Committee,
- The Vice-President is the liaison to the Nominations Committee.

### **PROCEDURES**

If necessary, or unless a manual is not created for the Committee.

### **\*STRATEGIC DIRECTIONS COMPLIANCE**

As necessary, the document should specify which of the Association’s strategic directions, long-range plan or other goals and objectives are to be addressed.

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

As necessary, the document should include information concerning the Committee's relationship to other Committees and organizational structures both within the Association and those external to it.

\*Required

## **VII. Alphabetical List of Recommended Committees**

AALL/LexisNexis Call for Papers Committee  
AALLNET Committee  
Access to Electronic Legal Information and Citation Formats Committee  
Annual Meeting Local Arrangements Committee  
Annual Meeting Program Committee  
Appointments Committee  
Awards Committee  
Bylaws Committee  
Committee on Relations with Information Vendors (CRIV)  
Conference of Newer Law Librarians (CONELL) Committee  
Continuing Professional Education Committee  
Copyright Committee  
Diversity Committee  
Economic Status of Law Librarians Committee  
Government Relations Committee  
Grants Committee  
Index to Foreign Legal Periodicals Committee  
Indexing of Periodical Literature Committee  
Law Library Journal and AALL Spectrum Committee  
Membership Development Committee  
Nominations Committee  
Placement Committee  
Price Index for Legal Publications Committee  
Public Relations Committee  
Recruitment to Law Librarianship Committee  
Research and Publications Committee  
Scholarships Committee

## **VIII. Committee Charges – Alphabetical by Title**

## **AALL/LexisNexis Call for Papers Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Committee serves to promote the scholarship of the Association's membership by administering the Call for Papers competition.

### **CHARGE**

The Committee shall promote the writing of scholarly papers and coordinate a program at the Association's annual meeting offering an opportunity for the winners of the prize to present their work highlighting various aspects of their writing process. To this end, the Committee shall establish categories or divisions of eligibility of the appropriate criteria for selection of winning works; review and set the number of creative works which will be selected as winners; administer any financial award which may be available for distribution to winners; and review papers or creative works and select winners. The Committee shall recommend to the editor of the Law Library Journal those papers which are suitable for publication.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become the Chair of the committee for an additional third year.

### **SIZE**

The Committee shall normally consist of a Chair, Vice Chair one (1) member, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES**

The Committee works with the Annual Meeting Program Committee and the Law Library Journal and AALL Spectrum Committee, in partnership to promote and reward the scholarly endeavors of the Association's members.

## **AALLNET Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

The AALLNET Committee has the ultimate authority and responsibility for the AALL web site.

### **CHARGE**

Governed by the AALLNET policy approved by the Executive Board, the AALLNET Committee has the ultimate authority and responsibility for the AALL web site.

The Committee maintains relationships with Chapters, AALL entities, and individual content providers, to ensure that their materials are available and current, or linked to AALLNET. The Committee also advises the AALLNET Coordinator in the development of policies and procedures for adding and maintaining AALLNET content.

Sets and monitors guidelines for the management of AALLNET and the host site, including content, visual design, organization, management, relationships with content providers, types of links to other sites, and the possible impact of AALLNET on AALL revenues.

Periodically reviews the content and links on AALLNET to ensure that they comply with the AALLNET policy and guidelines and goals of AALL, law librarianship and the legal community.

### **MEMBERSHIP QUALIFICATIONS**

Expertise in web planning, design or management is strongly preferred; an understanding of the technological needs of AALLNET users is required.

## **TENURE**

Membership on the Committee shall be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become Chair of the committee in the third year.

## **SIZE**

The committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison. The LLJ/Spectrum Chair and the AALLNET Coordinator are *ex officio* members. The staff liaisons are generally the AALL Network Administrator and the Web Administrator.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goal I: Leadership
- Goal II: Education
- Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

AALLNET Chair serves as *ex officio* member of the LLJ/Spectrum Committee. The LLJ/Spectrum committee chair serves as *ex officio* member of this committee. This Committee also maintains relationships with Chapters, AALL entities and individual content providers.

## **Access to Electronic Legal Information and Citation Formats Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

The Committee serves to advance the law library profession's principles concerning public information provided on government web sites and to promote uniformity in citation format.

### **CHARGE**

The Committee shall use principles of the law library profession to identify web sites that represent best practices. These principles include permanent public access, authenticity, citizen usability, uniformity of citation consistent with AALL policy, comprehensiveness and suitability for legal research, and they reflect the special concerns and unique competencies of law librarians. The Committee will monitor judicial, legislative and executive branch web sites at all levels of government and develop and maintain a web-based framework to categorize the various principles being successfully addressed by those sites.

In addition, the Committee shall monitor citation format initiatives and activities undertaken by the judiciary, the bar, the ABA, the Bluebook editors and other groups, and serve as a resource for jurisdictions and other groups considering citation format. The Committee will also work closely with the Government Relations Committee to keep it informed of such citation format activities. The Government Relations Committee will represent the Association's interest in citation format where it deems further action may be warranted. The Committee will also serve as a resource for jurisdictions and other groups considering citation formats.

The Committee shall be responsible for advising the Association and its membership about issues relating to electronic legal information and citation format, and may be called upon to collaborate with other committees, including the Government Relations Committee.

## **TENURE**

Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair of the Committee in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, seven (7) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES**

The Committee consults with the following other committees on relevant issues, as necessary:

### Government Relations Committee

When the Committee works on issues related to information policy, it shall consult with the Government Relations Committee.

### Copyright Committee

When the Committee encounters issues related to copyright or licensing law, it shall consult with the Copyright Committee, which has exclusive committee jurisdiction over copyright issues.

## **Annual Meeting Local Arrangements Committee**

### **TYPE**

Process Committee

### **PURPOSE**

To facilitate local activities for AALL Members at the Annual Meeting.

### **CHARGE**

The Annual Meeting Local Arrangements Committee shall provide members and staff with local and regional tourist information, publicize local opportunities, and organize location-specific events, such as library tours, family, social, and dining groups. The Committee shall serve as an information resource for headquarters staff on local aspects of meeting planning, which may include excursions, entertainment, meal events, marketing the exhibit hall to local and regional businesses, and identifying local dignitaries. The Committee shall also coordinate on-site activities such as registration, hospitality, daily paper, and volunteer assignments, and solicit funds from local sources if needed to support local plans.

### **MEMBERSHIP QUALIFICATIONS**

Attend Annual Meeting they are planning. Some members need to be residents of the area where the Annual Meeting is held.

### **TENURE**

The Committee will serve from its appointment until the close of its Annual Meeting.

### **SIZE**

The Committee shall generally consist of a Chair or Co-Chairs, twelve members, and a non-voting Executive Board liaison. Normally the Vice President/President-elect who appoints the Committee serves as the liaison and continues in that capacity as President. The staff liaison will generally be the Director of Meetings.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works with the President, Annual Meeting Program Committee, Headquarters, contract companies for the meeting, and local organizations.

## **Annual Meeting Program Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the Annual Meeting Program Committee is to select programs for the Annual Meeting that meet member needs and support the AALL Competencies of Law Librarianship.

### **CHARGE**

The Committee shall select the programs that support the AALL Competencies of Law Librarianship and are consistent with the theme developed in conjunction with the Vice President. The Annual Meeting Program Committee shall: meet with the Vice President and staff liaisons for orientation and theme development; set the guidelines for program selection and select the programs themselves; and oversee implementation of selected programs through the Annual Meeting.

### **MEMBERSHIP QUALIFICATIONS**

Meeting and program planning experience is desirable. Attendance at the Annual Meeting may be required. Members must be able to commit a substantial amount of time to committee work in August and September of the year preceding the Annual Meeting they are planning.

### **TENURE**

Membership on the Committee shall normally be from the time of appointment through the completion of the Annual Meeting being planned.

### **SIZE**

The Committee shall normally consist of a Chair, six (6) members, and a non-voting Executive Board liaison. Normally the Vice President/President-elect who appoints the Committee serves as liaison and continues in that capacity as President. The Director of Meetings and Program Manager will normally serve as staff liaisons.

Additionally, the chair of the Continuing Professional Education Committee and the Chair of the following year's Annual Meeting Program Committee serve as ex-officio Members of the Committee.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goal I: Leadership
- Goal II: Education
- Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works with SIS's, committees, headquarters staff and others to coordinate Annual Meeting programming. In addition, the Committee works with the Continuing Professional Education Committee to make annual meeting program content available on the web.

The chair of the Continuing Professional Education Committee serves as an ex-officio member of the Annual Meeting Program Committee, and the chair of the Annual Meeting Program Committee serves as an ex-officio member of the Continuing Professional Education Committee.

Each member of the Annual Meeting Program Committee is assigned as a liaison to a Special Interest Section.

## **Appointments Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the Appointments Committee is to provide the Vice President/President-elect and others as necessary with a network of members who have both an in-depth knowledge of the organization and broader contacts than one person might reasonably be expected to enjoy. This Committee's networked resources are intended to facilitate its ability to provide lists of potential candidates for committee appointments.

### **CHARGE**

The Committee shall, in consultation with the Vice President/President-elect, review a pool of potential committee members to serve on the various committees, etc., based on expressed membership interests and other available information. It shall also verify the qualifications of nominees to ensure that they meet those detailed in the respective committees' charges. They shall, on a regular basis, review committee charges to determine that they remain in compliance with the Association's strategic plan and directions.

Prior to March 1, the Appointments Committee shall provide a list of names to the Vice President/President-elect of those persons identified as available to serve as members of the Association's committees.

### **MEMBERSHIP QUALIFICATIONS**

The Committee should be drawn, generally, from members who have more than three (3) years membership and active involvement in the Association, who have demonstrated commitment to the Association's goals, and who have secured a significant membership contact base.

**TENURE**

Membership on the Committee shall normally be for one (1) year.

**SIZE**

The Committee shall consist of the Vice President/President-elect as Chair, the Vice President-elect as Vice Chair, and normally four (4) additional members.

**STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

**RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works with Chapters, SISs, committees, headquarters staff and others to identify individuals with leadership potential to serve the interests of the membership through committee appointment.

## **Awards Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Awards Committee shall oversee the granting of awards established by the Association as selected by various Association committees.

### **CHARGE**

The Awards Committee shall publicize award opportunities and coordinate the presentation of awards to recipients for the awards established by the Association. AALL committees will select one (1) or more recipients every year for each award, or no recipient if none of the nominees are deemed sufficiently qualified.

The following awards presented at the annual meeting are selected by the committees indicated:

- The AALL/LexisNexis Call for Papers Awards – selected by that Committee
- AALL Spectrum Article of the Year Award – selected by the Law Library Journal and AALL Spectrum Committee
- AALL/West Group Excellence in Marketing Award – selected by the Public Relations Committee
- New Product Award – selected by the Committee on Relations with Information Vendors
- Chapter Professional Development Award – selected by the Awards Committee
- The Joseph L. Andrews Bibliographical Award – selected by the Awards Committee
- Law Library Journal Article of the Year – selected by the Law Library Journal and AALL Spectrum Committee
- Law Library Publications Award – selected by the Awards Committee
- Marian Gould Gallagher Distinguished Service Award – selected by the Awards Committee/Executive Board
- Minority Leadership Development Award – selected by the Diversity Committee
- Public Access to Government Information Award – selected by the Government Relations Committee

## **MEMBERSHIP QUALIFICATIONS**

The Committee should be composed of experienced law librarians who are familiar with the members and wide range of activities of the AALL.

## **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year will serve in that capacity in the second year, and become the Chair of the committee for an additional third year.

## **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES**

The Awards Committee coordinates awards selected by the AALL/LexisNexis Call for Papers, CRIV, Diversity, Government Relations, Law Library Journal and AALL Spectrum, and Public Relations Committees.

## **Bylaws Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the Bylaws Committee is to serve as a resource for the Association, the SISs, the Chapters, and members on questions relating to the Bylaws and parliamentary procedure in accordance with existing Association Bylaws.

### **CHARGE**

The Committee shall, as requested by the Executive Board, the President, the membership, or on its own initiative: study problems concerning the Association's Bylaws; interpret bylaw questions; draft possible amendments to the Bylaws; and, implement solutions to Bylaws-related problems. The Committee shall maintain an official text of the Bylaws incorporating all changes as adopted by the membership and shall verify as correct all published texts of the Bylaws.

In accordance with the Association Bylaws, the Committee shall review all Chapter and SIS constitutions and Bylaws, when adopted or amended, for conflict or inconsistency with the Association documents. The Committee shall advise Chapters and SISs on means of resolving conflicts among the documents. The Committee shall request Executive Board action when necessary to bring Chapter and SIS documents into conformity with those of the Association. The Committee shall advise Chapters and SISs of changes in the Association Bylaws that may require amendment of Chapter and SIS documents to avoid conflict or inconsistency. The Committee shall serve as a resource on proposed amendments and offer advisory opinions on drafting questions to Chapters and SISs.

### **MEMBERSHIP QUALIFICATIONS**

Experience with bylaw drafting, revision, or parliamentary procedure is desirable.

## **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third.

## **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, five (5) members, and a non-voting Executive Board liaison. Normally the Association Secretary serves as the Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goal I: Leadership
- Goal II: Education
- Goal III: Advocacy.

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Association Secretary also maintains a copy of the official text of the Association Bylaws.

## **Committee on Relations with Information Vendors (CRIV)**

### **TYPE**

Policy Committee

### **PURPOSE**

The Committee shall facilitate communications between information vendors and the members of the Association by monitoring complaints and providing constructive suggestions to vendors of information in any format. The Committee shall educate members on constructive ways to communicate with information vendors.

### **CHARGE**

The Committee shall foster positive, constructive and open communication between information vendors and the membership of AALL in matters relating to provision of information in any format. The Committee shall support ongoing AALL educational initiatives and provide continuing educational opportunities for both AALL members and information vendors. The Committee shall serve as a forum and resource to provide constructive suggestions to vendors. The Committee shall foster a cooperative working relationship between librarians and information vendors. The Committee will select one (1) or more recipients every year for the New Product Award, or no recipient if it deems none of the nominees sufficiently qualified, and will submit the winning recipient's name(s) to the Awards Committee.

The Committee represents the interests of all AALL members, and neither it nor its members will represent or advocate for the benefit of only one publisher or information vendor when acting in their capacity as committee members.

### **MEMBERSHIP QUALIFICATIONS**

All members must submit a conflict of interest statement in accordance with the AALL Conflict of Interest Policy. When appointing members to subcommittees or to work on particular tasks, the chair shall use his or her best judgment to avoid any real or perceived bias or conflict of interest.

## **TENURE**

Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year will serve in that capacity in the second year, and become Chair in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, Vice Chair nine (9) members, and a non-voting Executive Board liaison. When making appointments to this committee, the President-elect will strive to achieve a balance among the interests of members employed in different settings, and consider the potential impact of publisher interests on the work of the committee. When appointing the Chair of the committee, the President-elect shall use his or her best judgment to avoid any potential or perceived conflict of interest.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES**

CRIV works with the Annual Meeting Program, Awards, Continuing Professional Education, and the Price Index for Legal Publications Committees

## **Conference of Newer Law Librarians (CONELL) Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the CONELL Committee is to plan and carry out the annual Conference of Newer Law Librarians.

### **CHARGE**

The CONELL Committee shall be responsible for planning, promotion and presentation of the Conference of Newer Law Librarians (CONELL) on an annual basis, currently held the Saturday prior to the start of the AALL Annual Meeting. To this end, the committee shall establish a variety of events during CONELL that allow new AALL members to gain a wide breadth of exposure to AALL and its members. Provided the AALL Annual Meeting schedule permits, the committee shall coordinate a networking activity, such as dine around dinners, for the conference attendees the evening prior to CONELL.

### **MEMBERSHIP QUALIFICATIONS**

Members must be able to attend the AALL Annual Meeting and to arrive by the day before CONELL is held.

### **TENURE**

Membership on the Committee shall be for two (2) years with the exception of the Chair who shall serve three (3) years. The returning member selected as Vice Chair after the first year shall serve in that capacity in the second year and become Chair in the third year.

### **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

### **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Conference of Newer Law Librarians Committee coordinates with the Membership Development, and Recruitment to Law Librarianship Committees to ensure collaborative efforts, as well as with the SIS Council and the Gen X/Gen Y Caucus.

## **Continuing Professional Education Committee**

### **TYPE**

Process Committee

### **PURPOSE**

To support the career development and continuing professional education needs of members in accordance with the AALL Professional Education Policy and the Competencies of Law Librarianship in programming outside the Annual Meeting.

### **CHARGE**

To achieve this purpose, the Continuing Professional Education Committee will:

- continuously advise, advocate, support and encourage AALL continuing professional education efforts outside of the Annual Meeting
- work in collaboration with the AALL Education Manager to further develop and maintain the Continuing Professional Education policy and the Competencies of Law Librarianship
- promote and support development of continuing professional education programming by members and association entities
- further develop and administer the AALL/BNA Continuing Professional Education Grants Program
- educate and inform members about the AALL Continuing Professional Education Program and publicize opportunities
- oversee the AALLNET Calendar of Events and Speakers Directory; develop appropriate policies and procedures
- use available technologies to bring programming to members
- monitor and evaluate continuing professional education trends, education efforts and developments, and new technologies of the library and larger community
- study costs and pursue ways to provide quality, affordable programming for members

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become the Chair of the committee for an additional third year.

## **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, seven (7) members, and a non-voting Executive Board liaison. The Chair of the Annual Meeting Program Committee will serve as an *ex officio* member. The AALL Education Manager will serve as the Staff Liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goal I: Leadership
- Goal II: Education.

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Continuing Professional Education Committee will work collaboratively with other AALL committees, SIS's, chapters, and other entities to provide support to education programs outside of the annual meeting. The chair of the Continuing Professional Education Committee serves as an ex-officio member of the Annual Meeting Program Committee, and the chair of the Annual Meeting Program Committee serves as an ex-officio member of the Committee on Professional Education. The Education Manager and other AALL staff will act as a bridge to the efforts and initiatives of both committees.

## **Copyright Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

The Committee serves to represent the Association's interests regarding copyright and other intellectual property issues in legislative, regulatory, and judicial affairs, including litigation.

### **CHARGE**

The Committee shall coordinate with the Washington Affairs office to testify or otherwise communicate Association views on copyright and other intellectual property issues to all levels of government. The Committee may, on its own initiative, in accordance with Committee and Association policy, prepare and communicate Association positions to appropriate governmental bodies and to other interested groups, while keeping the Executive Board informed of all such efforts.

The Committee shall inform and advise the Executive Board and the Washington Affairs Office on copyright and other intellectual property matters. In addition, the Committee may wish to provide Annual Meeting programming related to developments in copyright law.

### **MEMBERSHIP QUALIFICATIONS**

Members must have some expertise in copyright law. All members must submit a conflict of interest statement in accordance with the AALL Conflict of Interest Policy. When appointing members to subcommittees or to work on particular tasks, the chair shall use his or her best judgment to avoid any real or perceived bias or conflict of interest.

### **TENURE**

Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair of the Committee in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, five (5) members, and a non-voting Executive Board liaison. In addition, the President-elect may choose to appoint one or more members with significant copyright expertise to serve as informal advisors to the Committee.

When making appointments to this committee, the President-elect will strive to achieve a balance among the interests of members employed in different settings, and consider the potential impact of publisher interests on the work of the committee. When appointing the Chair of the committee, the President-elect shall use his or her best judgment to avoid any potential or perceived conflict of interest.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee consults with the following other committees on relevant issues, as necessary:

### Government Relations Committee

The Committee shall consult with the Government Relations Committee when policy issues handled by the two committees overlap.

### Access to Electronic Legal Information and Citation Formats Committee

When the Committee works on issues related to electronic legal information or citation reform, it shall consult with the Access to Electronic Legal Information and Citation Formats Committee.

### Research and Publications

The Committee shall advise the Research and Publications Committee when that committee seeks the expertise of the Copyright Committee.

## **Diversity Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Committee serves to ensure the diversity of AALL membership.

### **CHARGE**

The Committee shall be charged with:

- Identifying issues related to maximizing the diversity of AALL membership
- Exploiting the benefits and possibilities of a diverse and complex membership
- Recognizing and celebrating the richness of an active, diverse membership
- Advising the Board on mechanisms and programs that encourage a diverse and complex membership
- Encouraging active participation by the whole membership including identifying barriers and how to remove them
- Enriching the Association and the profession through extensive integration of multiple perspectives and experiences
- Determining the winner of the AALL Minority Leadership Development Award

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The member selected as Vice Chair at the end of the first year will serve in that capacity in the second year, and become Chair in the third year.

### **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES**

The Committee works with the Annual Meeting Program, Awards, Nominations, Recruitment to Law Librarianship, and Scholarships committees. The Committee also works with the Grants Committee to screen for duplication in the awarding of the AALL Minority Leadership Development Award.

## **Economic Status of Law Librarians Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

The Committee on the Economic Status of Law Librarians serves to ensure sustained attention on issues involving law librarian compensation.

### **CHARGE**

The Committee shall:

- Monitor the work of other associations that share an interest in compensation and pay equity for law librarians and related professions, and where appropriate, convey ideas and suggestions on improving compensation and pay equity to the AALL Executive Board and to AALL members;
- Maintain a compilation of “best practices” relating to improving compensation of law librarians including marketing, public relations, negotiating skills and advocacy;
- Monitor scholarly developments in the fields of labor economics, human resource management and related fields for ideas, findings and developments relevant to advancing the economic well-being of law librarians;
- Assist the Executive Board as appropriate in facilitating salary-equity studies to document law librarians' compensation as compared to other professionals in their work environments.
- Serve in an advisory role to the Director of Publications for the compilation of the Biennial Salary Survey.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third.

## **SIZE**

The Committee shall consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee consults with the following AALL committees and entities on how law librarians' skills can be leveraged in a changing environment:

- Public Relations
- Placement Committee
- Recruitment to Law Librarianship
- AALL Chapters

## **Government Relations Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

The Committee serves to promote the information policy interests of the Association regarding policies, laws, regulations and other developments that may affect the Association, law librarianship, law libraries, or the dissemination of information, with the exception of copyright issues, which are governed exclusively by the Copyright Committee.

### **CHARGE**

The Committee shall monitor all federal and state legislative, regulatory, and judicial developments, with the exception of copyright issues, that may affect the Association, law librarianship, law libraries, or the dissemination of information, and shall advise the Executive Board and the Washington Affairs Office about these issues. The Committee shall coordinate all efforts to testify, or otherwise communicate Association views, on information policy issues to any branch of government at any level. The Committee may, on its own initiative, prepare testimony or otherwise communicate Association views consistent with the AALL Government Relations Policy to appropriate governmental bodies and other interested groups and shall keep the Executive Board informed of all such efforts.

Where necessary or desirable, the Committee shall make recommendations for policy changes to the Executive Board or the membership. The Committee may draft proposed resolutions, position papers, or letters for adoption by the Executive Board or by the membership.

The Committee shall inform the membership of notable information policy issues, and other relevant matters. The Government Relations Committee will also represent the Association's interest in citation reform where it deems further action may be warranted. In addition, the Committee shall be responsible for the legislative update session at the annual meeting.

The Committee will select one (1) or more recipients every year for the AALL Public Access to Government Information (PAGI) Award, or no recipient if it deems none of the nominees sufficiently qualified, and will submit the winning recipient's

name(s) to the Awards Committee. The Awards Committee will oversee the grant of the PAGI Award to the recipient selected by the Government Relations Committee.

## **MEMBERSHIP QUALIFICATIONS**

Members must have the resources to monitor federal legislation. All members must submit a conflict of interest statement in accordance with the AALL Conflict of Interest Policy. When appointing members to subcommittees or to work on particular tasks, the chair shall use his or her best judgment to avoid any real or perceived bias or conflict of interest.

## **TENURE**

Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair of the Committee in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, nine (9) members, and a non-voting Executive Board liaison. Normally the President serves as the Executive Board liaison to the Committee. In addition, the President-elect may choose to appoint one or more members with significant information policy expertise to serve as informal advisors to the Committee.

When making appointments to this committee, the President-elect will strive to achieve a balance among the interests of members employed in different settings, and consider the potential impact of publisher interests on the work of the committee. When appointing the Chair of the committee, the President-elect shall use his or her best judgment to avoid any potential or perceived conflict of interest.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II - Education

Goal III – Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES**

The Committee consults with the following other committees on relevant issues, as necessary:

### Copyright Committee

When the committee encounters issues related to copyright or licensing law, it shall consult with the Copyright Committee, which has exclusive committee jurisdiction over copyright issues.

### Access to Electronic Legal Information and Citation Formats Committee

When the Committee works on issues related to electronic legal information or citation reform, it shall consult with the Access to Electronic Legal Information and Citation Formats Committee.

### Awards Committee

The Committee shall work with the Awards committee regarding the Public Access to Government Information (PAGI) Award.

In addition, the Committee may work with the Annual Meeting Program Committee, the AALL Representative to the Federal Depository Library Council, and the Council of Chapter Presidents, for issues related to those constituencies.

## **Grants Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Grants Committee is charged with coordinating the grant program to further the interests and goals of the Association and its members by providing grants to cover registration costs at either the Annual Meeting or a workshop associated with the Annual Meeting.

### **CHARGE**

The Committee shall review and recommend to the Executive Board criteria for grant awards according to contemporary funding circumstances; coordinate the procurement, receipt and acknowledgement of grant funds; publicize the availability of grants, solicit applications, and award grants according to established criteria.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become the Chair of the committee for an additional third year.

### **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

### **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education.

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Scholarships Committee performs similar work. The Grants Committee works with the Diversity Committee to screen for duplication in the awarding of the AALL Minority Leadership Development Award, the recipient of which is chosen by the Diversity Committee.

## **Index to Foreign Legal Periodicals Committee**

### **TYPE**

Process Committee

### **PURPOSE**

This Committee serves in an advisory capacity to the editor of the Index to Foreign Legal Periodicals.

### **CHARGE**

This Committee suggests new journals to be indexed and revisions to the Index to Foreign Legal Periodicals.

### **MEMBERSHIP QUALIFICATIONS**

Familiarity in use of foreign legal periodicals is helpful. Attendance at the Annual Meeting is encouraged.

### **TENURE**

Membership on the Committee shall normally be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become the Chair of the committee in the third year.

### **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, five (5) members, and a non-voting Executive Board liaison.

### **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education.

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee acts in an advisory capacity to the editor of the Index to Foreign Legal Periodicals.

## **Indexing of Periodical Literature Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Indexing of Periodical Literature Committee reviews newly published legal periodicals and makes recommendations to The Gale Group (TGG) editorial staff concerning inclusion of those titles in the Legal Resources Index/Current Law Index.

### **CHARGE**

The Indexing of Periodical Literature Committee reviews newly published legal periodicals and makes recommendations to TGG editorial staff concerning inclusion of those titles in the Legal Resources Index/Current Law Index. Where the scope of periodical titles presently indexed does not adequately reflect the needs of the AALL membership, the Committee makes recommendations to the TGG editorial staff concerning the adjustment of that scope.

The Committee is also charged with monitoring the guidelines used in determining which periodical titles are included in the indexing, and with making recommendations concerning various publishing details to the TGG editorial staff that may reflect the concerns of the AALL membership.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become the Chair of the committee for an additional third year.

### **SIZE**

The Committee shall normally consist of a Chair, a Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee makes final decisions about inclusion of titles to the TGG editorial staff for Legal Resources Index/Current Law Index. This Committee works with a liaison from TGG.

## **Law Library Journal and AALL Spectrum Committee**

### **TYPE**

Policy Committee

### **PURPOSE**

This committee is charged to work with editors of both publications to ensure that the publications forward the interests and goals of the Association and its members.

### **CHARGE**

- Advises on long-range editorial content and direction for the publications
- Suggests feature articles or other types of articles
- Assists the editors in identifying authors and other contributors
- Assists the editors in meeting the short-term and long-term needs and interests of law librarians
- Identifies potential readers and studies and recommends ways to effectively reach the targeted audiences
- Recommends to the Executive Board editorial policies relating to the contents and formats of the Law Library Journal and AALL Spectrum

The Committee will select one or more recipients every year for the best article for the Law Library Journal Article of the Year Award, or no recipient if it deems none of the nominees sufficiently qualified, and will submit the winning recipient's name(s) to the Awards Committee. The Committee will also select one or more recipients every year for the AALL Spectrum Article of the Year Award, or no recipient if it deems none of the nominees sufficiently qualified, and will submit the winning recipient's name(s) to the Awards Committee.

### **MEMBERSHIP QUALIFICATIONS**

Members should represent a broad range of experience in librarianship, and include both senior and newer members of the profession.

## **TENURE**

Membership on the Committee shall be for three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year and become Chair of the committee in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, seven (7) members, and a non-voting Executive Board Liaison. The Law Library Journal editor, the AALL Spectrum editor, and the AALLNET committee chair are *ex officio* members. The AALLNET coordinator attends meetings as well.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goals I: Leadership
- Goal II: Education
- Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

Selects winners of two awards and submits their names to the Awards Committee which oversees granting of these awards.

AALLNET Chair, Law Library Journal editor and AALL Spectrum editor serve as *ex officio* members of the LLJ/Spectrum Committee and AALLNET Coordinator attends the meeting as well. LLJ/Spectrum Chair serves as an *ex-officio* member of the AALLNET Committee. The AALLNET Coordinator consults with the Committee and attends meetings.

## **Membership Development Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the Membership Development Committee is two-fold. First, it is to attract and retain members in the American Association of Law Libraries. Second, it is to ensure the availability of appropriate AALL mentoring resources for all members including newer Association members as well as long-time members desiring career guidance or otherwise in need of assistance.

### **CHARGE**

The Membership Development Committee will coordinate internal and external activities with Headquarters to identify and recruit potential Association members. This recruitment effort shall include telephonically contacting lapsed Association members from the prior year to encourage membership renewal. The recruitment effort may also include:

- Advising AALL staff on all promotional activities and campaigns related to membership recruitment and retention.
- Requesting funding, when necessary, in conjunction with the Recruitment to Law Librarianship Committee, to staff booths at career conferences as well as meetings of library, legal, paralegal and similar associations.
- Serving as a liaison to chapters explaining member benefits and dues while monitoring membership trends.
- Reviewing and evaluating AALL member benefits.
- Developing membership brochures or other promotional materials.

The Membership Development Committee shall also be responsible for coordinating mentoring efforts of AALL chapters and special interest sections. This coordination may include:

- Publicity for mentoring recruitment to ensure optimal matches between mentors and mentees.
- Tracking of formal mentoring relationships, when possible, to allow appropriate follow up.

- Gathering data from current and former participants to aid in critical evaluation of mentoring efforts.
- Development of networking opportunities for AALL mentors and mentees.
- Service as a clearinghouse of mentoring-related literature and information.

## **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become the Chair of the committee for an additional third year.

## **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Membership Development Committee coordinates with the Recruitment to Law Librarianship Committee to ensure collaborative efforts.

## **Nominations Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Nominations Committee proposes candidates for consideration for Association offices.

### **CHARGE**

The Committee shall present a slate of candidates to the membership in accordance with the procedures specified in the Bylaws. The Committee shall present a slate that, if elected, would maintain a balance on the Executive Board of members by library type, geography, sex, and minority representation to the extent possible. The Committee shall solicit names of possible nominees from the membership and propose possible nominees itself. The Committee shall select from those names viable candidates to provide leadership to the Association. Prior to the presentation of the slate, the Committee shall determine if the nominees are willing and able to stand for election.

### **MEMBERSHIP QUALIFICATIONS**

Selection for membership on the Committee should take into consideration a member's depth of experience with and knowledge of Association goals and objectives. Members of the Executive Board are ineligible. No member of the Committee may be a candidate for office at the succeeding election. The Chair and Committee members must be approved by the Executive Board.

### **TENURE**

Members of the committee shall serve non-renewable two-year terms beginning at the conclusion of the Association's (July) Annual Meeting. Shortly after being elected, the Vice President-elect selects the Vice Chair of the Nominations Committee from among the committee members who have a full year left in their terms on the committee. In accordance with the Bylaws, the Vice President/President-elect selects members for candidates to fill the remainder of the available Nominations Committee vacancies, and submits the list of candidate names, along with the name of the Vice Chair candidate, to the Executive Board for approval at its Summer Meeting.

**SIZE**

The Committee shall consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison. Normally, the Vice President serves as the liaison.

**STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

**RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

Input is solicited from the Diversity Committee, the Mentoring and Retention Committee, the SIS Council, the Council of Chapter Presidents, SIS Chairs, and Chapters through the Chapter Presidents, for potential nominees. Headquarters Staff provides current documentation of the members who have held positions of leadership within the Association and its units.

## **Placement Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Committee serves to manage and staff the Placement Office at the Annual Meeting. It also serves to communicate career opportunities, educate both employers and employees about the profession throughout the year via the Committee's web site.

### **CHARGE**

The Placement Committee shall:

- Manage and staff the Placement Office at the Annual Meeting assisted by volunteers from the membership, as well as at least one full-time employee from headquarters or convention staff.
- Provide policy guidance on career issues relating to placement in the profession.
- Determine statistics necessary to develop and understand the current state of the profession, including where the positions are, types of libraries and geographic locations and where job growth is expected.
- Develop career publications necessary for placement and develop new publications when appropriate.
- Work with headquarters staff to provide a forum on AALL's web site where members can obtain career advice, counseling and discuss issues relating to the profession.
- Work collaboratively with the Economic Status of Law Librarianship, Membership and Retention, Mentoring, Public Relations, and Recruitment to Law Librarianship Committees.

### **MEMBERSHIP QUALIFICATIONS**

Committee members must be able to attend the AALL Annual Meeting.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third.

**SIZE**

The Committee shall consist of a Chair, Vice Chair, nine (9) members, and a non-voting Executive Board liaison.

**STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

**RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works collaboratively with the following AALL Committees and entities:

- Economic Status of Law Librarianship
- Membership Development
- Public Relations
- Recruitment to Law Librarianship

The Committee also works with Headquarters Staff to facilitate operation of the Placement Office at the Annual Meeting.

## **Price Index for Legal Publications Committee**

### **TYPE**

Process Committee

### **RATIONALE/PURPOSE**

The Committee gathers appropriate data from publishers for AALL's *Price Index for Legal Publications*, ensuring that the index provides accurate and relevant price information for consumers of legal information.

### **CHARGE**

The Committee shall:

- establish the categories of material to be included in the index
- collect data on pricing of legal publications
- provide information regarding the methodology and data sources used to compile AALL's *Price Index for Legal Publications*
- monitor changes in legal publishing that affect the index

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third.

### **SIZE**

The Committee shall consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

### **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership  
Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works collaboratively with the following AALL Committees and entities:

- AALLNET
- Relations with Information Vendors (CRIV)
- AALL Headquarters Staff

## **Public Relations Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Public Relations Committee serves to promote members, member institutions and the profession to AALL members, employers, the general library profession, the legal community and the community at large.

### **CHARGE**

The Committee shall:

- Develop materials that will inform those within and outside the profession regarding the value of law librarians
- Selects one (1) or more recipients every year for the annual AALL/West Excellence in Marketing (EIM) Awards, or no recipient if it deems none of the nominees sufficiently qualified, and will submit the winning recipient's name(s) to the Awards Committee. The Awards Committee will oversee the grant of the annual AALL/West Excellence in Marketing (EIM) Awards to the recipient selected by the Public Relations Committee.
- Submit a column on a public relations topic for each issue of the *AALL Spectrum*

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair in the third.

### **SIZE**

The Committee shall consist of a Chair, Vice Chair, seven (7) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

- Goal I: Leadership
- Goal II: Education
- Goal III: Advocacy

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Committee works collaboratively with the following AALL Committees and entities:

- Economic Status of Law Librarians
- Membership and Retention
- Placement
- Recruitment to Law Librarianship
- *AALL Spectrum Magazine*
- AALL Chapters

## **Recruitment to Law Librarianship Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The purpose of the Recruitment to Law Librarianship Committee is to encourage qualified candidates to enter the profession of law librarianship.

### **CHARGE**

The Recruitment to Law Librarianship Committee shall achieve its purpose by:

- Acting as a clearinghouse of law librarianship education and career information for prospective law librarians; and developing and updating such materials for the clearinghouse;
- Acting as a clearinghouse of law librarianship recruitment resources for members and chapters to use for local recruitment and outreach initiatives, such as career day materials; and developing and updating such materials for the clearinghouse;
- Maintaining the Committee web site as the Association's primary clearinghouse site for law librarianship graduate education, career and recruitment information and resources including specific maintenance of the *List of ALA-Accredited Graduate Programs in Library Science with Law Library Classes or Joint MLS/JD Classes* web site;
- Answering questions from individuals who contact Headquarters or the Committee, and questions referred to the Committee, inquiring about the profession;
- Encouraging and supporting individual and chapter law librarianship recruitment and outreach efforts;
- Coordinating with the Diversity Committee to provide particular support for law librarianship recruitment efforts directed toward diverse populations;
- Coordinating with Headquarters to distribute information on law librarianship annually to library schools, law schools, paralegal programs, bar associations and other target groups;
- Educating the membership on the importance of law librarianship recruitment in their daily lives;
- Developing other methods to promote law librarianship as a career.

## **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become the Chair of the committee for an additional third year.

## **SIZE**

The committee shall normally consist of a Chair, Vice Chair, five (5) members, and a non-voting Executive Board liaison.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal I: Leadership

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Recruitment to Law Librarianship Committee coordinates with the Diversity Committee and Membership Development Committee to ensure collaborative efforts.

## **Research and Publications Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Committee serves to promote research and publication for the benefit of its members and the profession.

### **CHARGE**

The Committee shall review and propose changes to the Association's Research Agenda, work within the Association and with other library associations to encourage research, and administer the Association's research grant program by reviewing applications, making awards, and monitoring research activities.

The Committee shall promote and encourage participation in AALL publications opportunities, as well as in other non-AALL professional publications. The Committee shall coordinate with the Public Relations Committee to promote the Association as a publisher to non-AALL members and other organizations.

The Committee shall periodically review AALL Publications Policies and Procedures, as needed.

The Committee shall oversee the AALL Publication Series and other AALL publications, as needed. In doing so, the Committee may evaluate proposals for new publications, recommend continuation or cessation of AALL sponsorship of a publication, recommend editors, and develop editorial processes, or take other actions as needed.

### **TENURE**

Membership on the Committee will normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The returning member selected as Vice Chair at the end of the first year shall serve in that capacity in the second year, and become Chair of the Committee in the third year.

## **SIZE**

The Committee shall normally consist of a Chair, Vice Chair, nine (9) members, and a non-voting Executive Board liaison. The staff liaison shall be the Director of Publications.

## **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

Goal III: Advocacy

## **RELATIONSHIPS TO OTHER COMMITTEES**

### Public Relations Committee

The Committee shall consult and coordinate with the Public Relations Committee as directed in the Charge and as it determines is otherwise necessary.

### Copyright Committee

When the Committee encounters issues related to copyright or licensing law, it shall consult with the Copyright Committee, which has exclusive committee jurisdiction over copyright issues.

## **Scholarships Committee**

### **TYPE**

Process Committee

### **PURPOSE**

The Committee serves to advance the profession by awarding scholarships.

### **CHARGE**

The Committee shall review and recommend to the Executive Board the types of scholarships needed for the advancement of the profession and the recruitment of qualified persons into the field of law librarianship; develop, review and set guidelines for awarding scholarships for each category of scholarships. The Committee shall also publicize the availability of scholarships, solicit applications, and award scholarships according to established criteria.

### **TENURE**

Membership on the Committee shall normally be for two (2) years, except that the Vice Chair and Chair will each serve three (3) years. The member selected as Vice Chair at the end of the first year will serve in that capacity in the second year, and become Chair in the third year.

### **SIZE**

The Committee shall normally consist of a chair, a Vice Chair, five (5) members, and a non-voting Executive Board liaison.

### **STRATEGIC DIRECTIONS COMPLIANCE**

Goal II: Education

## **RELATIONSHIP TO OTHER COMMITTEES/STRUCTURES**

The Scholarships Committee works with the Annual Meeting Program, Awards, Diversity, Grants, Recruitment, Research and Publications Committees.

## **COMMITTEE MANUAL**

Redrafted as part of the work of the  
American Association of Law Libraries  
Special Committee on Committee Structure  
October 1, 2007

## Preface and Introduction

This Committee Manual has been in existence for a number of years. It has been redrafted at least two times prior to this, and certainly three if one counts the mounting of the manual onto the AALLNET web site. This version has had a number of eyes visiting it, including those of the Headquarters Staff and at least two members of the Executive Board, as well as all of the members of the AALL Special Committee on Committee Structure. There are bound to be errors and omissions. If you read the Manual and see something that is incorrect, or notice that something vital has been omitted, please let the Association's Executive Director know.

The purpose of this Manual is to assist committee members with the functions of their committee. It does not give direction concerning the function of individual committees – that is the duty of the individual committees and each committee should have some form of manual of its own internal procedures, indicating how things are done for those who follow in succeeding committees.

This Manual does indicate procedures for accomplishing committee work within the structure of the American Association of Law Libraries. It speaks to the responsibilities of being a member of a committee as well as the responsibilities of being the chair of a committee. It indicates the type of help one can obtain from Headquarters staff. It also indicates how to get things paid and gives guidelines for planning for future expenditures that are not part of what could be considered “normal operations.”

Finally, committees will write reports. There is a piece of this Manual that gives style guidelines for drafting the annual report of the committee for publication on the Association's web site.

Committee work is a necessity for AALL because committees perform the majority of the work of the Association. We only hope this manual will assist you in your work for the American Association of Law Libraries. To help you find it, this Manual is to be placed on the Association's web site.

Respectfully submitted,

AALL Special Committee on Committee Structure

Richard Amelung      Susan Lewis-Somers  
Sandra Marz          Jennifer Murray  
Regina L. Smith      Susan M. Yancey  
Karl T. Gruben, Chair  
Ann Fessenden, *ex officio*, Board Liaison

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## I. GENERAL STATEMENT

The American Association of Law Libraries, like many organizations, uses committees "[to] perform the bulk of the work of the organization. Work to be done is delegated to committees and proposals are formulated by committees for final decision by [the Executive Board]." (Sturgis Standard Code of Parliamentary Procedure, p. 166).

Committee work provides an opportunity for the AALL member to contribute to the professional association, thus partially fulfilling the professional's obligation to contribute to the profession as a whole. Committee membership is both an honor and a responsibility. Committee work requires a commitment to the profession and committee members are expected to actively participate in the work of the committee. Recognizing that some employers are unable to support association work, AALL has established a procedure to reimburse committee members for out-of-pocket expenses such as phone calls, postage, photocopying, etc.

The AALL Committees are divided into three types:

Process Committees perform a continuing function and remain in existence until abolished.

Policy Committees are those whose work involves complex issues of an advisory or policy nature. Policy Committees remain in existence until abolished.

Special Committees are those appointed for specific tasks performed over a specific period of time. These may also be called Task Forces or Working Groups.

The terms on the committees vary from one (1) to three (3) years, depending on the complexity of the work of the committee, the need for continuity on the committee. Finally, there are a few committees where the term will vary slightly from that of the normal committee such as the Appointments Committee or those committees associated with the Annual Meeting.

AALL committees are governed by the Bylaws of the American Association of Law Libraries and procedures, policies, and charges adopted by the Executive Board, or the membership, which are included in this Committee Handbook or the AALL Handbook.

### A. Committee Size

The size of each committee should be appropriate for its responsibilities, as outlined in its charge. Generally, a committee, whether Process, Policy or Special, has six or eight members, plus a chair. The committee may have more or fewer members as appropriate to the nature of the committee responsibilities, at the discretion of the Executive Board.

## B. Appointments, Terms, Qualifications, Balance

### 1. Standing Committees (Process and Policy)

a. Appointments – Committee members and vice chairs are appointed by the Vice President/President-elect, drawing on the advice of the Appointments Committee and any evaluative materials available, in such a manner as to provide continuity for the committee. The Nominations Committee is appointed as indicated in the Association Bylaws.

b. Term - Committee members shall serve a term of one, two or three years. For the two and three year committees, one member of the committee, in the second year of their appointment, shall be appointed by the Vice President/President-elect, as the vice chair of the committee. That person shall serve the committee as committee Chair during an additional third year.

c. Qualifications – Most committees require no special qualifications, other than the willingness and commitment to work. Some committees have special qualifications which are included in the committee charge. Some committee work requires that the members be selected for specific expertise in an area. Some members may be appointed who do not possess the requisite knowledge, so that more members may be educated in the technical subject matter.

d. Expert pool – from time to time it may be that the work of the committee requires more experience or expertise than resides in the committee as currently constituted. In that event, former members who are not active committee members may be asked to serve as a pool of experts to assist the committee with their expertise or through the extra work load.

### 2. Special Committees

a. Appointments – Committee members are appointed by the Vice/President-elect, usually with the advice of the Appointments Committee. During the term of office, the President may also appoint special committees, should the need arise.

b. Term – Committee members serve a term specified in their charge, set to accomplish the purpose for which the committee was created. Should the committee fail to accomplish its task within

the specified time, the term may be extended by the Executive Board.

c. Qualifications – members will be chosen who will be able to accomplish the tasks specified for the committee.

### 3. Balance in Committee Composition

Where possible, the committee membership will reflect a balance of geography, library type, years of experience and other demographic factors. Obviously, in a small committee, representation of all factors is not possible. Moreover, because committees perform tasks which transcend geographical boundaries and library types, rigid adherence to balance, while preferred, is not required.

## II. HEADQUARTERS RESPONSIBILITIES TO COMMITTEES:

The following are general responsibilities of the Headquarters staff applicable to all committees. All committees also have specified staff liaisons.

A. **Distribution of documentation:** Headquarters will notify each new committee chair, at the time of acceptance of appointment to a committee, of the committee chair resources available on AALLNET.

B. **Staff support:** Headquarters staff will assist with routine clerical tasks. The chair should consult with the committee's staff liaison for support on specific projects.

C. **Telephone conferences:** If you'd like to schedule a conference call, contact Kimberly Rundle, Executive Assistant to the Executive Director, [krundle@aall.org](mailto:krundle@aall.org), 312-939-4764 ext. 215.

D. **Agenda items and committee reports:** Headquarters will collect and assemble committee materials for distribution to the Executive Board for agenda consideration by the Board. All agenda items are sent to the Executive Director using the online form available via AALLNet.  
[\[http://www.aallnet.org/board/agenda\\_form.asp \]](http://www.aallnet.org/board/agenda_form.asp)

E. **Annual meeting support:** Headquarters will lend support to committees at the convention by scheduling meeting space, providing duplicating services and offering other remote office functions.

F. **Magazine and other publication:** All items for AALL Spectrum should be sent to Editorial Director Mark Estes at [mark.estes@hro.com](mailto:mark.estes@hro.com) for consideration,

unless material is part of a regular column. Items for committee news on AALLNET should be sent to the committee news editor, Therese Clarke at [tclarke@niu.edu](mailto:tclarke@niu.edu). Announcements for the monthly e-newsletter should be sent to the Director of Publications, Julia O'Donnell at [jodonnell@aall.org](mailto:jodonnell@aall.org) for consideration.

G. **"Tickler" service:** Headquarters will continue to provide a "tickler" service to committee chairs, reminding them of deadlines for filing reports, reserving meeting space, etc. The following reminders are sent each year to committee chairs:

Solicit agenda items for Board Meeting

Solicit budget requests

Annual Meeting information

Request for Annual Reports

H. **Maintenance of Committee Information:** Headquarters will incorporate into the AALLNET Committees page Board actions that cause changes or modifications, e.g. modifications of committee charges, changes in general committee procedures, creation of new standing committees, etc. and will ensure that committee members of affected committees are made aware of such changes or modifications. Headquarters will also maintain current rosters of committee members and chairs on AALLNET.

I. **Maintenance of Committee Web pages:** The content of web pages that contain general information about the committee (e.g. charge, size, roster) is the responsibility of AALL Headquarters. The web pages of individual committees are the responsibility of that committee's appointed webmaster. If you have any questions, contact Christopher Siwa, AALL Web Administrator, [cswia@aall.org](mailto:cswia@aall.org). If you are having difficulty locating a committee webmaster, the Chair of the Computer Services SIS may be able to help identify a volunteer.

### **III. Chair Responsibilities**

#### **A. WORKING WITH YOUR COMMITTEE**

1. The chair is responsible for guiding the Committee through its work – If you don't act, neither does the committee!
2. Review the committee's charge.
3. Talk to the outgoing chair about the year's major events and ongoing work/issues.
4. Consult with your Board liaison as you plan your work for the year.
5. If you have a co-chair or vice chair, work closely with her/him in planning the committee's work.
6. Discuss with your committee members how your committee's work can support the major tenets of the Association's Strategic Directions.

#### **B. PLANNING THE COMMITTEE'S YEAR**

1. Some committees have clear tasks, such as selecting scholarship or grant recipients or planning the annual meeting programs. Others have more general charges, such as assisting court and state agencies in advancing electronic access to public information or encouraging students to enter the field of law librarianship.
2. For those committees that have more nebulous charges, you will need to work with your committee to identify more specific goals and strategies to meet them. Remember that your Board liaison is there to help you strategize and plan for the year and, if necessary, help you interpret your committee charge.
3. Plan an agenda for your meeting(s) and distribute that agenda, along with a copy of the committee's charge, to your committee prior to the meeting; include a list of the committee members' names and contact information. This will allow your members time to prepare for the meeting.

#### **C. INVOLVE YOUR MEMBERS**

1. Your role as the chair is to organize the work and see that it gets done. Your role is not to do it all.
2. Include all members in discussions about the year's activities. Committee members often complain that they were willing to work but

were never asked to do anything. Plan your tasks and assign all members something. Ask your committee members to let you know if they'll be attending the meeting; if they're not attending:

- a. Speak with them prior to the meeting to discuss possible assignments or interests;
- b. Divide tasks and ask for volunteers.
- c. Be sure everyone has an assignment.

3. As soon as possible after each meeting, follow-up with your members and:

- a. Summarize the decisions that were made
- b. List assignments and due dates!

4. Communicate often with your members throughout the year to check on their progress. Use the committee's discussion list and encourage the members to post to the list.

5. Set "target dates" to help get things done on time.

6. Consider using a monthly update email or a web page status report to keep track of activities.

7. Hold "meetings" by email, conference call, web etc. if they will facilitate the committee's work. If you'd like to schedule a conference call, contact Kimberly Rundle, Executive Assistant to the Executive Director, [krundle@aall.org](mailto:krundle@aall.org), 312-939-4764, ext 215.

8. Don't make decisions without your members! Send them draft reports for comment and solicit their opinions on major issues. Occasionally the chair may have to respond to something quickly and there's no time for comment – in that case inform your committee as soon as possible and explain the reasons for your actions.

#### **D. WORKING WITH YOUR BOARD LIAISON**

Each committee is assigned an Executive Board member liaison who serves as your AALL "ombudsman." Your liaison should attend your meeting, or be in touch with you if she/he has a conflict.

## **1. Your Board liaison can:**

- a. Answer questions/advise you on how to get things done, such as when reports are due, how funding works, or who to contact at headquarters to get something done.
- b. Help you clarify your committee charge and the year's activities as they relate to the AALL Strategic Directions.
- c. Answer questions and advise you on AALL policy.
- d. Let you know about resources available to help your committee do its work (information, human, monetary).
- e. Coordinate your work with that of other Committees, SIS's etc. to help you avoid duplicating efforts or working at cross-purposes.
- f. Help you understand how your Committee's work fits into AALL's overall activities, or how your Committee's work supports AALL's Strategic Directions.
- g. Help you bring issues to the Board by determining what needs to go to the Board and what the committee may do on its own.
- h. Assist you in writing the Board agenda item and motion for those issues that need to go to the Board; and by presenting your item at the Board meeting, and reporting the results to you.
- i. Review and comment on reports or other projects and help you prepare them.

## **2. Communicating with your Liaison**

- a. You should keep your Board liaison informed by:
  1. Including your liaison in all discussions, electronic or otherwise.
  2. Including your liaison in meetings (in person and conference call).
  3. Sending copies of correspondence and reports.
- b. Your Board liaison is there to help you and to serve as your link between your Committee and the Board.

## **E. BUDGET**

1. **Routine Expenses:** The Association has a pool of funds available for routine committee expenses (under \$250) such as conference calls, postage, and photocopying. If the committee requires funds, the chair should contact the AALL Director of Finance and Administration. If a committee has a specific need for funding over \$250, this funding must be approved in advance and should be coordinated with your Board liaison and the AALL Director of Finance and Administration.

2. **Special Projects:** Funding for special projects which require more substantial expenditure of funds should be requested on the budget request form which can be found at [http://www.aallnet.org/board/budget\\_requests.asp](http://www.aallnet.org/board/budget_requests.asp). Headquarters staff will notify chairs when budget requests are due, usually in January. This process provides funds for the following fiscal year. This usually means that the person who requests the funds will no longer be chair when the funding is received. It is therefore imperative for the outgoing chair to communicate with the committee's Executive Board liaison and committee vice chair in developing the budget request. In addition, detailed plans should be forwarded to the incoming chair about any funding received and the purpose of the funding.

3. **Emerging Opportunities:** If you become aware of a funding need that cannot wait until the next budget cycle, contact your Executive Board liaison to see if it would be appropriate for funding from the "President's Discretionary Fund" or the Executive Board's "Emerging Opportunities" fund.

4. **Action Plans:** All Committee chairs are expected to submit an Action Plan outlining the activities for the year, including any financial implications. The Action Plan should identify, when appropriate, the particular goal of the AALL Strategic Plan that is being addressed by the activity. Consult with your Board liaison as you develop your Action Plan.

## **F. EXPENSES AND REIMBURSEMENTS**

1. **Records and reports:** The chair shall maintain records of all committee expenses.

2. **Reimbursement policy:**

The following types of expenses are generally reimbursed:

- Routine operating costs like postage, photocopying charges, long distance telephone calls

- Costs for special projects approved in advance by the Finance and Budget Committee
- Travel expenses for pre-approved committee meetings

The following are generally not reimbursed:

- Food and beverage for committee meetings at Annual Meeting
- Secretarial services
- Conference calls [Note: if you need a conference call, contact Headquarters to set up; do not use your own conference service and then submit for reimbursement]

**3. Reimbursement procedures:** Reimbursement requests should be submitted on the reimbursement form, [http://www.aallnet.org/abut/expense\\_forms.asp](http://www.aallnet.org/abut/expense_forms.asp). Committee members should file reimbursement requests with the chair. The chair should promptly forward reimbursement requests to the Executive Director. If it is anticipated that reimbursement requests will exceed the \$250 allowed for routine expenditures, or other amounts that have been authorized for special projects, the chair should immediately file a fully documented report with the President and Treasurer showing that allowable expenses and reimbursement requests will incur such overage. Reimbursements for amounts exceeding the approved budget must be approved by the President and Treasurer.

## G. COMMITTEE NEWS

**AALLNET:** The Association’s Web site has a regular column for committee news. It is one of the most important responsibilities of the chair to keep the general membership informed of the committee's activities. The Web site is an excellent forum for transmitting such information, asking for member comments and opinions, and the like, either through the committee column or through an article in AALL Spectrum, when appropriate. The chair is responsible for working with the *Committee News* Editor and meeting the column guidelines and deadlines. Not all *Committee News* submissions have to be written by the chair, and some committees divide this responsibility among various committee members.

## H. REPORTS

**1. Annual report:** An annual report is required from each chairperson. Headquarters will notify the chair of the report due date, which is typically in late June. Reports are published on AALLNET and must conform to stylistic requirements. (see “Preparing Annual Reports for Publication on

AALLNET” in Appendix II, *infra*). Reports are limited to about 300-500 words.

Given the space limitations, it is difficult to cover everything that occurred during the past year, but authors may wish to consider including information about one or more of the following, as appropriate: major new initiatives in support of the Strategic Directions, whether or not completed; completion of major initiatives begun in earlier years; outstanding educational programs offered by the committee; sponsorship or support of important legislative efforts; awards presented to members (e.g., lifetime service award); unresolved issues confronting the committee that will carry over to next year; and members who served the committee during the year as well as those chosen to serve in the coming year.

**2. Action Plan and committee member evaluations.** In late winter, the Chair should be ready to produce an Action Report, which will outline what the committee has done to date and what they plan to do prior to the Annual Meeting. This would also be a good time to begin thinking about your committee members and how they have performed because in the early spring, the chair should be ready to give the incoming President an account of the members of the committee and their performance on the committee. This evaluation will aid the Vice President/President-elect in appointments for the coming year, especially the appointment of the incoming vice chair.

**3. Special reports and requests for Board action:** The chair should file any special reports requested by the Executive Board or the President, or that are appropriate as a result of the committee's assignments or routine work. The chair should also prepare and file any requests for Board action that are required to implement or authorize the work of the committee. All such reports and Board agenda items should first be sent to the committee’s Executive Board liaison.

**4. Distribution of reports:** Reports are generally filed with Headquarters in accordance with the instructions of the Executive Director or the Association’s Secretary. Committee members and the Board liaison should receive copies of draft and final reports, including financial reports. Draft reports must be shared with those affected, with requests for comments before submitting to the Board. The final report of a committee may be amended by the Board prior to publication, with changes indicated.

## I. ARCHIVES

1. The chair is responsible for transferring appropriate committee files and documents to the Association's archives. The archives can also be a valuable source of information for the chair and the committee [see the AALL Archives policy, [http://www.aallnet.org/about/policy\\_archives.asp](http://www.aallnet.org/about/policy_archives.asp)]. Following are instructions for transferring materials to archives and for requesting information from the archives.

2. The chair shall include a cover letter with any documents sent to the archives which shall indicate the name of the committee, the name of the chair submitting the documents, his/her term of office, and a brief description of the documents being submitted which includes the name and term of the previous chair. The documents shall be sent to: Mr. Bill Maher, University Archives, 19 Library 1408 W. Gregory, Urbana, IL 61801.

3. Transfer of documents: the committee chair shall weed and transfer the files of the preceding chair to the archives at the end of the committee year. The chair shall pass the complete files created during his/her tenure, as well as any older files still needed for on-going projects to the succeeding chair at or immediately following the annual meeting.

4. Documents to be transferred to the archives include:

- a. Official records, constitutions, bylaws, minutes, proceedings, transcripts, lists of officers and members, interim and annual reports;
- b. Historical files documenting policies, decisions, committee and task force reports, questionnaires;
- c. Office files: correspondence and memoranda (incoming and outgoing), subject files concerning projects, activities and functions;
- d. Publication: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the association or its sub-divisions;
- e. Audio-visuals: photographs, sound recordings, cd's or dvds;
- f. Personal papers of members which relate directly to association work;
- g. Charts and maps.

5. Records which should not be transferred to the archives and may be discarded include:

- a. Records of specific financial and membership transactions;
- b. Letters of transmittal where the date and routing information is on the document transmitted.

- c. Requests for publications for information after the requests have been filled;
- d. All blank forms and unused printed or duplicated materials;
- e. All duplicate material: keep only the original copy and annotated copy.
- f. Papers, reports, work papers, and drafts which have been published;
- g. Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

6. Retrieving information from Archives: the Application to Consult and/or Photocopy from the Association Archives contains the policies and regulations applicable to the use of the Archives  
([http://www.aallnet.org/chapter/user\\_application.rtf](http://www.aallnet.org/chapter/user_application.rtf) )

## J. ANNUAL MEETING

### 1. Planning for the Annual Meeting

a. **Committee meetings:** Committee chairs will be notified of the time periods in which committee meetings should be scheduled and the date that meeting time and room reservation requests are due. Room setup and audiovisual requirements are encompassed in this reservation but NOTE that AV must be BUDGETED. The current chairs and vice chair should confer and if possible schedule a combined meeting for both the outgoing and incoming committees, or separate meetings if necessary. Transfer files to the new chair in a timely manner, after determining which materials are appropriate for the AALL Archives and which need to be transferred to the incoming chair for ongoing committee work.

b. **Educational programs:** Ideas for educational programs and discussion groups may be generated by any individual or group, including committees, within the Association. The final content of the program and the scheduling of the program are the responsibility of the AALL Annual Meeting Program Chair. Association committees are expected to work with the program chair in preparing for the annual meeting.

All committee activities during the annual meeting of the Association which may have an impact on the convention program are to be cleared with the AALL Annual Meeting Program Committee Chair.

## 2. Conduct of committee meetings

AALL uses *Sturgis Standard Code of Parliamentary Procedure*, which gives the chair great power and latitude. It is not necessary to be formal in the application of rules and procedure in a committee meeting provided discussion is amicable and the group has a common, understood goal. When the discussion is not amicable, and the goal is not generally understood, it may be necessary to use parliamentary motions as the means to focus discussion on the appropriate agenda item.

Throughout the discussion, be sure that everyone has an opportunity to speak. Check in on members who have been quiet in the event that they feel intimidated by the more assertive committee members.

Ask one of your Committee members to take minutes so that you will have an accurate record of your discussions. Don't try to do this exclusively yourself as it is very difficult to both conduct the meeting and take complete notes.

All AALL committee meetings must be open to all members who wish to attend, except those meetings where confidential deliberation must be maintained, such as discussions on nominations, scholarships, and awards. Remember, however, that attendees who are not committee members speak only at the discretion of the chair and should request permission to speak, prior to doing so.

## 3. Chair attendance at other meetings

a. Committee Chairs Training: In addition to the committee's meetings, incoming committee chairs are expected to attend a training session of about two and a half hours with the Vice-President which typically takes place on the Saturday afternoon of the Annual Meeting. You should make your travel plans accordingly and contact the Vice-President in advance if you are unable to attend.

b. Executive Board: The committee chair shall attend the Executive Board meeting when requested to do so by the liaison or the President, or when necessary to present an agenda item. If the chair is unable to attend the meeting, she/he shall designate a committee member who can speak for the committee as the committee's representative.

## **K. Committee Member Responsibilities:**

1. Commitment: Each person volunteering to serve on a committee shall agree at the time of acceptance of appointment to actively participate in the work of the committee for a two or three year period, depending on the committee type, and to make a commitment to resign if such participation becomes impossible. Active participation includes accepting and performing committee assignments, responding to telephone calls, emails, and other correspondence on committee matters, attending committee meetings, etc. Committee members will be evaluated by the chair based on their participation in the committee's activities. The member shall keep the chair fully informed of circumstances that interfere with responsible participation in the committee's work.

### 2. Expenses:

A. Each member shall maintain and report to the chair a detailed record of actual expenses incurred in the performance of committee duties, whether reimbursed by AALL or not.

B. Requests for reimbursement of approved expenses shall be submitted to the chair.

C. Reimbursable expenses include the following: long distance phone calls (including fax), photocopying charges, postage, lodging, travel and food expenses incurred while attending committee meetings provided for in the committee budget. Questions about which expenses are reimbursable should be directed to the chair.

#### **IV. CALENDAR FOR COMMITTEE CHAIRS**

This calendar is intended to serve as a reminder of activities required by specific dates. The chair is responsible for seeing that the committee meets all deadlines. While the AALL Executive Staff and/or your Board liaison will provide a "tickler" service reminding the chair of important dates, the chair must remain aware of major dates which will have an impact on the work of the committee.

##### **August**

Annual Meeting Program Proposals due to Annual Meeting Program Coordinator.

##### **August or September**

Executive Director sends request for Fall Board Meeting agenda items.

##### **September or October**

Fall Board meeting Agenda items due to Executive Director.

Director of Meetings sends Preliminary Annual Meeting Scheduling Form to Committee Chairs.

##### **November**

Deadline for the return of Annual Meeting Schedule form to AALL Director of Meetings.

##### **December**

Executive Director sends program and budget request memo to committee Chairs.

##### **January**

Executive Director sends requests for Spring Board Meeting agenda items.

Board Liaisons send requests for Action Plan submissions for Spring Board Meeting.

Deadline for program and budget request.

Program Coordinator sends Activities Area information.

##### **February**

President-elect makes committee appointments. Be prepared to provide recommendations/comments on succeeding Committee vice chair

Finance and Budget Committee meets to set budget priorities and guidelines for the next fiscal year.

### **February or March**

Spring Board Meeting agenda items due to Executive Director.

### **March**

Identify potential "hot topics" for upcoming Annual Meeting Program Committee and communicate those to AMPC chair (though this may vary, coming as late as May).

### **April**

Vice-President/President-elect completes Board liaison assignments.

Executive Assistant to the Executive Director compiles new committee rosters and sends them to all committee chairs.

Deadline for return of Activities Area form to Program Coordinator.

### **May**

Executive Director sends request for Annual Reports

Executive Director sends request for Summer Board Meeting agenda items.

### **June**

Agenda items for the Executive Board Meeting at the Annual Meeting due to Executive Director.

Committee Action Plan due to Board liaison if not submitted for the Spring Board Meeting.

Annual Report due to Executive Director and AALLNET Coordinator.

### **July**

Executive Board approves budget for next fiscal year at the first meeting.

### **August**

Committee Chairs weed and transfer previous chair's files to archives

## APPENDIX I

### **Who Speaks for AALL**

The current policy on "Speaking for AALL" was adopted by the Executive Board February 27, 1998 and revised on July 10, 1998. It replaces an earlier policy dated April 12/13, 1991 and revised on July 25, 1991. It reads as follows:

"Two Bodies are empowered to set policies for AALL: 1) the Executive Board, in its policy-making role, and 2) the membership, expressed through votes at Annual Meetings, or, when appropriate, by ballot. The official and customary spokespersons for these policies are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, officers of Special Interest Sections, or other members should be directed either to the President or to the Executive Director. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest.

AALL committees and representatives (including the Washington Affairs Representative) whose charges so state, are encouraged to convey information, prepare testimony, or express opinions based on their professional expertise and in accordance with AALL policy. No such person may bind AALL on a matter that is not covered by policy without specific authorization to do so by the President. Whenever individuals represent the Association, they will keep the President and the Executive Director informed of all such contacts." [Minutes, February 27, 1998, page 2479; Executive Board Book, Tab 9, 9A; revised July 10, 1998, minutes, p. 2538; Executive Board Book, Tab 12 ]

## Appendix II

### **Preparing Annual Reports for Publication on AALLNET**

Updated by Raquel M. Ortiz, AALLNET Coordinator  
June 2007

1. WHAT ARE ANNUAL REPORTS AND HOW ARE THEY USED?
  - a. Annual reports on AALLNET are a *public* record of the activities of each AALL entity over the past year. As such, they offer a source for members to learn about the current work of AALL's committees, special interest sections, representatives, and chapters, as well as contribute to an existing and easily accessible historical record of the entities and the Association. Starting in 2007, the reports will be published in the Annual Reports section of AALLNET. Prior to 2007, these reports were published in the fall issue of *Law Library Journal*.
  - b. The reports also are distributed to members of the Executive Board to help them monitor the progress being made toward the Association's strategic directions.
  
2. WHAT IS THE PROCESS BY WHICH REPORTS ARE SUBMITTED?
  - a. **Responsibility:** The current head of each AALL working entity (i.e., chapter presidents, committee and SIS chairs, representatives) is nominally responsible for preparing the annual report (i.e., the reports covering 2006-07 that will be published in the Fall will typically have been prepared by the individual who served as a chapter president or SIS/committee chair in 2006-07, although the entity may choose to have someone else prepare the report if it wishes)
  - b. **Timing:** Current leaders of AALL's working entities typically receive a memorandum from Headquarters in May reminding them of their responsibility to submit an annual report to the AALLNET Coordinator (Raquel Ortiz) by a date in early July (**for 2007, the date is July 9**), with a copy to the executive assistant to the executive director (Kim Rundle). The July deadline is necessary to provide time for the editorial work required to prepare the reports for publication on AALLNET in the fall.
  - c. **Method:** The preferred method of submission is by providing an electronic version of the report via e-mail attachment ([rmortiz@bu.edu](mailto:rmortiz@bu.edu)), using WordPerfect or Word. Including the message in the body of an e-mail also is acceptable. If e-mail is not possible, the report may be submitted on disk.

## WHAT SHOULD THE ANNUAL REPORT CONTAIN?

- d. **In General:** Due to editorial work involved in publishing these reports, the annual reports published in the Annual Reports section of AALLNET necessarily may differ from more complete reports that are prepared for members of the entity (i.e., those posted to the Web site of the chapter or SIS or published in its newsletter). The length limitation (described below) for reports may prevent leaders from listing all the activities of the entity or acknowledging each individual who participated in them. Generally speaking, the reports should be a description of the year's *highlights*, not a comprehensive record of the "year in review" of the entity.
- e. **Nature and Length:** Reports should be narratives (i.e., *not* bulleted lists or outlines) that *concisely* describe the entity's activities during the past year. While there is no hard and fast rule as to length, the editorial work required for the reports suggests that except in extraordinary circumstances, the report should fall in the range of 300 to 500 words. Authors are forewarned that reports may be edited for clarity, length, and format.
- f. **Do Include:** While the following list should not be viewed as mandatory or all inclusive, do consider including descriptions of:
- i. Major new initiatives of the entity, whether or not completed
  - ii. Completion of major initiatives begun in earlier years
  - iii. Particularly outstanding or unique educational programs offered by the entity (note that listing *every* single program is usually counterproductive in terms of keeping to the recommended length – it is also pretty boring for readers)
  - iv. Sponsorship or support of important legislative efforts
  - v. Awards presented to members (e.g., lifetime service award)
  - vi. Unresolved issues confronting the entity that will carry over to next year
  - vii. Officers who served the entity during the year; those elected to serve in the coming year
- g. **Don't Include:** While the following list should not be viewed as mandatory or all inclusive, do consider excluding the following (if length is an issue, these are the kinds of items that will be deleted in the editing process):
- i. Institutional affiliation of members mentioned in the report (these are almost always edited out - there simply isn't enough room for this type of information)
  - ii. Locations of monthly or regular educational programs, although locations of annual or semiannual programs such as major institutes or workshops is acceptable
  - iii. The topic and presenter(s) of each and every educational program offered by the entity; there usually is not enough space for this, so the report should highlight the most important programs
  - iv. The activities (and members) of each and every committee and subcommittee. While they all may be acknowledged and thanked in a longer report shared

with the entity's members in a different way (i.e., Web site or newsletter), the focus in the report for LLJ should be on major accomplishments, not on providing a comprehensive list.

- v. Items not worth "saving for posterity" (e.g., "At the time of this writing, the brochure has not yet been printed, but this will occur in time for the Annual Meeting in St. Louis".)

#### 4. STYLISTIC CONVENTIONS

##### a. Listing of Officers

- i. To indicate officers who served in the current year or will serve in the coming year, list the name of the individual, followed by the office held. Separate these elements with a comma; separate individuals by a semi-colon.
- ii. Hyphenation: Vice President (or Vice Chair) does not use a hyphen; President-elect (or Chair-elect) does.
- iii. EXAMPLES:
  - (1) The officers of the Government Documents Special Interest Section during 2001-02 were A. Hays Butler, Chair; Katrina Stierholz, Vice Chair; Colleen Manning, Secretary-Treasurer; and Sue Kelleher, *JURISDOCS* Editor.
  - (2) CoAll officers for 2002-03 are Holly Kulikowski, President; Martha Campbell, Vice President/President-Elect; Mariann Storck, Secretary; Dan Cordova, Treasurer; and Karen Selden and Mark Estes, Members-at-Large.

##### b. Educational Programs

- i. The title of a program should be enclosed by quotation marks. It should *not* be italicized or underlined.
- ii. EXAMPLE: The FCIL-SIS was pleased to co-sponsor a program entitled "Creating Commercial Connections: Trade Laws of Latin America" in March 2002.

##### a. Pronouns for Entities

- i. Keep in mind that the appropriate personal pronoun for an entity such as a chapter, SIS, or committee is *it*, not *we* or *they*. That is, if you are referring to the chapter doing something, the proper usage would be *it*; if you are referring to the members doing something, use *we*.
- ii. EXAMPLES:
  - (1) *It* [instead of "The committee"] was charged with revising the bylaws of the chapter.
  - (2) *They* [instead of "the members of the committee"] completed many projects during the year.