

RULES & GUIDELINES GOVERNING VIRTUAL COUNCIL MEETINGS

The following rules will be for adoption for all virtual Council Meetings.

MEETING FOCUS

(1) With potentially more than 150 Council Members in virtual attendance, the logistical constraints will be substantial. The virtual meetings must focus on action-oriented items to move the Association and the library profession forward.

ATTENDANCE

(2) During closed council meetings only current Council Members must pre-register and log in at least fifteen (15) minutes prior to the start of each segment of the virtual Council meeting. No observers are invited to register.

VIRTUAL PARTICIPATION

(3) Councilors who wish to speak shall use the following methods:

- i. raise hand function adjacent to their name in the participant list; or
- ii. use the “Question & Answer” box
- iii. identify themselves using the following introduction template:
<First and Last Name>, <Insert type of Councilor>, <state the question or comment>

Once the meeting is called to order, please use the chat space only for technical assistance. Please note that the chat feature is read audibly via accessibility software during the meeting, and continual comments in the chat feature can conflict with the meeting audio for those using accessibility features.

All comments and questions concerning the business of the meeting, including Point of Order or Information, are to be placed in the Q&A space.

The Presiding Officer/Moderator will recognize speakers, usually on a first-come first-served basis, except that first time speakers will be recognized ahead of second time speakers. Councilors will be virtually always muted other than when recognized by the Presiding Officer/Moderator.

MOTIONS

(4) With the exception of Resolutions and action items (which must undergo the formal submission process outlined in the Resolution section of this document, all secondary motions (such as amend, refer, etc.) must be submitted via this link:
<http://www.ala.org/aboutala/governance/council/motionwebform>

REPORTS & ACTION ITEMS

- (5) Committee reports, including action items, must be submitted at least fourteen (14) calendar days prior to convening of the virtual meeting.
- (6) A committee representative who wishes to report recommendations to the Council may move any action item to the Report. No seconding is required.

DEBATE

- (7) Each “speaker” will be allowed up to two times, each time for no more than two minutes. No “speaker” shall have the floor a second time on the same question until all who wish to speak have spoken.
- (8) The Presiding Officer or Council may set time limits on debate and may end debate on a motion or resolution after a reasonable amount of time. Once debate is closed, a vote will be taken on the motion. The Presiding Officer will then announce the result of the vote.

VOTES

- (9) All virtual Council votes will be done via the link provided by the Governance Office during the virtual council meetings.
 - i. Councilors present are encouraged to vote when invited by the Presiding Officer, who will set a time limit for voting. Voting selections made following the close of that period will not be recorded. Votes will be tabulated based on the number of valid votes received.
 - ii. As per Bylaw Article VI. Council Section 5. Council Meetings. A majority of the fixed membership of the Council shall constitute a quorum for all meetings.

AGENDA

- (10) Housekeeping items such as announcements, updates, or items for informal consideration shall be considered permissible additions to the end of the final meeting’s Agenda.
- (11) A segment of the Virtual Meeting will be adjourned at its published time. Unless the Council, by unanimous consent or a majority vote, decides to continue the Virtual Meeting or the specific segment.

THESE RULES SHALL GOVERN. By general consent, if there are no objections, or by a two-third vote, any rule may be suspended.