

ALA Policy Manual Section A

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Revision History

General Revision Approved by Council June 28, 2025

Updated Approved by Council September 4, 2025 (CD 55: Approved Motion 1, 2, 3, 5 & Motion 4 as amended)

Chapter 1 Organizational Policies

1.1 Introduction

The policies of the American Library Association (ALA) define its day-to-day operations, as noted in Article XV of the [\(ALA\) Bylaws](#). ALA policies adopted by formal action of the ALA Council shall be available to all members in this ALA Policy Manual. Policies may not conflict with governing rules established in the Bylaws.

1.2 Policy Monitoring Committee

The ALA Policy Monitoring Committee shall monitor accurate documentation and codification of Association policies. The committee shall prepare additions to or changes in this policy manual, subject to approval by the Council.

The committee shall:

- Bring to the attention of Council outdated items to be retired from the Manual;
- Identify gaps or outdated language in policies upon which Council may wish to act; and
- Review all Unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies.

Chapter 2 ALA Mission and Vision

2.1 Introduction

Any organization as large, diverse, and dynamic as ALA must periodically reassess priorities in order to make progress in selected areas determined to be of prime concern to its members. The diversity of the membership dictates a wide range of interests that frequently overlap or complement one another.

ALA can identify overriding priorities to pursue vigorously within the United States and coordinate with groups abroad. Only such focusing of efforts and the subsequent allocation of Association funds and evaluation of its activities can ensure needed progress within the profession.

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement.

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.¹

2.2 Mission

Empowering and advocating for libraries and library workers to ensure equitable access to information for all.

2.3 Vision

Libraries thrive so everyone can succeed.

Chapter 3 Membership

3.1 Introduction

Any person, library, or other organization interested in library service and librarianship may become a member upon payment of their dues. The Association reaffirms its continuing interest in building a strong lay membership component to support and develop leadership and guidance for American libraries.

Categories of membership are established in [ALA Bylaws](#) Article III.

3.2 Membership Types

Types of ALA membership include Personal, Organizational, and Corporate members, as outlined in [ALA Bylaws](#) Article III, Section 3.

Membership benefits for all types of members are modified regularly. The authoritative listing of membership benefits for each type can be found on the [ALA Membership web page](#).

Organizational Member dues go to support ALA public awareness efforts through the Public Policy and Advocacy Office and the Communication Marketing and Media Relations Office.

¹ See also [ALA Policy Manual Section B](#): Library Personnel Practices (B.9); Intellectual Freedom (B.2); Federal Legislative Policy (B.5.6); and Services and Responsibilities of Libraries (B.8).

3.3 Honorary ALA Membership

Any ALA personal member (except current members of the ALA Executive Board) may nominate an individual for Honorary Membership. The nominee need not be a member of ALA. Nominations are submitted to the ALA Executive Board for consideration. The ALA Executive Board has sole authority to submit nominations for honorary memberships to Council. ALA Council elects Honorary Members. Divisions may confer honorary membership only upon those chosen as honorary members of ALA.

3.4 Membership Dues

Dues shall be set by the Executive Board with approval by the Council, per [ALA Bylaws](#) Article III, Section 5. No dues increase shall exceed the Consumer Price Index percentage change for the preceding twelve (12) months except as approved by the Council and ratified by the members of the Association. The membership year for each member shall be twelve (12) consecutive months, effective the first day of the month following receipt of initial dues payment. Membership totals shall be fixed as of August 31 of each year.

Members falling into two or more categories of membership shall pay the highest applicable dues and shall receive corresponding privileges.

Lapsed memberships shall be reinstated upon payment of outstanding dues within three months of expiration for the current membership year to maintain continuous membership years. Otherwise, lapsed members shall join as new members.

The category to which any personal member belongs shall be regarded as confidential, except Honorary and Life Members.

Annual dues amounts are updated as a procedural matter, as long as the limitations of [ALA Bylaws](#) Article III, Section 5 are met.

3.5 Membership: Suspension of

The Executive Board may suspend a member for cause by a two-thirds (2/3) vote and may reinstate a suspended member by a two-thirds (2/3) vote.

Chapter 4 Officers and Governance

4.1 Introduction

The American Library Association is a non-profit organization operated in the interest of libraries and to promote library service and membership. The Association is member-driven, guided by a

Council (see Chapter 6 below), and administered by an Executive Board (see Chapter 5 below). Its staff is managed by an Executive Director (see Section 4.2.4 below).

Groups that have a distinct organizational structure within the American Library Association are collectively referred to as ALA Units. All ALA Units and authorized personnel shall abide by stated ALA policies and principles when using ALA's name in carrying out their responsibilities or when entering into formal relationships with other organizations. (See also: 12.1 below)

4.2 Officers

The officers of the Association are a president; a president-elect; a treasurer; and an executive director. The executive director serves as a non-voting, ex-officio member of the Executive Board and the Council.

4.2.1 ALA President

The role of the ALA President is to be the Association's chief spokesperson and to work closely with the ALA's Executive Director in identifying and promoting library issues nationwide and internationally. The ALA President is recognized as the Association's leader by its members. The ALA President is vital to the governance of the Association and serves as presiding officer at Executive Board and Council meetings. In support of these roles, the ALA president receives professional media training, professional training and assistance from ALA's parliamentarian, and significant staff support as outlined below. Based on the experience of successful Past Presidents, an incoming ALA President should realistically expect that this position will be equal to at least a half-time job. The ALA President also serves as President of the ALA-Allied Professional Association (ALA-APA).

Additional details about the position of ALA President can be found on the [ALA website](#).

4.2.2 ALA President-Elect

The ALA President-Elect prepares and plans for their term as president, and automatically becomes the president when the latter's term of office expires. The ALA President-Elect usually assumes the duties of the president when that officer is absent or is incapacitated. The president-elect also presides when it is necessary for the president to leave the chair. When acting in the place of the president, the president-elect has all the powers, duties, responsibilities, and privileges of the president.

Additional details about the position of the ALA President-Elect can be found on the [ALA website](#).

4.2.3 ALA Treasurer

The specific work of the Treasurer relates to financial concerns. The Treasurer works with members of the Board and Association, the Executive Director, the Chief Financial Officer, the

Auditors, the Controller, the Financial Analyst, and other ALA staff to develop an agenda for their year that is suitable, flexible, comfortable, and appropriate.

The position description for ALA Treasurer can be found on the [ALA website](#).

4.2.4 ALA Executive Director

The Executive Director is responsible for leading all of the other employees and overseeing the day-to-day operation of the association. Association performance is monitored by the Board with internal and external reports, and through the performance appraisal process of the Executive Director. The Executive Director is hired and evaluated by, and serves at the discretion of, the Executive Board, which has fiduciary responsibility for the Association.

The ALA Executive Director delegates authority within ALA headquarters to ALA's department heads, who, in carrying out their assigned responsibilities, are authorized to use the ALA name and, in that name, to commit the Association to programs, activities, and binding agreements..

The Executive Director shall be authorized to carry out the provisions of the budget including hiring and firing of staff without submitting matters previously authorized or individual appointments to the Executive Board except in the form of reports of action. Any action by the Executive Director shall be subject to review by the Executive Board upon request of any member of the Executive Board. An ALA-accredited master's degree or a CAEP²-accredited master's degree with a specialty in school library media is a preferred qualification for the ALA Executive Director.³

4.2.5 Professional Advisors

A. Legal Counsel

The American Library Association shall employ legal counsel to provide expert legal advice and guidance, ensuring compliance with laws and regulations, managing legal risks, and supporting the Association's mission-driven work.

B. Parliamentarian

The American Library Association shall employ a parliamentarian who is not a member of ALA.

C. Independent Contractors

ALA may secure the services of members or non-members on a fee for service basis as independent contractors. Independent contractors may enter into contractual arrangements to provide services to ALA or any of its Units or components. In the Association-Contractor relationship, the contract will include mutually agreed upon parameters for the work of the contractor. The contractor reports to and is accountable

² Council for the Accreditation of Educator Preparation.

³ See "[Policy Reference File](#)": [Policy Monitoring Committee Report, 2016-2017 ALA CD#17, Item #2](#) and "[Policy Reference File](#)": [Policy Monitoring Committee Report, 2017-2018 ALA CD#17, 1.Item #4](#)

to the Association's project director. The contractual agreement may also provide for reimbursement of expenses.

4.3 ALA Units

ALA Units include the Executive Board (see: Chapter 5), Council (see: Chapter 6), Committees (see: Chapter 8), Divisions (see: Chapter 9), Round Tables (see: Chapter 10), and the Unit types listed in this section.

4.3.1 Assemblies

An assembly is a group of individuals or representatives from ALA Units and committees that shares information or acts as a resource to an ALA Committee. Assemblies act in an advisory capacity, reviewing documents and issues, representing unit and committee interests, and reporting back to Units and committees; and provide a forum for sharing information, coordinating activities, and promoting awareness.

4.3.2 Commissions

A commission may be created only after existing ALA structures such as special or joint committees are considered, and only when the subject requires broad-based input. A commission consists of ALA members and recognized authorities in other fields who are appointed by the ALA president or president-elect and approved by the Executive Board for the purpose of considering, investigating, or recommending action on certain matters or subjects as assigned.

A commission has a limited term, reports regularly to the ALA president and to the Executive Board, and is advisory to the Association. Commission report(s) may be published by ALA but will not be considered ALA policy until officially adopted by Council.

4.3.3 Membership Initiative Groups (MIGs)

A Membership Initiative Group (MIG) is formed when a group of ALA members identifies a common concern or interest about librarianship that falls outside the delegated responsibility of a single Division, Roundtable, or Unit, and wishes to establish a short-term, renewable mechanism to address this concern or interest.

To establish a MIG, the ALA Committee on Organization (COO) recommends approval to Council based upon a request from a group of members, including a statement of purpose, at least one hundred (100) signatures of ALA members in good standing, and the names and addresses of designated organizers.

A MIG may operate for up to three years, at which point it may re-petition for another three-year term or may request another place within the ALA structure by following the procedures for establishing that type of group, or may request that COO disband it. The re-petitioning process

can be renewed every three years. If the re-petition process is not carried out when due, the MIG will be disbanded.

4.3.4 Offices

ALA Offices are staff-driven, staff-led Units that are diverse in their purposes but generally focus on issues that span most or all types of libraries, types of interests, and types of constituencies within the Association and the profession.

Offices may act in an advisory or consultative capacity to ALA members by providing information, support, and advice, and through which publications, programs, and other activities that may be offered. Offices do not have members, collect dues, or elect officers. Offices may have an associated advisory or standing committee, with members appointed through the regular committee appointments process, and subcommittees through which members may participate.

4.3.5 Task Forces

A task force is an action-oriented membership group whose charge is to address specific goals, complete a specific task, or consider a particular issue. There may be a designated time frame defined by the nature of the task or set forth in the charge function statement.

Functions of a task force may include the following:

- gathering information and making recommendations;
- studying an issue and preparing a report;
- carrying out a specific project or activity;
- conducting programs at conferences;
- recommending establishment of committees or other subunits.

A task force is used to address critical, urgent, or ongoing situations that require a strong, visible organizational effort and/or proactive response. The Executive Board or Council may establish a task force, determine its duration, monitor its progress, and terminate its function.

4.4 Establishing a New Unit of ALA

Establishment of new Units, other than Offices, of ALA is carried out via petition. ALA personal members may petition for creation of a new ALA Unit via the following steps:

1. Investigate the topic of interest. Does an ALA body already exist that focuses on this interest (committees, round tables, discussion groups, etc.)? If so, contact that group and get involved! If not, proceed with steps two through six. However, before proceeding, it might be beneficial to discuss the new Unit idea with an ALA staff member. If you are not sure who to contact, send the idea to the Committee on Organization (COO) staff liaison.
2. [Create an e-Petition](#). Once the e-Petition form is complete, a link will be sent to forward to ALA members for electronic signatures.
3. Collect at least 100 electronic signatures from ALA members in good standing.
4. Create a statement of purpose for the proposed ALA Unit.
5. When 100 signatures have been collected and the statement of purpose is ready, contact the COO staff liaison, who will download the signatures, inform all relevant parties of your petition, and add your petition to the next COO agenda.
6. Send a representative to the COO meeting and present your petition. COO will discuss and vote on whether or not to recommend that Council approve the new ALA Unit

4.5 Open Activities

Any governance-related activities sponsored by an ALA Unit shall be accessible to the membership of the sponsoring Unit, whether the activities take place during official meetings or outside of them.

4.6 Adoption of Guidelines and Standards

- A. All ALA Units may develop and adopt guidelines in their areas of responsibility or interest. Any such guidelines shall only become ALA policy after approval by ALA Council.
- B. Each Division may develop and adopt standards in their areas of expertise, as noted in ALA Bylaws Article IX, Section 5.

4.7 Bylaws and Policy Compliance

As a single, collective organization, the American Library Association is legally responsible for the actions of all its Units and subunits. Divisions, Round Tables, committees, and other Units are bound by the [Association's Bylaws](#) and its Policies. The governing authorities (parent bodies, e.g. Divisions, Round Tables, Committees, and other Units) that create subunits are responsible for orientation, training, and guidance to ensure that such subunits work within the framework provided by the [ALA Bylaws](#) and Policies.

Federal Law Compliance: In order to protect the 501c3 status of the Association, there are topics that are not permitted to be published via any official ALA communication tool, including social media. When posting on any association resource, individuals cannot call for a boycott of a product or company. In addition, individuals posting via an official association communication tool may not endorse or oppose any federal, state, or local candidate running for political office.

If any ALA Unit is thought to have violated [ALA Bylaws](#) or Policies, Council is empowered to take action to ensure compliance. Council, ALA Executive Board, or other designated bodies may investigate the actions of a non-compliant Unit and recommend a course of remedy. Actions taken may include, but are not limited to, internal sanctions, limiting communication and/or spending by the Unit, or disestablishment of the Unit.

If violations are found to be the result of an individual member presuming to act in the name of the Association without the approval of the parent body, the ALA Executive Board may suspend that individual's membership in the American Library Association, per [ALA Bylaws](#) Article III, Section 7.

Chapter 5 Executive Board

5.1 Introduction

The ALA Executive Board is the Association's central management board and has fiduciary responsibility for the Association. Its composition, duties, meetings, terms, filling vacancies, and appointments are specified in the [ALA Bylaws](#) Article V.

5.2 Relationship Between Executive Board and Council

The Executive Board shall make available to members of Council copies of the full minutes of all its Board meetings, together with any explanatory or other statements on matters coming before Council for action. The Executive Director, on behalf of the Executive Board, shall prepare and submit to Council a progress report on the health of the Association at each regularly scheduled Council session. This report shall bring together the data needed to assess the Association's progress in accomplishing its objectives.

5.3 Composition

The Executive Board is composed of the four (4) Officers, the Immediate Past President, and eight (8) ALA members elected on a staggered schedule.

5.4 Election

- A. All candidates must consent to serving prior to standing for election and those nominated may decline any or all nominations. Candidates will not be placed on the ballot for positions to which they have declined a nomination.
- B. Write-in candidates will not be part of the ballot.
- C. Candidates for election are selected from among ALA Councilors serving at the time of election.
- D. Regular, three-year, terms are filled by candidates with the highest number of votes followed by the next highest number of votes, until all available regular-term positions are filled.
- E. Remainder of terms vacated by former Executive Board members are then filled in descending order of longest term remaining by candidates receiving the next highest number of votes, until all available positions are filled.
- F. Upon election to the Executive Board, a Councilor shall continue to serve as a member of Council for the remainder of their elected Council term and, thereafter, shall serve as a voting Councilor until the end of their Executive Board term. During this period of overlap, a Councilor shall be entitled to only a single vote during Council deliberations.

5.5 Vacancies

A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment as outlined in [ALA Bylaws](#) Article V, Section 6.

5.6 Executive Board Sessions

A session of the Executive Board may consist of one or more meetings dedicated to a common order of business. The ALA Executive Board shall hold at least quarterly sessions, subject to the availability of its members. One session of the Executive Board shall be held during the ALA Annual Conference. Dates shall be selected and published well in advance.

5.7 Conflict of Interest

Members of the Executive Board shall not use their Board or Association relationships for personal gain. To ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject nor attempt to influence the vote of others, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.⁴

⁴ [See "Policy Reference File" for full statement adopted by Council, June 30, 1980, which is read at every first meeting of the new Executive Board.](#)

5.8 Expenses of Members of the Executive Board

The American Library Association will pay or reimburse expenses incurred by members of the Executive Board to attend Annual Conference and meetings of the Executive Board when such expenses are not paid by the member's institution.

Chapter 6 ALA Council

6.1 Introduction

ALA Council is the policy-making body of the Association. Its duties, composition, terms, officers, meetings, vacancies, and succession are specified in [ALA Bylaws](#) Article VI.

6.2 Composition

Only personal members of the Association shall be eligible for nomination to the Council from their respective constituencies, per ALA Bylaws Article VI, Section 2. The Council consists of the following Councilor positions:

- A. Division Councilors
- B. Round Table Councilors
- C. Chapter Councilors
- D. National Associations of Librarians of Color (NALCo) Councilors
- E. Councilors at Large
- F. Executive Board Members

6.2.1 National Associations of Librarians of Color (NALCo)

The National Associations of Librarians of Color consists of the following organizations:

- American Indian Library Association (AILA)
- Asian/Pacific American Librarians Association (APALA)
- Black Caucus of ALA (BCALA)
- Chinese American Librarians Association (CALA)
- The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking, REFORMA

6.3 Motions for Council Action

All motions for Council actions are presented in committee reports, or through formally submitted resolutions as described in Chapter 16 Resolutions.

Any ALA Committee chair reporting recommendations to the Council may move any action items in the report with no second required.

6.4 Reporting the Implementation of Council Actions and Resolutions

Council sessions will include a report from the ALA Executive Board or its designee to Council on the status of implementation of motions and resolutions passed by Council during the preceding regularly scheduled Council session. The report shall be entered in the Council minutes.

6.5 Policies on Council Procedures

6.5.1 Attendance

Attendance shall be taken through appropriate means at each Council meeting.

6.5.2 Advance Distribution of Council Agenda and Other Documents

The Executive Director, as Secretary of the Council, shall distribute the agenda for Council meetings, as well as such documentation as has been provided by members and Units, to reach Council members within 72 hours of receipt by ALA Governance staff.

6.5.3 Reports

Matters and reports of a purely informational nature will be distributed to Council in writing. Oral reports will be confined to matters requiring Council action or which are requested by the Council or by the Executive Board.

6.5.4 Reports of Divisions

Annual reports from ALA division presidents shall be submitted to Council in writing for inclusion in the record of Council sessions.

6.5.5 Reporting of Council Votes

Results of recorded votes of Council shall be published in a widely available official outlet of the Association. Results of roll call votes shall be published promptly and in detail.

6.5.6 Revisions to Council Minutes

Draft Council minutes shall be distributed to Council before their next official session. Council members shall be requested to submit additions or corrections promptly after receipt. Cosmetic and editorial corrections will be made as they are received. Substantive corrections received are

placed on the agenda of Council's next official meeting, at which formal approval of the minutes shall take place.

6.6 Council Sessions

A session of the Council may consist of one or more meetings dedicated to a common order of business. The Council shall hold at least two (2) scheduled sessions each year, of which one shall be held during the ALA Annual Conference. A majority of the fixed membership of the Council shall constitute a quorum for all meetings.

6.6.1 Special Council Sessions

Special sessions of the Council are in addition to regularly scheduled sessions and may be called by the ALA President or by petition from at least twenty (20) councilors. At least thirty (30) days' notice shall be given, and only the business specified in the call shall be transacted.

6.7 Caucuses

Councilors may establish informal caucuses with the goal of identifying, developing, and communicating recommendations on library issues to ALA Council and/or other appropriate bodies.

Chapter 7 Conferences, Events, and Meetings

7.1 Conferences and Events Policies

7.1.1 ALA Codes of Conduct

All participants in ALA conferences, events, meetings, and ALA online venues, such as ALA Connect, are expected to abide by the applicable ALA code of conduct.

- A. [Statement of Appropriate Code of Conduct](#) and [ALA Virtual Meeting Code of Conduct](#)
Processes for reporting violations of either of these codes are developed and maintained by the ALA Conference Committee.
- B. [Online Code of Conduct](#)
The Online Code of Conduct is developed and maintained by the ALA Code of Conduct Committee.

7.1.2 Carbon Neutrality

The ALA pursues a goal of carbon neutrality for all ALA conferences. The ALA Committee on Sustainability will assist and track progress toward this goal. All divisions, roundtables, chapters,

affiliates, and others who work with the association are encouraged to consider adopting similar goals to reduce carbon footprints.

7.1.3 Finances and Fees

All Association- or Unit-sponsored conferences or events will be self-supporting and shall include provision for ALA administrative costs.

There shall be preferential registration fees for ALA members at all Association- or Unit-sponsored events. An additional preferential rate may be extended to members of sponsoring Unit(s).

7.1.4 Services and Rooms for Non-ALA Groups

The Executive Board, in consultation with the Conference Services Office, shall develop and adopt a schedule of fees to be charged for space and service at conferences and events to small ad-hoc groups, nonprofit, and commercial organizations. Chapters shall not be charged a fee. Payment is required at the time of the reservation. Ad-hoc groups are defined as temporary assemblies with specific goals not tied to formal ALA structures.

7.1.5 Non-Smoking

Smoking and vaping are prohibited at ALA conferences and events, such as regional/national conferences, continuing education programs, exhibits, and other gatherings sponsored by the ALA.

7.1.6 Media Access to Information

National library media, and other media making a request, shall receive all information and documentation that is sent to Council and Executive Board prior to meetings of these bodies except, in the opinion of the Executive Board, anything affecting the privacy of individuals or institutions, and shall receive all information presented to those registering at meetings of the Association. Media access includes print, digital, and social media channels, subject to privacy guidelines outlined by ALA.

7.2 ALA Annual Conference Policies

The ALA Annual Conference is an Association-wide activity pertinent to all members regardless of divisional affiliation. The ALA Annual Conference shall be devoted primarily to providing a range of program activities for its membership and to conduct the business of the Association. The ALA Conference Committee will work with ALA Conference Services staff to gather feedback from members annually to refine conference policies and programming.

7.2.1 Location

Selection of the sites for the ALA Annual Conference shall be made by the Executive Board in consultation with the ALA Conference Services Office. Cities shall not be selected where state laws would require libraries in the city to conduct business in any manner that violates approved policies of the American Library Association at the time the site selection is made.⁵

7.2.2 Impact on Chapter Conferences

The Executive Board shall ensure open and prompt communication with state and regional chapters in the geographic area of a proposed conference. Members in the area shall be involved in each step of the conference planning process, allowing them input in site selection or termination. These chapters shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the Chapters with respect to scheduling and programming to the extent feasible. ALA shall contact the host Chapter prior to determining date availability with the host city. ALA shall contact the Chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional Chapters and the proposed ALA Conference, the ALA Executive Board shall make the decision in consultation with the Chapters. Chapters will receive an annual survey to ensure alignment with ALA conference planning and programming schedules.

The host Chapter shall be offered a variety of cooperative opportunities with ALA including but not limited to: a complimentary booth, mailing labels or a list of ALA members in their state, and free meeting space; an invitation to co-sponsor the Opening General Session; art, copy or both for an announcement of the Conference to go to Chapter members either as a separate mailing or in the newsletter of the Chapter; cooperation with publicizing the conference through interviews and press releases; meeting space for a program or business meeting, and representation on the local arrangements committee. ALA will not provide direct financial remuneration to Chapters. A complete list of options shall be sent to the host Chapter from the Conference Services Director.

7.2.3 Placement Service⁶

The American Library Association shall provide a staffed placement service at Annual Conferences, with such placement services to be in, or immediately adjacent to, the official conference sites.

7.2.4 Registration Requirements

Registration is required for all ALA conference and event participation, regardless of delivery format.

⁵ See: [Criteria for Conference Site Selection](#)

⁶ See: [“Policy Reference File”: Placement Service Guidelines.](#)

ALA members must pre-register to receive online access to hybrid or virtual meetings of the general membership or ALA Council. ALA members may attend general membership and council meetings in-person, whenever and wherever held, by showing either a conference badge for the day of the meeting or a current membership card. Registration for ALA Annual Conference is required of all those attending any other meetings of the Association, its Units, committees, etc. at the Annual Conference, except as specifically waived by action of the Executive Board.

7.2.5 Conference Program Planning

Planning for conference programs shall follow the processes defined by ALA Conference Services. Communication among ALA Units, staff, and members engaged in such planning shall be maintained throughout the process. ALA Conference Services will establish at least quarterly communication checkpoints for program planning coordination across Units.

7.2.6 Conference Planning Calendar

The American Library Association will establish and maintain a ten-year advance planning calendar of religious observances considered to be most obligatory to practitioners of major groups and will circulate the document annually to all Units and affiliates as well as to other agencies that indicate an interest in its receipt. ALA shall advise all Units that the scheduling of events of interest to libraries and their staffs should avoid these dates and allow for travel time free of conflict with them.⁷ The 10-year planning calendar shall be reviewed biennially to ensure relevance and inclusivity of major observances.

7.3 Conference and Event Contracts

Contract templates will reflect the ALA commitment to Diversity, Equity, and Inclusion (DEI); accessibility; and sustainability.

7.3.1 Non-Discrimination

There shall be no discrimination in the use of any facilities used by the American Library Association, including that based on race, origin, color, sex, sexual orientation, gender identity, creed, or disability. This policy shall become a part of ALA contracts for the use of space. The ALA will avoid entering, whenever possible, into convention center contracts with organizations and legal bodies in cities, counties, or states that by law discriminate against LGBTQIA+ people. ALA will provide materials for promoting sensitivity to sexual orientation, gender identity, and gender expression for all employees on the floor of each convention center, including employees of companies to which the convention center has contracted for services on the floor of the convention.

⁷ See: [“Policy Reference File”: 1986-87 CD #14.](#)

7.3.2 Equal Employment Practices

The American Library Association will meet only in facilities complying with equal employment and nondiscrimination laws. A statement confirming an investigation by staff of such compliance shall be a part of pre-registration materials.

7.3.3 Accommodation Arrangements

ALA shall ensure both physical and digital accessibility, offering emerging technologies such as real-time captioning apps upon request.

Local arrangements committees, ALA staff, exhibitors, and others involved in the planning and execution of ALA conferences and events shall be aware of and sensitive to the challenges faced by conference participants of all ability levels when selecting, planning, and designing the layout of all conference facilities, especially meeting rooms and exhibit areas.

ALA staff is responsible for coordinating interpretive services for the deaf. This includes determining meetings to be interpreted with assistance from all Units, in identifying programs of particular interest to the deaf, engaging interpreters, and publicizing the schedule of interpretive meetings.

The Conference Services Office will work to ensure that a minimum of 35 hours of interpretive service shall be provided from the general fund at the Annual Conference. ALA also encourages all Units to provide interpreters for Unit programs that can be shown to be of particular interest to deaf conferees.

Assistive devices for attendees with physical mobility challenges shall be made available by reservation. Devices not reserved in advance shall be made available on a first-come, first-served basis. These devices shall be located adjacent to the conference center's main entrance or to the primary registration area for pick-up and delivery.

Accessible workstations shall be indicated through universally recognized signage and listed in all event guides, including digital maps and apps. These workstations will feature adjustable seating, assistive technologies, and barrier-free access, integrated across the venue. Feedback will be collected annually to improve workstation design and placement.

7.3.4 Safety in Conference Hotels

Safety compliance, including fire protection, will align with current best practices and regulatory standards.

7.4 Meeting Policies

ALA meeting policies shall apply to in-person, hybrid, and virtual formats, with specific guidelines developed and shared by the Unit organizing the meeting.

A meeting is an official assembly, for any length of time following a designated starting time, of the members of any board, committee, taskforce, commission, etc., during which the members do not separate except for a recess and in which the assembly has the capacity to formalize decisions.

7.4.1 Meetings

Synchronous sessions, such as conference calls, video conferencing sessions, text-based equivalents with a designated starting time, and in-person meetings, are recognized as official meetings subject to the open meetings policy.

Asynchronous discussions by email, online discussion forums, or other asynchronous communication methods do not constitute meetings, as they are not official meetings with a designated starting time.

7.4.2 Prayer in ALA Meetings

The American Library Association refrains from having public prayers during its meetings. ALA allows moments of silence during meetings and will respectfully consider accommodations for individual practices.

7.4.3 Distribution of Materials at ALA Council and Membership Meetings

Permission for the distribution of materials within the ALA Council and Membership Meeting areas must be granted by the Executive Director or the ALA President if the material is not official documentation.

7.4.4 Open Meetings⁸

All meetings of the American Library Association and its Units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

7.4.5 Meetings Outside of ALA Conferences

Reasonable efforts shall be made to give notice of ALA Unit and subunit meetings held outside of Annual Conference ten days prior to any such meeting. Absent sufficient notice, when a quorum for the meeting has been met, notice may be waived. Reasonable efforts shall also be made to make public the results of any such meeting no more than 30 days after the meeting's conclusion. Reports of meetings held outside of Annual Conference should convey a summary of the discussion of each item considered by the assembly and the decision made.

⁸ [See also: "Policy Reference File": Interpretive Statement on Open Meetings Policy.](#)

7.5 Membership Meetings

Membership meetings shall be held during the Annual Conference or at such other times as set by the Executive Board, Council, or ALA membership as specified in [ALA Bylaws](#) Article VII, Section 2.

Membership meetings will include hybrid options to maximize accessibility and encourage member engagement.

Membership meetings may be scheduled for purposes of:

- Information sharing. Any member of the Association may participate in such a meeting.
- Deliberation and action. Voting members of the Association may exercise their authority to act as set out in [ALA Bylaws](#) Article III, Section 4 and [ALA Bylaws](#) Article VII, Section 2.
 - Formal actions may be proposed as described in ALA Policy Manual Chapter 16, Resolutions (see below).
 - Examples of actions that may be taken at Membership Meetings are provided in [ALA Bylaws](#) Article VII, Section 2.

Memorials, tributes, and testimonials may be mentioned at the beginning of a membership meeting by the presiding officer.

Examples of additional actions that may be taken at a membership meeting include, but are not limited to:

- Requests for reports from the Council and its committees to the membership.
- Referral of resolutions to the Council with recommendations.
- Creation, consideration, and action regarding resolutions.
- Voting or balloting during membership meetings.

Additional membership meetings may be held at such times as may be set by the Executive Board, Council, or by membership petition, as provided for in the [ALA Bylaws](#) Article VII, Section 3.

If a quorum, as defined in [ALA Bylaws](#) Article VII, Section 7, is not present for a called membership meeting, members present may convene themselves as a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the membership meeting may appoint a member to preside at the Membership Forum. Members attending the Membership Forum shall determine the agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum.

7.6 Exhibits/Exhibitors

7.6.1 Rules and Regulations for Exhibits/Exhibitors

Rules and regulations for exhibitors at ALA conferences, meetings, and events will align with the [Statement of Appropriate Code of Conduct](#), will be developed by the Conference Services Office, will be reviewed biennially, and will be adopted by the Executive Board. Rules and regulations so adopted shall be a part of the contracts for space.

Exhibitor rules shall be publicly accessible on the ALA website clearly outlining expectations and policies.

7.6.2 Admissions to Exhibits

Admission to exhibits at ALA meetings and events is by registration badge. Exhibit passes may be issued to those not attending the conference, meeting, or event under rules developed by the Conference Services Office.

7.6.3 Exhibit Space for Professional Groups

The American Library Association Conference management shall, at each annual conference, provide a reasonable amount of exhibit space for the use of ALA groups. The amount of such space set aside in anyone year shall be determined by the conference management, which shall also determine locations and space allocations.

ALA groups assigned space shall not be charged rental fees and the Association will bear the expense of setting up the regulation back wall for one booth or equivalent for each group. ALA groups having their own funds are to pay fees for rental of such booth furnishings selected if furnishings have to be rented and to pay the cost of back walls in excess of one unit.

Exhibits of other professional and non-library organizations and government agencies may be accommodated, but not at the expense of groups within the Association.

Chapter 8 Committees

8.1 Introduction

The [ALA Association and Council Committees](#) page, managed by ALA staff in the membership database, is the official list of all ALA Committees, their charges, and their membership.

8.2 Definition and Establishment of Committees

The two general types of ALA committees, standing and special, are described in Article VIII of the [ALA Bylaws](#).

8.2.1 Standing Committees

A standing committee is intended to be permanent, meet regularly, and perform a continuing function.

A standing committee shall be established by resolution of ALA Council and report either to Council or to the ALA Executive Board. The Committee on Organization shall recommend to Council the name, size, composition, and charge of any such committee.

Standing committees that report to ALA Council are referred to as Committees of Council, while standing committees that report to the ALA Executive Board are referred to as Committees of the Association. Members of Committees of Council may be Councilors or non-Councilors.

8.2.2 Special Committees

A special committee is intended to be temporary, meet as needed, and carry out a specified task within a specified period of time. Special committees may include, but are not limited to, ad hoc committees, advisory committees, commissions, task forces, or working groups.

A special committee may be established either by ALA Council or by the ALA Executive Board. Appointments shall be made by the ALA President-elect with approval of the Executive Board. The term of a special committee shall automatically end with the fulfillment of its purpose but shall be limited to two (2) years unless otherwise extended to fulfill its purpose.

8.2.3 Interdivisional or Joint Committees

When the functions of a proposed committee cannot be appropriately assigned to a single Division or Association committee, interdivisional or joint committees may be established by the ALA Council or by the ALA Executive Board, upon the recommendation of the Committee on Organization. Interdivisional or Joint Committees may be either standing or special Committees depending upon the nature of their function.

- An interdivisional committee is one constituted among Divisions.
- A joint committee is one constituted by the Association with another organization or organizations.

8.3 Standing Committee Appointments

Chairs and members of standing committees shall be appointed by the President-elect of the Association and approved by the ALA Executive Board. Only personal members of the

Association may be appointed to committees except by authorization of the Executive Board. The appointments shall be reported to Council by the following Annual Conference.

8.3.1 Committee on Appointments

A Committee on Appointments, chaired by the President-elect of the Association and comprising the presidents-elect of the Divisions, shall advise the President-elect of the Association on nominations for appointments to standing committees of the Association.

8.3.2 Committee on Committees

A Committee on Committees, chaired by the President-elect of the Association and comprising four (4) elected members of Council, shall advise the President-elect of the Association on nominations for appointments to standing committees of Council, and also serve as ex-officio, voting members of the Committee on Appointments.

The four elected members of the Committee on Committees shall be elected by ballot of the Councilors present and voting at the annual conference from a list of eight candidates submitted by the President-elect and included in the agenda distributed to Councilors before the annual conference. Additional nominations for the Executive Board may be made by Councilors from the floor.

8.3.3 Committee Terms

Appointments shall be made in such a manner as to provide continuity in committee membership.

When a vacancy occurs in a standing committee before time for the regular appointment of new members, it shall be filled by appointment made by the President, and the new appointee shall serve until the expiration of the term of the member replaced.

A. Standing Committees

Unless otherwise approved by the ALA Executive Board, members of standing committees shall be appointed for terms of two (2) years or until their successors are appointed, and may be reappointed for one (1) additional, consecutive term. After serving two (2) consecutive terms, a member shall become eligible for appointment again after a one (1) year break in service on the committee. A committee chair shall be appointed annually for a term of one (1) year or until their successor is appointed.

B. Special Committees

Unless otherwise approved by the ALA Executive Board or Council, whichever has established such a committee, the term of appointment for members of a special committee shall end with the adjournment of the Annual Conference following their appointment. Members of special committees whose terms expire shall be eligible for reappointment.

8.4 Subcommittees

Subcommittees may be formed by a parent committee to carry out specific duties related to the charge of that committee. Such subcommittees shall be appointed by the chair of the parent committee, but are not limited to members of the parent committee.

Subcommittees do not have a separate function but report to the parent committee, whose approval they require before taking action. They can be dissolved by decision of the parent committee.

Members of juries charged with making selections for awards shall be eligible for reappointment, but the number of members to be reappointed shall be limited to a minority in any single year.

8.5 Committee Associates

The ALA Leadership Development Program provides an avenue for interested ALA members who have never held an ALA committee appointment to become involved in ALA committee work by serving as a committee associate. Committee associates are appointed for a period of two (2) years by the ALA President-Elect. All ALA committees may have up to two (2) committee associates.

8.6 Membership Service Policy

No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, or other responsibilities that require service in another position (e.g., service on a committee which entails assembly participation) are not in conflict with this policy. Appointment procedures and forms used at all stages of the appointment process shall remind members of their responsibility to adhere to this policy.

8.6.1 Service Requirements

Except as specially authorized, members of ALA- and Unit committees, task forces, and similar bodies must be members in good standing of the group's parent organization.

8.6.2 Service Participation

Members of ALA and Unit committees, task forces, and similar bodies are expected to participate in the work of the group. Participation includes both attendance at synchronous meetings scheduled in conjunction with the annual conference or at other times during the year, as well as contributions through asynchronous communication methods that may be utilized by the group outside of formal meetings. Attendance at meetings may be in person, or through other means that enable synchronous communication.

8.6.3 Absences

Members of all ALA- and Unit committees, task forces, and similar bodies are expected to provide explanation of their absences and/or inability to participate to the committee chair or staff liaison. Failure to provide adequate explanation of absences from two consecutive synchronous meetings or to participate in the work of the committee constitutes grounds for removal upon request of the chair and approval of the appropriate appointing official or governing board.

8.6.4 Reporting

Each committee chair of an ALA Committee is responsible for submitting to the Executive Director at least two times each year a substantive report on the committee's work and accomplishments so that these reports can be made available to all interested ALA members. Such reports may address, but not be limited to, matters such as accomplishments, planned activities, issues that affect the committee's work and their implications for the future, interactions with other Units within ALA, relationship of the committee's work to the ALA strategic plan, current level of committee members' involvement (more substantive than an attendance roll), committee self-check on its value and viability (update charge, discontinue committee, consolidate with another, change structure, other observations).

Chapter 9 Divisions

9.1 Introduction

The American Library Association (ALA) is one association, governed by one Council, from which its Executive Board is elected. ALA is managed by an Executive Director who oversees ALA's office Units and serves at the discretion of the Executive Board. ALA has indivisible assets and a single set of uniform administrative, legal, financial, technology, and personnel policies and procedures. It also has a set of shared values articulated in its Policy Manual, Key Action Areas, and regularly updated strategic planning. ALA's unique Division structure provides additional layers of governance, member benefits, and programmatic priorities. Divisions work within one ALA and their work aligns with the overall goals, strategies, and processes set by the ALA Executive Board.

Each of the ALA Divisions has

- a statement of responsibility developed by its members and approved by ALA Council;
- a set of goals and objectives established by its members, which drive its activities;
- an Executive Director and other personnel as necessary to carry out its programs;
- responsibility for generating revenue to support staff (salaries, wages, and benefits) and carry out its programs; and,
- a separate Board of Directors, elected by its members, and responsible to ALA Council.

ALA and its Divisions are inextricably interrelated in overall mission, structure, personnel, resources, and operations. All ALA members first join the Association in support of general interest in libraries and librarianship. Their decision to become, additionally, Division members is an indication of their individual interest in one or more particular aspects of the profession and, thus, the commitment of Divisions to serving those particular interests.

By this commitment, expressed in an array of services germane to their mission statements, the Divisions serve the American Library Association as a whole. ALA looks to the Divisions as the subject matter experts in their respective mission areas and tangibly recognizes the importance of Divisions by providing for operational needs and also through supporting strategic commitments to ALA's mission-based activities and member value operations.

The nature of the relationships among the various ALA Units is a dynamic one. Divisions and ALA are committed to maintaining a respectful, transparent, and collaborative style of interaction and to remaining flexible enough to address the ever-changing environment, the financial well-being of the Association, and issues facing libraries and librarians.

The co-existence of ALA and its Divisions implies mutuality in relationships and the ability of aggregations of Units to work together for the common good. In addition, it requires mutual recognition of the immense benefits that the focus and specialties of the Divisions and the shared services, mission, values, and infrastructure of ALA provide to the entire ALA membership.

Divisions are integrally involved in the decision-making process of the Association. They exercise their decision-making prerogatives through the following means:

- Full authority within those areas of responsibility designated by ALA Council ([ALA Bylaws](#) Article IX)
- Representation on ALA Council to raise issues and set policy ([ALA Bylaws](#) Article IX)
- Negotiation of performance objectives of Division Executive Directors
- Day-to-day involvement of Division staff in the operations and deliberations of the Association
- Staff and volunteer representation on Association-wide bodies
- Participation in the strategic planning and budgeting process

This chapter of the ALA Policy Manual serves as a cooperative framework in which the Divisions can focus on their valued contributions to ALA and their members while ensuring the long-term success of a unified Association.

9.2 Division Membership

Any member of the Association may become a member of any Division by complying with the requirements for membership. The members of each Division shall choose officers to serve until the close of the next annual conference, through the Association's spring ballot process. Only personal members of a Division shall have the right to vote in that Division's election, and only personal members of a Division may hold office within that Division.

Division dues are set by each Division's Board of Directors. Dues are held by the ALA Executive Board as described in [ALA Bylaws](#) Article XIII, Section 6.

9.3 Purpose, Implementation, and Review Process

A. Purpose

The American Library Association is the corporate, legal entity; however, as a part of its business model, Divisions have authority and responsibility for developing programs and services that meet the needs of their members. Any responsibilities not specifically delegated to Divisions remain within the authority of the Executive Board and ALA Council.

The principal intent of this chapter is to define the policies governing the relationship between ALA and its Divisions. In addition to the [ALA Bylaws](#) and other ALA Policies, this chapter provides a framework of guiding principles for that relationship. As an articulation of policy, its adoption and the approval of revisions to it are the responsibility of the ALA Council.

B. Implementation

Implementation of these policies and associated practices will be carried out under the direction of the ALA Executive Director, working with ALA department heads and Division Executive Directors. Major operational decisions made in this implementation will be codified in documents referred to as "Operational Practices."

[Operational Practices](#): Definitions of the manner or method of implementing policies. Operational Practices (1) deal with terms under which services will be provided free of charge or at a cost; (2) define roles and responsibilities in policy implementation; and (3) reflect other issues contained in this chapter that may require negotiation between departments and Divisions.

Operational Practices are developed and periodically reviewed by the ALA Executive Director with the ALA Department Heads in consultation with the Division Executive Directors and appropriate personnel in the department responsible for the activity. Department personnel will provide draft copies of those practices for review and comment to appropriate ALA staff members whose work will be affected by those

practices. Copies of Operational Practices are available to appropriate Units responsible for the governance of ALA and its Divisions.

Detailed information about the implementation of the policies outlined throughout this chapter is found in [American Library Association Operational Practices](#).

C. Review Process

To align ALA Operational Practices between ALA and its Divisions, this Policy Manual Chapter and related Operational Practices documentation shall be reviewed at least every 5 years by those responsible for the leadership and governance of ALA and its Divisions. Interim changes may be recommended by ALA Leadership—Executive Director, Executive Board, Division Boards, and ALA Council.

Any changes undertaken in this chapter shall be implemented consistently with the budget cycle of ALA and its Divisions and shall be done in such a manner as to minimize negative impact on the programs of ALA and the Divisions.

D. Roles of Key Parties

- Division Boards: identify problem areas and issues; initiate actions necessary for revisions; work with Division staff and other Divisions as appropriate to explore problems and solutions; make recommendations to Council to initiate revisions.
- Budget Analysis & Review Committee (BARC): identify financial problem areas and issues; communicate information concerning policies in this chapter to Council and to ALA at large; work with Division leaders and ALA management to recommend solutions and consequent revisions to policies.
- ALA Management: identify problem areas and issues and work with the Division Executive Directors to explore problems and solutions. Review policies and make recommendations as appropriate to Council.
- Division Executive Directors: identify problem areas and issues and work with ALA management and Division Boards to explore problems and solutions.
- Executive Board: approve final budget.

9.4 Use of ALA Services

All ALA Divisions must use exclusively the following services provided by ALA: finance and accounting services; procurement, subscriptions, orders, and billing services; furniture and equipment procurement services; distribution and mail services; telecommunications and IT infrastructure; human resources and recruitment; membership and customer services; communication and media services; legal services; insurance services; library and information resources and archive services. The organizational offices of ALA Divisions must be housed in properties owned or leased by the Association.

9.5 Financial

Divisions are governed by prevailing ALA fiscal policies and procedures related to dues ([ALA Bylaws](#) Article III, Section 5; Article XIII, Section 6) and Council actions with fiscal implications for Divisions. Divisions shall participate in formulating and revising these policies and procedures.

A. Shared Services and Expenses

The fiscal arrangements between ALA and its Divisions can be categorized in four ways—shared administrative and operational expenses that are covered by ALA and Division revenue; shared member-value and mission-based expenses that are covered by ALA and Division revenue; Division expenses for which the Divisions assume full responsibility; and direct costs that are paid by Divisions for special services.

1. Shared Administrative and Operational Expenses

- a. Award promotion
- b. Communications and media
- c. Executive Office and Governance
- d. Financial and Accounting Services
- e. Human Resources
- f. Legal services
- g. Insurance services
- h. Library and information resources and archive services
- i. Member Services (e.g., ALA Annual Conference travel, equipment, supplies, services, and space; customer services; and other services as defined in the [Operational Practices](#).)
- j. Publishing and intellectual property (IP) services (e.g., copyright, rights, and permission services)
- k. Staff support services (e.g., office space, telecommunications, basic furniture and equipment, personnel services, and other services as defined in the [Operational Practices](#).)

2. Shared Member-Value and Mission-based Expenses

- a. Accreditation
- b. Center for the Future of Libraries
- c. Chapter Relations
- d. Data, Research & Design
- e. Development Office Services
- f. Diversity, Literacy, and Outreach Services
- g. Human Resource Development & Recruitment (HRDR)
- h. Intellectual Freedom
- i. International Relations
- j. Public Policy & Advocacy
- k. Public Programs

3. Division Expenses

- a. Division personnel compensation
- b. Projects and activities of the Divisions except as specified in this policy
- c. Membership group support (governance: boards, committees, etc.)
- d. Divisions may purchase services or products from other ALA units and outside agencies, consistent with ALA policy to maximize vendor centralization to achieve cost savings through economies of scale.

4. Direct Cost Services

Divisions will pay directly for specialized services as defined in the [Operational Practices](#).

B. Net Asset Balances

ALA maintains a single net asset balance that represents the excess of assets over liabilities. Divisions do not build or maintain separate net asset balances.

C. Division Budget Process and Review

The ALA budget process is codified in the [Operational Practices](#) and is based on transparency, collaboration, and cooperation between all Units. It is a process that is iterative, inclusive, and accountable. Division Boards have responsibility for developing and approving Division budgets, multi-year programs, and financial plans, which are then reviewed by ALA management and BARC. Annual budgets are approved by the ALA Executive Board. Division representative(s) have the ability throughout the review process to support their approved budget requests. Divisions will receive reports on revenue and expenses (income statements) to effectively monitor their budgets. Divisions are responsible for alerting the Association to multi-year budget cycles and any planned activities that could have a potential negative impact upon the fiscal stability of the Association. In turn, Divisions will be kept informed about the Association's financial health and will be meaningfully consulted when there is potential impact on Divisions, collectively or individually.

D. Divisions with Small Revenue Bases/Number of Members

ALA Council has assigned specific responsibilities to Divisions. To carry out these responsibilities, each Division requires a base of operating revenue. ALA recognizes that each Division must have staff and must provide basic services to its members.

While a Division has the responsibility for generating revenue to carry out its programs, support its staff, and contribute to overall ALA mission and services, circumstances may arise wherein a Division may not be able to meet that financial responsibility for a period of time. Recognizing that each Division brings a valued specialization to the Association, the Division will be expected to work collaboratively with the ALA Executive Director, Finance Office, BARC, and the Executive Board during the budget process to develop a well-planned strategy to address the issue and work to regain financial stability. The Division, again working in collaboration with the ALA Executive Director, Finance Office,

BARC, and the Executive Board, will explore organizational and/or operational strategies as necessary to reach financial stability within three to five years.

E. Endowments

Divisions may establish endowments or add to existing Division endowments from any source, including budgeted revenue that exceeds expenses (net operating surplus, or NOS), provided that ALA's liquidity position and budget can support the Division's endowment transfer. The establishment of Division endowments and associated spending policy will follow the guidelines outlined in 13.4 below.

Transfers by the Divisions to the Endowment Fund will be reviewed by BARC and approved by the Executive Board as part of the budget process and after review of ALA's liquidity position to determine sufficient cash balances to support any transfers.

F. Other

1. Credit and Collections

Management will provide effective credit and collection policies and services to the Divisions. Divisions will be charged for their bad debts in accordance with ALA policy.

2. Unrelated Business Income Taxes (UBIT)

To the extent that Divisions incur unrelated business income, they will assume responsibility for paying the resulting taxes.

9.6 Publishing Activities

Materials prepared by a Division, for other than its own publication(s), must be published by ALA Publishing & Media. A Division may pursue other publishing opportunities if considerations such as total revenue generated for the Division and for ALA, available technology, distribution channels, or timeline are more favorable.

Divisions exercise editorial and managerial control over their publications.

A Division may purchase production services from ALA's central production services team, part of ALA Publishing & Media and the Governance Office.

ALA Publishing & Media pays royalties to Divisions for Division-generated materials. Divisions may negotiate with ALA Publishing & Media on royalties and other variables of publishing.

An "Intra-mural Agreement of Publishing Responsibility" is signed by the Division Executive Director and the Senior Director, ALA Publishing & Media for each publishing project.

ALA has the sole right to record and market recordings of programs at ALA conferences with the advance consent of the Units and speakers. Divisions receive royalties from the sale of recordings of a Division's conference programs. Divisions have the right to record and market

recordings of Division pre-conferences, programs at ALA Annual Conferences that ALA chooses not to record, and at Division national and regional conferences and meetings.

9.7 Personnel

All ALA personnel are responsible to the ALA Executive Director and through the Executive Director to the entire membership. Unlike other ALA personnel, Division Executive Directors are also responsible to Division Boards and through those Boards to the membership of their respective Divisions.

All ALA employees are subject to ALA's personnel policies. Each Division shall be responsible for generating the income required for the salaries, wages, and benefits of Division employees. Each Division Executive Director serves in a senior professional position and is responsible for advising on ALA plans and preparing recommendations on priorities and alternatives, especially as they relate to the Division's priorities, goals, and objectives. The Division Executive Director meets regularly with other ALA staff members and communicates, cooperates, and coordinates Division activities with those of other ALA Units.

The assignment of the appropriate grade for Division staff is made according to ALA personnel policies. The determination of the appropriate staffing pattern (number and position descriptions) shall be made by the Division Executive Director in consultation with the Division Board and the ALA Executive Director.

The recruitment, appointment, and termination of Division Executive Directors shall be a process involving consultation by the ALA Executive Director with the Division Board of Directors or its designees.

Each Division's Board of Directors shall annually review the performance of the Division's Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, the ALA Executive Director, and the Division Executive Director. The Division Board shall convey its recommendation to ALA Management, which has responsibility for evaluating the performance of Division Executive Directors. The ALA Executive Director shall discuss the confidential report of the performance review with the Division's President upon request.

Division Executive Directors shall have the authority to select, evaluate, and recommend termination of all Division employees, consistent with ALA personnel policies and procedures. Assignments of Division staff to ALA internal committees are arrived at in the context of Division priorities and are kept at a reasonable level.

9.8 Division National Conferences, Pre-conferences, and Related Activities

Divisions may conduct pre-conferences, workshops, institutes, seminars, and Division national conferences, in accordance with ALA Policy, at intervals determined by Division program priorities and supported by sound financial management. A Division is responsible for all costs incurred in planning and carrying out such activities (see section 7.1.3 above).

Division National Conferences shall be defined as "non-business conferences removed in time and place from the American Library Association's Annual Conference" in order "to view and explore areas of Divisional concerns in depth."

Location proposals for Division National Conferences shall be made to the ALA Executive Board at least two years in advance of the anticipated meeting date following a prescribed proposal outline. ALA state and regional chapters in the geographical area of a proposed conference shall be notified in writing of a desired conference prior to submitting the request to the Executive Board. Such notice shall seek the cooperation of the chapters with respect to scheduling and programming to the extent feasible. The Division shall contact the host Chapter prior to determining date availability with the host city. The Division shall contact the chapters in the geographical area immediately after determining date availability with the host city. In the event of a conflict with the ALA state or regional chapters and the proposed Divisional conference, the ALA Executive Board shall make the decision in consultation with the chapters and Divisions.

9.9 Conference Programming

ALA provides the support necessary for Divisions to conduct business and plan and present Conference programs. Some Conference program costs may be borne by the Division except for financial support for staffing and equipment as described in Section 9.4.A.1 above. Financial support in the form of General and Special Allocations from ALA to Divisions and other Units for Annual Conference programming shall be provided; this support will be provided as the result of an explicit and equitable process in which the Divisions participate. Meal functions and special events must be self-supporting.

9.10 Sections

A Section is a formal membership Unit within a Division that focuses on areas of specific concern. Sections may provide education, advise the parent body regarding service guidelines and enhancements, promote awareness, and prepare publications.

9.11 Interest Groups

An Interest Group is a sub-body established to facilitate the exchange of ideas and experiences in an online space. An interest group is limited to members only.

9.12 Special Projects of Divisions

Divisions may seek external (non-ALA) funding to pursue projects to enhance Division program priorities. Division Boards of Directors have the responsibility for assessing programmatic impact and must approve all requests for funding external projects.

All proposals and contracts for such funds are signed by the Executive Director of ALA in the name of the Association. All special projects are reviewed, approved, and conducted in accordance with established ALA policies and procedures and the conditions of the grant or contract. All costs for projects funded through grants or contracts from outside agencies or organizations should be covered by project funding and must include grant overhead according to the grant overhead guidelines established by ALA to support administrative and operational services.

9.13 Adoption of Standards of ALA Divisions

The authority of divisions to develop standards is described in the [ALA Bylaws](#) Article IX, Section 5. (See also: Section 4.5 above)

9.14 Planning

Each Division is responsible for its own planning processes within its areas of responsibility as designated by ALA Council, subject to present and future ALA policies. Divisions have the responsibility to develop and implement a planning process to guide their programs and allocate their resources within the areas of responsibility assigned to them by the ALA Council. Since Divisions contribute to the formulation of ALA goals, it may be expected that many of the priorities and activities reflected in the ALA plans will also be a part of Division priorities and activities. Further, each Division has responsibility for providing ALA with a multi-year financial plan consistent with ALA's existing financial policies and resting on multi-year program plans

reflecting the priorities of the Division's members. Divisions have a responsibility to assist and inform the ALA Executive Board of their strategic plans on a regular basis, and to inform the ALA Executive Board of their work through timely and comprehensive financial and operational reporting.

Chapter 10 Round Tables

10.1 Introduction

Round Tables are membership Units established to promote a field of librarianship not within the scope of any single division. The ALA affirms Round Tables are a vital part of the ALA structure.⁹

Round Tables are provided for in the [ALA Bylaws](#) Article X and are organizationally governed by the [ALA Bylaws](#) and a common template of core rules, while maintaining the flexibility of their own operating principles.

10.2 Membership of Round Tables in ALA

Any member of the Association may become a member of any round table by complying with the requirements for membership. Through the Association's spring ballot process, the members of each round table shall choose officers to serve until the close of the next annual conference. The officers of the Round Table should be limited to incoming president/chair, treasurer, secretary, and round table councilor. Only personal members of a round table shall have the right to vote in that round table's election, and only personal members of a round table may hold office within that round table.

- Round Tables must maintain a minimum of 150 members in a three-year rolling average. Membership of each round table shall be fixed annually as of August 31st.
- A Round Table that falls below the minimum membership count may become a Membership Initiative Group, join with another round table, or disband.
- ALA Council, on recommendation of the ALA Committee on Organization, may discontinue a Round Table when the usefulness of that Round Table has ceased. The Council may dissolve a round table by a majority vote at two (2) consecutive meetings.
- A roundtable that is entitled to a councilor and is going through the process of discontinuance is entitled to council representation until it is officially discontinued.

A standardized series of Round Table dues are set by the ALA Executive Board upon recommendation of the Round Table Coordinating Assembly. Dues are held by the ALA Executive Board as described in [ALA Bylaws](#) Article XIII, Section 6.

⁹ See: "[Policy Reference File](#)": [Resolution on ALA Round Tables: 2021 Virtual Annual Conference Council Actions](#).

10.3 Role of Round Tables in ALA.¹⁰

Round Tables may:

- conduct continuing educational activities;
- study and discuss topics of concern to the Round Table;
- work with other ALA Units on joint projects;
- issue publications with the advice, assistance, and approval of the ALA Publishing Committee;
- conduct projects and programs in the areas of the Round Table's purpose, and
- recommend activities and policies to Units of the Association, including Council.

10.4 Policy Functions.

As noted in the [ALA Bylaws](#), three bodies—the Council, the divisions, and the ALA membership—have authority to determine and act for ALA in matters of policy.

Recommendations from Round Tables regarding a lack of policy, a new policy, or changes in policy shall be forwarded to the appropriate body for action. No Round Table shall commit the Association by any declaration of policy or other statement.

10.5 Finances.

Round Tables shall not incur expenses on behalf of the Association except as authorized. Funds of Round Tables are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer only upon authorization of the Round Table officers. Any formal solicitation of funds by any ALA Unit from outside organizations, agencies, groups of individuals, or others must be authorized by the ALA Executive Board or Executive Director. Acceptance of unsolicited funds shall be authorized by the Executive Director to assure that the terms and conditions are consistent with ALA policies. Contracts, grant agreements, project proposals, and similar financial documents shall be signed by the ALA Executive Director for all ALA activities and Units.

10.6 ALA Services to Round Tables.

Staff liaison services are made available to Round Tables to support their membership activities.

ALA will support Round Tables with the following services:

- staff liaison and related staff services;
- billing and maintenance of Round Table membership records;
- accounting services to include preparation of budget reports;
- facilitating ballots for election of Round Table officers;
- services to support Annual Conference meetings and special events;

¹⁰ See also: "[Policy Reference File](#)": [Round Tables of ALA: Role and Function, ALA Council, July 1976](#).

- shipment of materials to ALA meetings;
- services of the Communications, Marketing & Media Relations Office, including preparation and distribution of press releases;
- archive services at ALA Library and archives.

10.7 Round Table Services to ALA.

The ALA Round Tables through their programs and services implement and enhance the overall ALA program, further the Association's goals and priorities, and provide an added dimension to the ALA structure. All Round Tables are membership Units that provide an additional avenue for membership discussion, opinion, and response. It is not currently possible for Round Tables to bear a charge that will cover the complete direct and indirect costs of services they receive from ALA.

Round Tables are expected to deposit copies of their publications in the ALA Institutional Repository (ALAIR) with the assistance of their staff liaisons.

Chapter 11 Chapters

11.1 Introduction

ALA Chapters are Organizational Members of the ALA. Any legally constituted state, province, territorial, or regional library association may be granted Chapter status by ALA Council as specified in [ALA Bylaws](#) Article XI, Section 2.

11.2 ALA Chapter Eligibility and Application

- The total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area. A regional chapter may consist of any area composed of three or more contiguous states or provinces.
- Majority of the ALA members residing within the area involved and voting on the issue must favor such action.
- Membership of the association applying for Chapter status must have expressed approval of the application.
- There is no conflict in principle between the bylaws of the association involved and the [ALA Bylaws](#).
- Copies of the chapter constitution and bylaws, and subsequent amendments must then be filed with the American Library Association and dues must be paid.

Each state, provincial, territorial, or regional Chapter shall be the final authority within the American Library Association with respect to all programs and policies that concern only the area for which the chapter is responsible, provided they are not inconsistent with any programs and policies established by the ALA Council. Any Chapter may establish committees and

boards that parallel national committees and boards in order to carry out overall programs within its own area and to maintain liaison between its members and the national committees and boards. State, provincial, and territorial chapters may establish local chapters within the respective areas involved.

11.3 ALA Responsibilities to Chapters

A summary of conditions governing Chapter affiliations as stated in various ALA policies and the [ALA Bylaws](#) shall be sent to each Chapter for its acceptance as a certified statement of the governing policies that exist between the Chapter and ALA.

11.4 Effect of Unpaid Dues on Chapter Status

A Chapter which has not paid its dues and which continues such delinquency for two months after notice has been sent shall have its ALA membership canceled and shall no longer be entitled to have a Councilor, until such time as the Chapter resumes payment of dues.

Chapter 12 External Relationships

12.1 Introduction

The primary objectives of ALA for entering into relationships with external organizations and business enterprises shall be:

- To help the Association achieve its mission to promote and improve library and information services and librarianship, or to assist libraries in achieving their mission.
- To fulfill a specific need related to current ALA goals and objectives or to contribute in a significant way to the cooperating organization while using ALA's name and its resources effectively.
- To benefit as much as possible from a reciprocal relationship in the form of finances, expertise, experience, public relations, or other advantages.

Relationships should be based on the following criteria:

- The relationship is, as much as possible, reciprocal in that there are mutual needs and a sharing of purposes.
- The structure and level of the relationship represents the best method of accomplishing the purpose or meeting the need.
- The appropriate personnel are available and the time and talent are being or will be used effectively.
- Costs in time and money are justified by the results.
- Useful reporting devices are designed and used.
- The need for the relationship is evaluated periodically.

Relationships with external organizations or business enterprises do not necessarily imply ALA endorsement of their policies, products, or services.

Including the name of the American Library Association (ALA) in conjunction with any external organization, institution, or company project must be based on a documented shared initiative or special relationship, and requires a specific ALA or ALA division contact name.

12.2 Relationship Categories

12.2.1 Affiliates

Affiliate organizations of the American Library Association are independent groups having purposes or interests similar to those of the Association, or with a specific Division or Round Table, which have made a successful formal application for affiliate status to Council (national and international groups), or to a Division or Round Table (local, state or regional groups). Affiliating organizations work together to support common causes, expand outreach to underserved populations, diversify ALA membership, and provide benefits to all parties involved. Organizations may affiliate only at one level within ALA, either with the Association or with a subdivision of the Association.

Organizations seeking to affiliate with ALA must meet the following criteria:

- A. national or international in scope;
- B. nonprofit;
- C. have interests consistent with those of ALA;
- D. have sufficiently large membership, no fewer than 100 members, and in existence for at least 4 years;
- E. have constitution and bylaws that do not conflict with ALA's;
- F. do not discriminate in its membership on the basis of race, creed, color, sex, sexual orientation, gender identity or expression, age, disabilities, or national origin.

Organizations seeking to affiliate with an ALA Division or Round Table must meet the criteria developed by that Division or Round Table, subject to ALA Council approval. No subdivision of the Association may separately affiliate itself with an organization with which ALA is affiliated.

12.2.2 Related Organizations

The American Library Association maintains collaborative relationships with a variety of outside organizations. Related organizations where close collaboration, interlocked governance structures, and/or when ALA is a constituent organizational member include:

- A. ALA-Allied Professional Association (ALA-APA),
- B. Freedom to Read Foundation (FTRF),
- C. LeRoy C. Merritt Humanitarian Fund
- D. Sister Libraries

12.2.3 Formal Relationships

A formal relationship between ALA and another organization is one in which (a) the external organization is an affiliate of ALA; (b) ALA has appointed an official representative to the external organization; and/or (c) the other organization is permitted to use the name of ALA or an ALA unit as identification of the provider of information services.

Formal relationships should be entered into with other organizations and business enterprises whose strength and reputation have been evaluated.

The initial request from an external organization (a) for an official representative from ALA to the organization or (b) to send an official organization representative to ALA, goes to the Executive Board for consideration. The Executive Board, if the request meets applicable criteria and is deemed appropriate, then presents the request to the Committee on Organization, which proposes an organizational home for the representative, subject to Council approval. The official ALA representatives are then appointed by the Executive Board.

- A. An official representative to an outside organization is an ALA member who is appointed to an outside organization at the request of Council or an ALA unit.
- B. An official representative from an outside organization must be a personal member of the ALA.
- C. Official representatives participate in meetings or in the establishment of Councils, joint committees, and other groups, which work together in activities of mutual interest.
- D. Official representatives to external organizations approved either at the request of Council or at the direct request of an ALA unit whose approved budget includes membership dues and whose representative plays an active role in the governance or affairs of the outside organization. ALA will subsidize membership dues for duly appointed official representatives to external organizations.
- E. A representative to another ALA unit is an appointed member of an ALA unit whose duties include attending meetings of other ALA units for such purposes as communication or information dissemination.

12.2.4 Informal Relationships

Members of ALA or any one of its units may be appointed to provide service and/or information, or to network with organizations outside the association for the purpose of accomplishing mutual goals. Such representatives have no formal role in the governing structure of the other unit or organization and the appointment of such representatives does not, in and of itself, constitute a “formal relationship” or an “affiliation” as defined in 12.3.1 or 12.1.1 above.

12.3 Corporate Sponsorships

The purpose of pursuing and accepting corporate sponsorships is to benefit ALA's mission, members, and financial stability, and provide value for members. Some elements to consider include:

- Does the proposed activity and/or the proposed relationship promote the mission and values of our organization?
- Will the relationship promote or enhance activities or organizations whose goals are inconsistent with the mission and values of our organization?
- Will the relationship maintain the Association's reputation for objectivity, independence, integrity, credibility, social responsibility, and accountability?

The Department of Institutional Advancement, Programs and Partnerships provides a common, ALA-wide approach to sponsorships that all units can draw upon as they pursue opportunities.

See the complete [Corporate Sponsorship Guidelines](#) document.

12.4 Limitations

12.4.1 Relationships with Organizations Violating Human Rights

The American Library Association shall have no affiliation with, memberships in, or formal relationships with organizations that violate ALA principles and commitments to human rights and social justice as set forth in ALA's policies, procedures, and position statements and the Universal Declaration of Human Rights.

Chapter 13 Finances

13.1 Management of ALA Funds

The annual budget, including the budget objectives, shall be submitted for Executive Board review and approval as part of the budget process, per the [ALA Bylaws](#) Article XIII, Section 1.

All expenses, with the exception of expenses related to multi-year grants, will be presented as part of the annual budget. Multi-year grant expenses will be presented after the net surplus (deficit).

The ALA Endowment is managed by the ALA Endowment Trustees who are appointed by the ALA Executive Board. Further details of the ALA Endowment Trustees Policy Manual can be found on the [ALA Endowment Trustees page](#).

13.1.1 Conflict of Interest

No purchase of goods and securities nor procurement of services, insurance, or other intangibles shall be made through firms, companies, or agencies with which officers, members of the Executive Board, or Endowment Trustees are associated as partners, directors, or in a managerial capacity, except as such purchases relate to procurement of professional materials such as publications.

13.1.2 Short-Term Investments

The Executive Director and the Chief Financial Officer of the American Library Association are authorized to make short-term investments of such funds as are available for this purpose.

13.1.3 Property Transactions: Authorization to Sell Real Estate

The ALA Executive Board is authorized to sell, mortgage, or otherwise dispose of any and all real estate now or hereafter owned by the American Library Association or any part thereof or any interest therein. The officers of the Association, at the direction of the Executive Board, are authorized to make, execute, acknowledge, and deliver all appropriate instruments of conveyance, mortgages or otherwise, so authorized concerning such real estate.

13.1.4 Authorization to Overspend Budgeted Funds

The Executive Director is authorized to overspend line amounts in the General Funds Budget but not in excess of the total General Funds budgeted figure. The Executive Director may not incur any salary commitment in excess of the current year's commitments.

13.1.5 Authority to Borrow Money

The President and the Executive Director are authorized and directed, as the needs of ALA require, to borrow from any bank or other lender chosen by them, for the use and benefit of ALA, a sum or sums not exceeding \$1,000,000 in the aggregate remaining unpaid. The indebtedness shall be evidenced by a promissory note or notes which shall be corporate obligations only and shall mature and be payable in accordance with the promissory note agreement(s). The Executive Board shall be informed of each transaction.

13.1.6 Limitations on ALA Funding of Divisions

Divisions which impose additional fees under the [ALA Bylaws](#) Article XIII, Section 6 or otherwise raise additional funds for divisional programs and activities shall not obligate the Association to the continuation of the programs for which continuous funding is not or cannot be provided.

13.2 ALA Presidential Budget

13.2.1 Expenses of the ALA President

The annual ALA budget shall include an item sufficient to cover all travel and other expenses incidental to the discharge of the official duties of the President, including attendance at regular meetings of the Association when such expenses are not paid by the President's institution.

13.2.2 Released Time for the ALA President

ALA encourages the home institution of the ALA President to provide them with at least one-quarter released time, along with the fringe benefits associated with that time.

13.3 Council Receipt of ALA Budget

Councilors will be provided with a summary of the ALA annual budget, with the understanding that any Councilor will receive the full budget upon request.

13.4 Long-Term Investment Funds

Long-Term Investment Funds, also known as endowments, may be restricted, temporarily restricted, or unrestricted. Such funds have been properly donated to the Association and set aside for future and/or specific use. The ALA Future Fund is the ALA Unrestricted Long-Term Investment Fund and is made up of gifts, bequests, life memberships, and other sources received over the years; this Fund was formerly called the Board-Designated Endowment.

13.4.1 Long-Term Investment Funds: Use, Withdrawal, and Repayment

The principal and income from endowment funds shall be expended under the direction of the Executive Board but no such expenditures shall be made except in accordance with any conditions imposed by the donors of any such funds nor for any purposes which are not in consonance with the approved policies of the Association, nor shall principal be expended unless expressly permitted by the terms of the gift, or any amendment or modification thereof. No action shall be taken with reference to investment, reinvestment, or other principal transactions with respect to securities held in the endowment fund, except upon a resolution adopted by or written order signed by a majority of the Endowment Trustees.

In the preparation of the ALA annual budget, the ALA Executive Director is authorized to include a payout rate of 3% - 5% of the five-year trailing calendar quarterly (20) rolling average of the net asset balance of the ALA Future Fund. The Executive Directors of the Divisions, liaisons for the Round Tables, and others responsible for endowment funds are authorized to include in the preparation of their annual budgets the anticipated payout value as provided by the Finance department. The payouts will be subject to any donor restrictions related to a particular fund and will be made from allowable temporarily restricted and unrestricted net assets. The annual

payout rate (3% - 5%) will be reviewed, determined, and recommended by the ALA Endowment Trustees and the Finance and Audit committee of the ALA Executive Board, with final approval by the ALA Executive Board.

The primary instances whereby additional funds may be withdrawn from the Long-Term Investment Fund are listed below:

A. Program Support

The General Fund, Divisions, and Round Tables can request funds from their respective long-term investment funds to support one-time programs.

B. Emergencies

Emergencies will include financial disaster due to a major revenue shortfall, natural disasters, building catastrophe, major lawsuit, etc.

C. New Initiatives

New Initiatives will include projects or programs that are multi-year in nature and deemed important to the future of the Association, Divisions, Round Tables or Units. Amounts requested to be withdrawn in excess of the determined payout rate will require repayment with interest.

D. Scholarships & Awards

Allowable withdrawals from temporarily restricted and unrestricted Long-Term Investment funds designated for named scholarships and awards will be made to the extent necessary to support the award or scholarship according to its stipulations and requirements. If the funds available from the annually determined payout rate of 3%-5% of a named scholarship or award are not adequate, the amount in the temporarily restricted and unrestricted investments designated for named scholarships may be used up to the limits of any permanent or donor restrictions.

E. Life Membership Funds

Allowable withdrawals from temporarily restricted and unrestricted Long-Term Investment funds designated for Life Membership will be made from the Life Membership Fund to the extent necessary to support the annual membership fee for the participants.

F. Transfer of Existing Funds

It is allowable to make a transfer from an existing unrestricted fund for the establishment of a new and/or in support of an existing scholarship fund, program, or initiative fund within the Long-Term Investment Fund.

G. Withdrawal–Transfer–Repayment

Withdrawals from the Long-Term Investment Fund above and beyond the annually determined standard payout rate of 3% - 5% of the five-year trailing calendar quarterly (20) rolling average net asset balance must be approved by the Executive Board in consultation with the Endowment Trustees.

Approved withdrawals will require repayment with the terms to be recommended by management and approved by the Executive Board. Under exceptional circumstances, the repayment requirement may be suspended or waived by the Executive Board in consultation with the Endowment Trustees.

The annual, standard payout will not require repayment.

13.4.2 Endowment Funds: Combining

The Executive Director of ALA is empowered to combine endowment funds subject to advice from the Association's legal counsel, and upon approval by the Executive Board.

13.4.3 Unrestricted Bequests

Unrestricted gifts and bequests that exceed \$20,000 will be routinely added to the ALA Future Fund. The Executive Director may recommend for Executive Board approval an alternate disposition of unrestricted gifts and bequests in excess of \$20,000.

Chapter 14: Elections

14.1 Candidates

ALA Personal Members may be nominated as candidates for election to serve ALA.

14.1.1 Nomination

Prior to each annual conference of the Association, upon recommendation of the President-elect and the Committee on Appointments, the Executive Board shall appoint an ALA Nominating Committee composed of ALA Personal Members not serving on the Executive Board, to nominate candidates for elective positions.

The Nominating Committee shall nominate candidates from among the personal membership of the Association for the positions of president-elect, annually; for the position of treasurer, whenever required by the [ALA Bylaws](#); and for the position of Councilors at-large, annually, including any vacant member at-large positions. The number of nominees shall not be fewer than one-and-one-half times the anticipated number of vacancies to be filled at the next election.

14.1.2 Requirements

Personal members may be nominated for election to officer positions or the Council. Candidates may only run for one council position in the same election.

Nominees must provide affirmative written consent for their nomination to the Executive Director before the nomination is complete.

14.1.3 Presentation

The ALA Nominating Committee shall report its nominations to the Membership no later than 60 days before the annual ballot. The final list of the candidates' names shall be reported in *American Libraries*.

14.1.4 Petitions

Personal members may petition to stand as a candidate for election. Petitions must be signed by at least two hundred (200) personal members of the Association for the position of President-elect and Treasurer or at least twenty-five (25) personal members of the Association for the position of Councilor-at-Large. Written consent of the nominees must be filed with the Executive Director no later than 60 days before the annual ballot.

14.2 Official Ballot

All duly nominated and petition candidates shall be placed before the members of the Association on a ballot, which shall be prepared under the direction of the ALA Nominating Committee and which shall be known as the "Official Ballot." The order position of candidates on the ballot shall be randomized.

14.3 Voting

The Executive Board of the Association shall appoint an Elections Committee that shall have charge of the conduct of the regular elections of the Association, the divisions and the round tables and the certification of all votes cast. For every election of the Association, the Elections Committee shall establish a cut-off date for establishing the list of members eligible to vote. Only members in good standing on that date shall receive a ballot and shall be entitled to vote.

14.3.1 Voting Mechanisms

Votes of the Association membership shall be done electronically as determined by the Executive Director who shall be responsible for ensuring the integrity of the ballot.

14.3.2 Election Results

A complete report of the votes cast for the candidates for Councilor-at-Large and officers of ALA shall be listed in *American Libraries*.

Chapter 15 ALA Publications

15.1 Introduction

The term “ALA publication” refers to an information product or other discrete set of information, regardless of medium, that is created or compiled:

- by ALA staff in the course of their duties on behalf of ALA or one of its units; or
- through a contractual relationship between the creator and ALA or one of its units; or
- by ALA members in the course of fulfilling their volunteer duties as members of an ALA committee, division, or round table.

ALA publications:

- present information in an organized form about a discrete topic;
- can be and are intended to be distributed to multiple users;
- contain an element of originality in their intellectual content and the organization of that content;
- are not of an ephemeral nature;
- are organized through purposeful design rather than by circumstance; and
- are distributed through a channel operated by the American Library Association.

The American Library Association and its Units will establish goals and set policies for all publication programs. The purpose and scope for each major publication will be clearly specified.

All ALA Units endorse and apply the principles of freedom of the press in their publication program, consistent with freedom of expression, free flow of ideas, and policies on intellectual freedom and ethics.

The ALA Publishing Committee is a Committee of Council that brings together a diversity of members to share their expertise and experience in helping identify the content most needed and desired by the field, the most appropriate channels for disseminating that content, and continuous improvement in related business practices. The Committee includes representatives from imprint-specific committees, advisory boards in Divisions or other ALA Units across ALA, and other units at ALA with publishing activities.

15.2 Inclusive Language

Guidelines for the preparation of publications, official documents, and advertising copy of the American Library Association require the use of inclusive language and forbid the use of language that is discriminatory or perpetuates harmful stereotypes. Existing publications and official documents, as they are revised, shall be updated to reflect these guidelines.

15.3 Responsibility

Each ALA unit shall communicate to its membership and its editors the purpose and format(s) of any unit-level publication, and shall identify the audience for which it is intended.

Each ALA unit shall appoint editors with experience or training in editorial theory and practice. Such editors, whether ALA staff, contractors, or volunteers, shall be responsible for determining the content and style of a publication consistent with the goals and policies of the sponsoring unit. The decision as to appropriate material for inclusion in a publication shall rest with the editor guided by the [ALA Bylaws](#) and relevant policies as adopted by the ALA Council and the unit that sponsors the publication.

15.3.1 Reproduction

The American Library Association may enter into agreements with various organizations engaged in the business of providing copies of copyrighted publications upon request.

ALA criteria for reproduction agreements shall be evaluated so as to ensure uniform and nondiscriminatory treatment by ALA, and the protection of the interests of ALA in its journals and other publications and their contents. Any agreements made in accordance with these criteria do not imply any restriction on the use of copyrighted materials in ALA journals and publications for the noncommercial purpose of scientific or educational advancement. ALA Publishing Services has the responsibility for administering this policy and for securing approval of appropriate ALA units.¹¹

15.3.2 Archiving

ALA will archive all ALA publications. The ALA archiving program for electronic publications will adhere to best practices for archiving electronic publications.

15.4 Content Generation

Publication practices for the American Library Association (ALA) shall be ethical and transparent.

15.4.1 Monographs / Series

[no monograph-specific language in current APM]

15.4.2 Journals / Magazines / Serials

The [Publications Ethics Guidelines](#) of the ALA Publishing Committee are the common standard to follow for ALA journals. Exceptions to the policy must be approved by the ALA Publishing Committee based upon recommendations of editors and editorial boards.

¹¹ [See: "Policy Reference File": Reproduction of Articles for full text and statement of criteria.](#)

A. *American Libraries*

American Libraries is the official publication of the ALA. Its editorial policy is to convey full and accurate information about the activities, purposes, and goals of the Association to the membership and other readers.

The editor, with input from the [American Libraries Advisory Committee](#), is obligated to represent the best interests of the Association and its units fairly and as fully as possible within the scope of the journal and with due regard to the editor's prerogatives in producing a balanced and readable publication.

ALA encourages publication in the news columns of *American Libraries* of news about all matters of import to libraries and librarians. The editor is guaranteed independence in gathering, reporting, and publishing news according to the principles of the Association's policies on intellectual freedom.

Statements of official ALA positions on any matters shall be clearly identified as such when published in *American Libraries*. The editor must be free to analyze and interpret such matters as their judgment dictates, and such analysis and interpretation should appear over the editor's signature.

Reporting of news and the expression of diverse points of view have their place in *American Libraries*. If members believe that news has been inaccurately reported or if they disagree with an expressed point of view, *American Libraries* shall provide them with the opportunity to respond in writing. Columns in *American Libraries* shall be kept open to expression for all viewpoints of interest and concern to the library profession.

Chapter 16 Resolutions

16.1 Preparation

The following guidelines are addressed to individuals and Units preparing resolutions to come before Council or Membership Meetings.

Definition: A resolution is a main motion, phrased formally, with (a) Whereas clauses (stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) Resolved clauses in numbered order (stating the proposed policy, advocacy position, or action).

16.1.1 Content

- A. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.

- B. Resolutions, including memorials, tributes, and testimonials, must show the initiating Unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
- C. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
- D. The terms used in a resolution should be readily understandable or have specific definitions.
- E. The intent, objective, or goal of the resolution should be clear and purposeful.
- F. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or core values.
- G. All whereas clauses that relate to an ALA policy must include a parenthetical notation of the title of the policy and the section where it can be found in the ALA Policy Manual.
- H. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.
- I. Resolved clauses at the end of a resolution gain in clarity and brevity, and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The suggested wording states the resolved clause only once: "now, therefore, be it; Resolved, that the American Library Association (ALA) on behalf of its member:..." or Resolved, by the American Library Association (ALA) on behalf of its members that..." after which each separate resolved is stated directly in numbered order without repeating "...be it; Resolved."
- J. All Resolved clauses within a resolution should use the objective form of the verb (e.g., "Resolved, that the American Library Association (ALA) on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges..." rather than the subjunctive form of the verb (e.g., "Resolved, that the American Library Association (ALA) on behalf of its members: (1) support...; (2) provide...; and [last resolved] urge...").
- K. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the 'resolved' and 'whereas' clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.
- L. Whereas clauses may not contain active links or URLs to cited information such as articles or web pages. However, a numerical endnote designation may be included in a Whereas clause, and a corresponding endnote may be added after the mover and seconder information toward the bottom of the document.

16.1.2 Process

- A. Any member of the American Library Association may prepare and submit resolutions for consideration at a membership meeting.
- B. Any ALA Councilor may prepare and submit resolutions for consideration at a Council meeting.
- C. All resolutions submitted by an individual mover and seconder, for either a membership meeting or a Council meeting, must be sent to the ALA Resolutions Committee for review and must be accompanied by a completed ALA Resolution e-Form.
- D. A supplemental explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating how the resolution supports the ALA Strategic Plan as well as its mission and/or its core values.
- E. All resolutions, including memorials, tributes, and testimonials, must show the initiating Unit, mover, and seconder. Contact information must be given for movers and seconders.
- F. All resolutions submitted by individuals must be submitted via the [Resolutions Submission Form](#) on the [ALA Resolutions webpage](#) for ALA Resolutions Committee review.
- G. Resolutions must be submitted at least 48 hours prior to their presentation in a Membership meeting or Council meeting to allow time for Resolutions Committee review and appropriate routing.
 1. Members assembled at any Membership meeting may waive the submission time requirements by a majority vote.
 2. If there are fewer than 24 hours between the adjournment of a Council meeting and the convening of the following Council meeting during a Council session, resolutions may be submitted up to 90 minutes after the end of the adjourned meeting.
- H. All resolutions approved by the membership at a Membership Meeting will be presented at the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council's guidance on the disposition of each membership item in turn.

16.2 Special Routing

Resolutions with potential fiscal implications for the Association shall require additional review. Resolutions in honor of individuals, institutions, or organizations are tracked by the ALA Resolutions Committee for inclusion on Membership Meeting and Council agendas.

16.2.1 Fiscal Implications

The Resolutions Committee chair shall submit to the Executive Director and the Budget Analysis and Review Committee (BARC) all resolutions deemed, by the mover/seconder or the Resolutions Committee members, to have fiscal implications at least 24 hours before they appear on the Council agendas so that BARC can provide fiscal information as required by ALA

policy. If there are fewer than 24 hours between the adjournment of a meeting and the beginning of the following meeting, resolutions may be submitted within 90 minutes following adjournment of the earlier meeting.

BARC will provide estimated fiscal information, or indicate that there is insufficient time to get such information, or that the motion is not specific enough to enable BARC to estimate the costs involved. If any solution would impose specific assignments on a division, it will be reviewed by BARC with the division board of directors to assess the financial needs in that assignment; BARC will report to Council recommended budgetary adjustments necessary to implement that assignment. BARC's report on all resolutions with fiscal implications will be given to Council prior to final Council action. BARC will consider all resolutions referred to it and report to Council no later than the last Council meeting of that session, whether a determination has been made or when it will be made.

In-meeting referral process for resolutions that may have fiscal implications, and therefore should be referred to BARC:

- A. A resolution which the Resolutions Committee has deemed to have fiscal implications should be moved and seconded by its proponents.
- B. The proponents should open the debate on the resolution they have initiated.
- C. Council members should then be invited to briefly debate the resolution.
- D. After a brief debate, BARC Chair (or designate), with a second, should move to refer the resolution to BARC and should then explain the potential fiscal implications.
- E. Other members should then be invited to debate the motion to refer.
- F. The motion to refer to BARC should then be put to a vote.

16.2.2 Memorials, Tributes, and Testimonials

Commendations, memorials, testimonials, and tributes honoring outstanding individuals, institutions, or organizations may be issued in the name of the Association by Council or Units designated by Council through a formal resolution.

Resolutions proposing commendations, memorials, testimonials, and tributes are submitted to the Resolutions Committee for tracking and agenda building, but are not reviewed by the Committee. The resolutions will be presented to Council at the beginning of the last meeting of Council during each Council session and to the Membership at the beginning of each Membership Meeting:

- A. If copies are to be sent to other parties, the mover of the resolution shall provide names and addresses.
- B. The presiding officer will read the names of persons/organizations recognized by a formal resolution; the names will be displayed on the screen and copies of each resolution will be available at the information table.

- C. *American Libraries* will carry an annual "memorial page" listing those members who have died since the preparation of the previous Conference Program.
- D. All members are urged to submit a resolution or resolutions prior to the Annual Conference meetings via the [Resolutions Submission Form](#) on the [ALA Resolutions webpage](#).
- E. The Executive Director shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and should not exceed one month without explanation from the Executive Director to Council.

Chapter 17: Awards, Grants, and Scholarships

17.1 Introduction

Every year, the ALA Awards and Grants Program, encompassing opportunities from ALA and its Divisions, Round Tables, and Offices, honors recipients for their outstanding service to the library profession, and for their contributions to the advancement of literacy, access, and lifelong learning. The ALA [Awards Manual](#) defines the policies and procedures for the management of ALA Awards, Grants, and Scholarships.

In alignment with ALA's mission of providing leadership and support in the field of library and information services, ALA's awards and grants program provides grants for material, research, and programming support, as well as awards for distinguished service and for exemplary publications and media.

17.2 Number and Amount of Awards

No limit is imposed on the number of ALA general awards and grants established, but it is expected that the number will remain small since the prestige of existing awards may be lessened with each new award that is established.

Effective 1995, the minimum amounts are as follows:

- A. Grants - \$10,000
- B. Recognition - \$5,000
- C. Scholarships - \$3,000
- D. Conference Sponsorships - \$1,000

17.2.1 Grants

Each year, ALA and its member Units support libraries and library workers through grant opportunities providing funding and material support. These grants offer support for library programs, research, professional development, and more. Each year, ALA and its member Units award a variety of grants to provide funding or material support for current and future

activities. Grants support the planning and implementation of programs, aid in the preparation of a dissertation or other publications, and promote research in library and information sciences.

17.2.2 Recognition

ALA General Awards are defined as the following recognition Awards. The American Library Association annually recognizes individuals who have made significant contributions to libraries and librarianship through its awards program. There is no restriction on the quantity of ALA general awards and grants that can be created; however, it is anticipated that the number will be kept low to maintain the prestige of the existing awards. Every award must acknowledge accomplishments within the profession.

17.2.3 Scholarships

The American Library Association (ALA) is committed to promoting and advancing the librarian profession. To demonstrate this commitment, the ALA and its Units provide more than \$300,000 annually for study in a master's degree in library and information studies from an ALA accredited program, or for a master's degree with a specialty in school librarianship that meets the ALA curriculum guidelines for a Council for the Accreditation of Educator Preparation (CAEP) accredited Unit. The ALA Scholarships and Study Grants Committee shall make recommendations to the Executive Board and the ALA Council on all policies relating to ALA scholarships, study grants, conference sponsorships or research grants to be made or sponsored by ALA and its units.

17.2.4 Conference Sponsorships

Conference sponsorships are awarded to defray conference attendance costs for (an) attendee(s).

17.2.5 Establishing New Awards

A request that a new ALA or Unit award be established may come from any member or Unit of the Association or from any individual or group outside the Association interested in the recognition and development of libraries and librarianship. Office, Division, and Roundtable Awards are not ALA association-wide awards and do not have to adhere to the minimum monetary amounts in 17.2 above.

17.2.6 Award Termination or Suspension

A proposal to halt or suspend an ALA award is submitted to the Council for consideration and action. ALA awards may be terminated or put on hold when:

- The award has experienced a notable decline in interest, evidenced by the jury's inability to receive any nominations or applications for three consecutive years.
- The failure of three successive juries to select a winner due to the award criteria being irrelevant, impractical, or outdated.
- Ongoing pressure on a jury to sway the decision regarding the selection of a winner.

- Termination of financial assistance by the donor.
- Additional reasons considered suitable by the Awards Committee.

17.3 ALA Awards Committee

Administration of the ALA general awards and grants is under the jurisdiction of the ALA Awards Committee, which consists of nine members appointed by the President-elect.

The interests of various types of libraries and library activities should be represented on the Committee at all times, along with consideration being given to recommendations made by division presidents and members of the current Awards Committee, with a priority for wide geographical distribution among the members.

The Chair of the ALA Awards Committee, with the guidance of the ALA Awards Committee, appoints juries to select recipients of ALA general awards and, along with the staff liaison, coordinates the work of these juries.

Chapter 18 Amending ALA Governance Documents

18.1 Amendments to the ALA Charter of 1879 (Revised 1942)

Amendments to the [ALA Charter](#) shall be recommended by the ALA Executive Board to the Council. Upon approval by the Council, a special meeting of the ALA membership shall be convened to discuss the proposed amendments. Following that meeting, the amendments shall be placed on the Annual Ballot for member ratification. If the amendments are approved by a two-thirds (2/3) majority of the voting membership, the ALA Executive Director shall ensure that a restated ALA Charter is filed with the State of Massachusetts within sixty (60) days.

18.2 Amendments to the ALA Bylaws

All proposals for amending the [ALA Bylaws](#) shall originate in the Council. An adopted amendment shall become effective when it has been approved by a majority of the members of Council present and voting at a Council meeting with a quorum present, followed by ratification of the members of the Association. The Council, on approving a proposed amendment, shall direct the Executive Director to place the amendment on the annual ballot, for ratification by the membership.

Amendments to the [ALA Bylaws](#), when placed on the ballot, shall be accompanied by pro and con statements of not more than 250 words each, such statements to be prepared by two Council members (who voted on opposite sides of the issue as indicated by their voting record) appointed by the president.

18.2.1 Notice of Amendments to ALA Bylaws

The membership shall be given at least thirty (30) days' notice of a proposed amendment or new bylaws. Publication of notice as outlined in the Association Policy Manual shall be considered sufficient to fulfill the requirement of notice.

18.2.2 Editorial Updates

The Council, upon recommendation of the Bylaws Committee, may make such editorial changes in the Bylaws as do not change their substance and meaning.

18.3 Amendments to the ALA Policy Manual

Amendments to the ALA Policy Manual shall be proposed by ALA Units and/or ALA Councilors, deliberated and approved by Council, and inserted by the ALA Policy Monitoring Committee.

18.3.1 Editorial Updates

The Council, upon recommendation of the Policy Monitoring Committee, may make such editorial changes in the Policy Manual as do not change their substance and meaning.

Chapter 19 Dissolution

19.1 Introduction

The Association may be dissolved by majority vote of the Executive Board with the approval of Council. The Executive Board shall comply with all requirements of Massachusetts law applicable to the voluntary dissolution of a charity. After satisfaction of liabilities, any remaining funds shall be distributed to an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.