



**WEST VIRGINIA LIBRARY ASSOCIATION**

**HANDBOOK OF ORGANIZATION**

**1st edition  
1975**

**Revised 1984, 1991, 1993, 1994, 1995,  
1996, 1997, 1999, 2000, 2004, 2005, 2010, 2011,  
2014**

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## PREFACE

Since 1914, the West Virginia Library Association has provided leadership in shaping patterns of development and expansion of library service of all types throughout West Virginia. This ideal is expressed in the opening of the Association's Constitution, "The purpose of the West Virginia Library Association shall be to promote: A) Library Service in West Virginia; B) Librarianship in West Virginia."

Members of the West Virginia Library Association have worked together to develop a sense of solidarity in the library profession; to seek an effective legislative network for promotion and financial support for libraries; to provide channels for library cooperation; to encourage professional development through participation in organizations and contributions to publications; and to work toward better public information.

Although the basic goals of the West Virginia Library Association have not changed greatly since the organization was formed, libraries and librarianship have continuously been examined and evaluated against the changing needs of individuals and West Virginians as a group, as well as societal changes and technological developments.

This handbook for officers, sections, and committees of the West Virginia Library Association was first compiled in 1975. Since that time, many of the procedures, practices, and relationships involved in carrying on the work of the WVLA have changed. These changes are reflected in this revised edition of the handbook.

The 1984 Handbook Revision Committee suggests that the usefulness of the handbook be sustained by a policy of continuous revision. Each officer, section head, and committee chairman should submit changes in bylaws, policies and procedures to the Association secretary each year. The secretary will maintain a list of those people holding handbooks and send out revisions as needed.

It is impossible in such a handbook to give detailed information on every job in the Association. Each officer, section head, and committee chairman must keep accurate record and turn them over to his successor promptly. The handbook is designed as a guide to the organizational structure, general policies and procedures, and the interrelationship of responsibilities within WVLA.

The Handbook Revision Committee is indebted to current and former members of the Executive Board, sections, and committees for help and information.

1984 Handbook Revision Committee

Karen Goff, Chairman

Josephine Fidler

Ellen Wilkerson

This latest revision of the West Virginia Library Association Handbook is reflective of the many changes in the By-Laws that become effective December 1, 1991.

In particular, the recognition and establishment of Roundtables and the election of a Roundtable Representative to the Executive Board are major changes that will benefit the Association by creating avenues for members with similar interests and goals to further their professional development.

In addition, changes in Executive Board membership (voting and non-voting) and in the roster of standing committees have precipitated several modifications to this handbook. Also, the nomenclature in referring to the head of a division, roundtable, or committee has been changed pursuant to a vote at the 1990 Annual Conference

Now that the Handbook Committee is a standing committee, minor changes in the Handbook can keep pace with Constitution and By-Laws revisions and current procedures and practices and hopefully, the Handbook can be revised annually or on an "as needed" basis.

1991 Handbook Revision Committee

Karen Goff, chair

Steve Christo

Bridget Herndon

Since the 1991 Edition, revisions have been made to reflect bylaws changes and Executive Board procedure. Among the revisions, ALA changed the term of the ALA Councilor from four years to three, so WVLA voted to adopt this change. Changes were made in the makeup of the Resolutions and Awards Committee replacing the First Vice-President with the Immediate Past President and also in the makeup of the Continuing Education and Scholarship Committee expanding this committee to eight members. A procedure to deal with Executive Board members (other than the President, First Vice-President and Ex-Officio members) who are not fulfilling their duties was approved by the Executive Board in 1999.

Handbook Committee 1992-2001

Steve Christo, Chair

## I. EXECUTIVE BOARD

### AUTHORIZATION

WVLA Constitution, Article IV

### MEMBERSHIP

#### VOTING MEMBERS

President

First Vice-President (President-Elect)

Second Vice-President

Secretary

Treasurer

Immediate Past-President

ALA Councilor

6 Division Chairs or their alternates:

Academic Library Division, Public Library Division, School Library Division,  
Special Library Division, Trustees, and Friends.

Roundtable Representative

#### EX-OFFICIO-- (NON-VOTING MEMBERS)

Executive Secretary of the West Virginia Library Commission

Supervisor of School Library Services, WV Dept. of Education

Editor of West Virginia Libraries

Federal Relations Coordinator

SELA Representative

The ex-officio members of the Executive Board shall have the right to speak on any questions, but shall not have the right to vote.

### MEETINGS

1. Meetings of the Executive Board shall be held upon call of the President or upon request of a minimum of four (4) members of the board.
2. Meetings are generally held at least five times annually: at the close of the Annual Conference; December; March; June and September.
3. Time and place for Executive Board meetings are arranged by the President taking into consideration a location convenient for most of the members. Usually one meeting is held at the Annual Conference site to acquaint the members with the facilities available.
4. Executive Board members must be notified of all meetings in sufficient time to arrange to attend.

5. A majority of the voting members shall constitute a quorum of the Executive Board.
6. The Executive Board may conduct business and make decisions via telephone conference call, mail, or electronic mail provided it does not conflict with other provisions of the bylaws. The outcome of decisions made via any form of communication, such as conference calls, telephone, and email shall be ratified at the next board meeting and included in the minutes of that meeting.

A. Electronic Communications Procedures

- 1) Any voting member of the Executive Board may send an email message to the WVLA Executive Board listserv with a motion for an e-mail vote.
- 2) Phrase motions as follows: "Mister/Madame President, I move that the WVLA Executive Board vote electronically on the following issue." The complete wording of the motion must be included.
- 3) The President calls for a second.

After the president receives a second and the secretary has confirmed that a quorum of the members has received notification, voting members respond with discussion and a vote. The president may set a designated amount of time for discussion and voting when matters are time sensitive. The president may designate another technological means such as a conference call to facilitate discussion.

- 4) Any member may move to postpone the issue to the next regular meeting. That motion must be seconded and should be voted upon immediately. If a quorum of respondents agrees, then the original motion is deferred until the next regular meeting.
- 5) If the originator of the initial motion feels that more discussion is needed based on the response during the open discussion period, he or she may ask to defer the motion providing the seconder agrees; if the seconder agrees, then the motion is withdrawn in favor of discussion at the next meeting.
- 6) President sends a final e-mail announcing the vote with the tally (for example: 9 ayes, 3 nays, 1 abstention or no abstaining), and notes that a majority of members voted.
- 7) Secretary prints off this message and includes it with the entire thread, and records it as a separate file between the two meeting minutes.

8) President announces the results of the vote during his/her report at the next scheduled meeting at which time it is entered into the minutes.

7. The Executive Board authorizes a travel allowance for required attendance at board meetings. See REIMBURSEMENTS under FINANCIAL POLICIES AND FORMS for details.
8. Others may be invited to attend Executive Board meetings at the discretion of the President. It is understood that meetings are open to any member who wishes to attend.

#### DUTIES

1. Formulates policies subject to the approval of the membership and executes the policies acting always as representatives of the membership.
2. Establishes and implements the immediate and long-range objectives of the Association.
3. Transacts business and acts for the membership between meetings of the Association.
4. Adopts the budget and supervises the financial administration of the Association.
5. Fills vacancies, except the positions of President and First Vice-President, which may occur between the regular meetings of the Association.
6. Approves committee appointments of the President.
7. Approves resolutions and awards presented by the Resolutions and Awards Committee.
8. Authorizes publications of the Association.
9. Approves representatives to other organizations not otherwise covered by the By-Laws.
10. Assists the President and First Vice-President in planning the Annual Conference and in setting time and place for future conferences (at least two years in advance, when possible). The Executive Board may decide in case of an emergency or for other good reasons, that an Annual Conference not be held in a specific year.
11. Receives and considers suggestions or recommendations from committees or any member of the Association.



## FAILURE TO FULFILL OBLIGATIONS AS A BOARD MEMBER

NOTE: Although not directly addressed in the Constitution and Bylaws, a method to deal with Executive Board members who were not fulfilling their obligations to the Association was needed. After examining the WVLA Constitution and Bylaws and Robert's Rule of Order, it was recommended by the Constitution and Bylaws Committee on August 19, 1999 and passed by the Executive Board on September 10, 1999 to include the following in the WVLA Handbook of Organization:

1. In the event that any member of the Executive Board, with the exception of the positions of President and First Vice-President/President Elect (Bylaws, Article II, Executive Board, Section 1, B) the Executive Secretary of the West Virginia Library Commission and the State Supervisor of School Library Services does not fulfill his/her responsibilities, the president or a designee from the Executive Board will contact the individual. If no resolution is found, the Executive Board member will be requested to submit his/her resignation. (Preferred in writing)

NOTE: Executive Board would probably not have the authority to remove Executive Secretary of the West Virginia Library Commission or the State Supervisor of School Library Services. (Both non-voting [ex-officio] members)

If the resignation is not received within a designated time line, the position is declared vacant by the President.

2. The Executive Board has the authority to fill vacancies in any positions except the President and First Vice-President (WVLA Bylaws, Article II, Executive Board, Section 1, B).

## PRESIDENT

### TERM OF OFFICE

1. One year concurrent with the Association fiscal year.
2. Remains as a member of Executive Board as Immediate Past-President the following year.

### DUTIES

#### A. Meetings

1. Presides at all meetings of the Association and the Executive Board.
2. Prepares agenda for all such meetings and reviews minutes prepared by the Secretary before distribution or publication.

3. Calls Executive Board meetings when deemed necessary (see EXECUTIVE BOARD, Meetings, Item 2) sending out notices regarding these meetings.
  4. Invites any WVLA member or a guest to attend an Executive Board meeting when an exchange of information is believed important to the Association.
- B. Program Responsibilities
1. Formulates, with the help of the Executive Board, a program for the Association and supervises its programs.
  2. Plans, with the help of the Executive Board, a program for the Annual Conference.
  3. Represents the Association in all official capacities.
  4. Acts as spokesperson for the Association on all established policies.
  5. Acts as liaison between the Association and official bodies or organizations.
  6. Calls for written annual reports from all divisions, roundtables and committees prior to the Annual Conference.
- C. Financial Responsibility
1. Serves as a member of the Finance Committee which presents a budget of anticipated revenue and expenditures to the Executive Board. See FINANCE under COMMITTEES.
  2. Approves contracts authorized by either the Executive Board or Association.
  3. Submits a presidential budget which includes expected travel (except to Executive Board Meetings) and other expenses. Out-of-state travel should be prioritized.
- D. Appointments
1. Appoints, with the approval of the Executive Board, chair and members of the standing committees as prescribed in the By-Laws.
    - a. In some, but not all cases, the By-Laws specify the size and terms of office of the committee (Continuing Education and Scholarship, Intellectual Freedom, Legislative, Public Relations).
    - b. The By-Laws designate the specific membership of the Finance Committee (Treasurer as Chair, President, First Vice-President) and the Resolutions and Awards Committee (Secretary as Chair, the Immediate Past President, and the Editor of *West Virginia Libraries*).

- c. The By-Laws also designate that the membership of the Site Selection Committee consist of the Treasurer and two other members with previous conference planning experience.
    - d. The First Vice-President, President Elect is the chair of the Conference Committee.
  - 2. Presents to each committee member, upon appointment, the committee's objectives and procedures.
  - 3. Appoints, with the approval of the Executive Board, special committees as required to carry on the work of the Association. Defines duties of special committees.
  - 4. Coordinates committee activities.
  - 5. Designates a person as Federal Relations Coordinator from the membership of the Legislative Committee (appointed on an annual basis).
  - 6. Appoints a Parliamentarian, who upon assuming office, does not sacrifice any of the privileges of membership.
  - 7. Makes any additional appointments necessary to enhance the work of the Association or to improve relationships with other groups.
- E. Records
- 1. Turns over to his successor his files as President and gives to the Second Vice-President records no longer essential to the office of the President.

**FIRST VICE-PRESIDENT (PRESIDENT-ELECT)**

TERM OF OFFICE

- 1. One year concurrent with the Association fiscal year.
- 2. Becomes President the following year.

DUTIES

- 1. Performs the duties and exercises the authority of the President in his absence at meetings of the Association and/or Executive Board.
- 2. Performs the duties and exercises the authority of the President in the event the President becomes incapacitated or vacates the office.
- 3. Serves as chair of the Conference Committee with responsibility for naming the Conference Committee and overseeing all conference planning. The President is

responsible for the program. See CONFERENCE under COMMITTEES. See also CONFERENCE HANDBOOK.

4. Serves as a member of the Finance Committee which presents a budget of anticipated revenue and expenditures to the Executive Board. See FINANCE under COMMITTEES.

## **SECOND VICE-PRESIDENT**

### TERM OF OFFICE

1. One year concurrent with the Association fiscal year.

### DUTIES

1. Assumes the duties of the First Vice-President in the event this office is vacated prior to the end of the elected term
2. Assumes the duties of the President in case the President and First Vice-President have vacated the office of President.
3. Performs the duties and exercises the authority of President in the absence of the President and First Vice-President at meetings of the Association and/or Executive Board.
4. Serves as chair of the Membership Committee and submits a budget to the Finance Committee which includes estimates of computer expenses, mailings, and at least one Membership Committee meeting. See MEMBERSHIP under COMMITTEES.
5. Serves as historian for the Association and arranges for preservation of archival material of the Association housed at West Virginia University (West Virginia Collection).

#### Material to be preserved:

- History, activities, accomplishments and policies in general
- By-Laws and revisions
- Annual reports
- Treasurer's reports
- Minutes
- Projects, including questionnaires
- Programs & Proceedings of Conferences
- Publications -- Bulletins, Newsletters, etc.
- Correspondence of officers and committees which  
is of historical significance.

## SECRETARY

### TERM OF OFFICE

1. Two years concurrent with the Association fiscal year.

### DUTIES

1. Takes minutes of the Executive Board and of the Annual Conference meetings. The Secretary is responsible for keeping the official copy of all minutes of the general meetings. The Secretary should assure that any action of the Association which takes place outside regular business meetings is recorded in the minutes.
  - a. Ascertains that all motions with seconds are recorded.
  - b. Transcribes minutes as soon as possible after meetings.
  - c. Omits discussion, except where pertinent, in official copy of minutes.
  - d. Submits minutes to the President of WVLA for approval before sending minutes to other members of the Executive Board. Establishes deadline with the President in order to distribute minutes to the members of the Executive Board promptly.
  - e. Uses a tape recorder for taking and transcribing notes, when feasible.
2. Promptly submits the minutes of the Executive Board and Annual Conference meetings to the Editor of WEST VIRGINIA LIBRARIES for publication and to the chair of the Handbook Committee.
3. Prepares a report of the Annual Conference meeting and any special meetings of the Association and sends one copy to *Library Journal*, one to *American Libraries*, one copy to the President, and keeps one copy in the Secretary's files.
4. Keeps an up-to-date notebook containing minutes, committee reports, correspondence, Constitution and By-Laws, and a listing of Executive Board members with addresses.
5. Opens for inspection all records and papers in the custody of the Secretary upon request of any active member of the Association.
6. Maintains a sufficient supply of stationery and envelopes to be used by the Association.
7. Sends old or unneeded files of the Secretary to the Second Vice-President for archival purposes.

8. Assists the President or other members of the Executive Board in official correspondence.
9. Serves as chair of the Resolutions and Awards Committee. See RESOLUTIONS AND AWARDS under COMMITTEES. See also AWARDS NOTEBOOK.
10. Responsible for distribution of Constitution and By-Laws changes, policy and procedure changes, and Handbook Revisions to the Executive Board and Committee Chairs.
11. Notifies ALA and all affiliate organizations, *American Libraries* and *Library Journal* of new WVLA officers and other information including future conference dates and sites.
12. Maintain a master list of WVLA social media accounts and passwords.

## **TREASURER**

### TERM OF OFFICE

1. Two years concurrent with the Association fiscal year.

### DUTIES

1. Holds custody of all funds and securities of the Association and maintains an account or accounts at a bank selected for the convenience of each in-coming Treasurer and approved by the Executive Board.
2. Serves as chair of the Finance Committee and assists the President in preparing the budget by giving detailed information on prior years income and expenditures. See FINANCE under COMMITTEES.
3. Makes out proper signature forms at the bank immediately upon taking office.
4. Disburses funds as authorized by the Executive Board. [The President's signature is no longer required on vouchers] (Executive Board Minutes, March 1, 1974).
5. Arranges for the bonding of the Secretary, Treasurer, and Second Vice-President (Membership Chair).
6. Advises members of the Executive Board of their fiscal responsibilities, procedures to use in submitting vouchers, and the importance of submitting expenditures promptly. See "Sample Voucher," FINANCIAL POLICIES AND FORMS.
7. Submits a financial report to the Executive Board at each Board meeting and submits an annual report to the Association at its Annual Conference. See "Treasurer's Report," FINANCIAL POLICIES AND FORMS.

8. Works closely with the Membership Chair in keeping records correct concerning payment of dues.
9. Serves as Treasurer of the Annual Conference, paying all conference expenses approved by the Conference Chairman and Executive Board. See CONFERENCE under COMMITTEES. See also CONFERENCE HANDBOOK.
10. Makes a written financial report of Annual Conference receipts and disbursements to the Executive Board, including the total number of conference registrations, the exact number of persons attending each function, and the fees and other expenses for speakers.
11. Serves on Site Selection Committee. See SITE SELECTION under COMMITTEES.
12. Makes photocopies of checks deposited and vouchers paid.

### **IMMEDIATE PAST PRESIDENT**

#### TERM OF OFFICE

1. One year concurrent with Association's fiscal year

#### DUTIES

1. Advises the Executive Board on matters coming before the Association based on the experience of having served the two prior years on the Executive Board as First Vice-President and as President.
2. Serves as a member of the Resolutions and Awards Committee.

### **ALA COUNCILOR**

#### QUALIFICATIONS

1. Must be a member of both ALA and WVLA.
2. Councilors elected by chapters must be accredited by the chapters to the Secretary of the Council in advance of the first meeting after election. ALA initiates this request.

#### TERM OF OFFICE

1. Three ALA conference years. The term of office begins at the conclusion of the summer conference of the American Library Association following the election of the councilor.

## PURPOSE OF CHAPTER COUNCILORS

"Chapter Councilors provide geographic representation to the American Library Association Council. This representation is based upon the Association's chapters which promote general library service and librarianship in their geographical areas and cooperate in the promotion of general and joint enterprises. The Council is the governing body of the American Library Association."

*Chapter Councilors Model Statement, 1975.*

## DUTIES

1. Participates in the deliberations of the American Library Association Council and votes on issues which come before the Council.
2. Acts as liaison between WVLA and ALA and coordinates the mutual activities and programs.
3. Represents WVLA at the annual and mid-winter meetings of ALA and should attend all sessions of the council and membership meetings. The Executive Board budgets partial reimbursement of the Councilor's expenses to ALA meetings.
4. Keeps the Executive Board informed of important actions of the ALA Council.
5. Maintains files of the Council Minutes, ALA Executive Board Minutes, and pertinent reports.
6. Presents annual report to the membership of WVLA summarizing all ALA Council action that directly affects WVLA, as well as other important action that in the Councilor's judgment should be brought to members' attention.
7. Votes on the Executive Board as a consensus of all Affiliate Representatives (ALA and SELA). Assigns proxy to other Affiliate Representative if unable to attend.

## LIAISON

1. The West Virginia Library Association is a chapter of the American Library Association under provisions of the Bylaws of the American Library Association, Article V.
2. An ALA councilor is elected by the West Virginia Library Association in accordance with the Bylaws of the American Library Association, Article IV, Section 2 (a). (See ALA councilor). The ALA councilor serves a three year term.
3. Chapter dues are paid on an annual basis in accordance with the Bylaws of the American Library Association.
4. The West Virginia Library Association supports programs of ALA, including support of the ALA Washington office through monetary contributions.



5. A member of WVLA is appointed to serve on the ALA Membership Promotion Task Force which is charged with promoting ALA membership within their respective units. Appointments are for two years and are made by ALA upon the recommendation of the president of WVLA.
6. WVLA members are encouraged to participate in ALA activities.

### **SOUTHEASTERN LIBRARY ASSOCIATION (SELA) REPRESENTATIVE**

#### QUALIFICATIONS

1. Must be a personal member of WVLA and SELA.

#### METHOD OF SELECTION

1. Elected by the WVLA membership in the general election.

#### TERM OF OFFICE

1. Four (4) years concurrent with the Association fiscal year.

#### DUTIES

1. Keeps WVLA informed of the activities of SELA.
2. Informs SELA of WVLA activities and concerns.

#### LIAISON

1. The Southeastern Library Association was organized in 1920 and incorporated in 1950. West Virginia joined in 1973. The Association includes ten other states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee and Virginia.
2. "The objectives of this Association shall be to promote library and information services in the southeastern region of the United States through cooperation, research, and the encouragement of staff development." Constitution, Art. II.
3. Dues for personal membership in SELA are set by the Executive Board and approved by a vote of the membership. The membership year begins in January. Membership in the Association is open to any person engaged in library work and any others interested in the objectives of the Association. Organizational memberships are also available.
4. The Executive Board consists of the elected officers and one representative from each state. Each state representative is elected by members of their respective state associations for a term of four years.

5. One Association member from each state must be included on the Nominating Committee for the election of officers (President, Vice-President, President-Elect, Secretary and Treasurer.)
6. The official publication of the Association is Southeastern Librarian. The editors of state journals become Associate Editors of Southeastern Librarian,

### **EDITOR, WEST VIRGINIA LIBRARIES**

#### METHOD OF SELECTION

1. Appointed by the President, with the approval of the Executive Board.

#### TERM OF OFFICE

1. No definite term as Editor. Each President shall have the privilege of appointing an Editor with the approval of the Executive Board. However, a term longer than one year is desirable.

#### HONORARIUM

1. The Executive Board sets and approves an honorarium to the Editor of WEST VIRGINIA LIBRARIES for each issue published within 30 days of the scheduled publication date. If a delay in publication occurs due to printing difficulties, the honorarium may still be presented. Upon notification of the publication of an issue of WEST VIRGINIA LIBRARIES and presentation of a voucher, the Treasurer issues the honorarium to the Editor.

#### DUTIES

1. Appoints an assistant editor or editors; serves on the Executive Board as an ex-officio (non-voting) member.
2. Solicits copy, organizes and edits the materials for inclusion in WEST VIRGINIA LIBRARIES.
3. Edits, rewrites and cuts any material with the exception of Minutes, changes in By-Laws, and official statements of the Association. In consultation with the President and/or Secretary, editing of Minutes may be done for the purpose of clarification for publication.
5. Arranges for layout and printing of WEST VIRGINIA LIBRARIES. Distributes WEST VIRGINIA LIBRARIES within 30 days of scheduled publication date.
6. Handles (with the help of editorial staff) , subscriptions, advertising, and mailing of WEST VIRGINIA LIBRARIES. Obtains mailing labels from the Membership chair.

7. Reports regularly to the Executive Board and seeks help and suggestions not only from the Board but from the membership as a whole.
8. Serves as an associate editor to Southeastern Libraries, the official publication of the Southeastern Library Association (SELA).

#### GUIDELINES AND EDITORIAL POLICY

1. WEST VIRGINIA LIBRARIES is the official organ of the West Virginia Library Association. Articles, editorials, and advertisements published in WEST VIRGINIA LIBRARIES do not necessarily reflect approval or endorsement of the Association. A disclaimer to this effect should appear in each issue of WEST VIRGINIA LIBRARIES.
2. WEST VIRGINIA LIBRARIES is issued on a bimonthly basis. However, exceptions may be made if the Editor and Executive Board feel a change in frequency justified.
3. The principal purpose of WEST VIRGINIA LIBRARIES is to further the objectives of the West Virginia Library Association. It exists to keep the membership informed of the business, financial status, policies and actions of the Association. WEST VIRGINIA LIBRARIES will contain the Association's official statements, minutes, rosters of committees and divisions and any other items directed by the WVLA Board. The Secretary for publication will submit a summary of the minutes of each Executive Board meeting. In addition, information provided by the Association President and other officers may be included.
4. WEST VIRGINIA LIBRARIES may also contain articles of interest to West Virginia librarians. Articles submitted can be concerned with any aspect of librarianship, but pertinence to librarianship in West Virginia will be given first consideration. Items of literary and/or historical value as well as those of current interest may be included. Presentations at the Annual Conference or meetings may be published.
5. WEST VIRGINIA LIBRARIES recognizes its responsibility to keep its readers informed of new developments and thinking in the broad areas of librarianship and the information sciences wherever they may occur.
6. The role of the Editor is not that of a compiler. The Editor reserves the right to reject manuscripts that in his judgment do not meet standards set for content or literary expression.
7. Subscription is included with the WVLA membership dues. The rate for non-members is set by the Executive Board.
8. Space will be provided in WEST VIRGINIA LIBRARIES for letters to the Editor or to the Association. Written and/or pictorial material to be considered for inclusion in WEST VIRGINIA LIBRARIES should be submitted to the Editor. Receipt of materials will neither be acknowledged nor will materials be returned unless such action is requested.

Ultimate responsibility for the contents of WEST VIRGINIA LIBRARIES resides with the Editor.

9. Microfilm copies of WEST VIRGINIA LIBRARIES are available from University Microfilms, Ann Arbor, Michigan.

#### PROCEDURES FOR MAILING WEST VIRGINIA LIBRARIES

(Approved by Executive Board 3/11/05)

1. Two weeks prior to sending the final draft of each issue to the printer, the editor of WEST VIRGINIA LIBRARIES will notify the following:
  - a. WVLA treasurer to insure there is enough postage for the bulk mailing,
  - b. WEST VIRGINIA LIBRARIES circulation editor so that any changes in the institutional listings will be sent to the person in charge of the membership database and,
  - c. The person in charge of the membership database so that all mailing labels, including those for the institutional subscriptions, gifts and exchanges, will be sent to the printer in a timely fashion.
1. Other tasks
  - a. The WVLA membership chair and the person in charge of the membership database will continually coordinate efforts so that all corrections, additions, etc. are handled in a timely fashion.
  - b. The person in charge of the membership database will notify both the WEST VIRGINIA LIBRARIES circulation editor and the WVLA membership chair if there are duplication, correction or other problems with the mailing list.
  - c. One week after being notified of the upcoming mailing of WEST VIRGINIA LIBRARIES, the person in charge of the membership database will inform the editor of the number of total memberships. This will enable the editor, in conjunction with the printer, to decide how many copies of that particular issue of WEST VIRGINIA LIBRARIES to print.

## II. DIVISIONS

### ORGANIZATION

1. The recognized divisions of the West Virginia Library Association are: Academic Library Division, Public Library Division, School Library Division, Special Library Division, Trustees, and Friends.
2. A new division may be formed within the Association after written petition of 30 active members and approval of the Executive Board, with final approval of the Association. See By-Laws, Article VII, Section 5.

## FUNCTION

1. Each division represents a field of activity in general, distinct from that of other divisions.
2. Develops and implements a program of action in line with the Association and the concerns of the group relating to "type of library" and "type of activity".

## OFFICERS

1. Each division has a chair, chair-elect, and secretary who are elected in accordance with Association election procedures. Nominating committees for the divisions adhere to the same schedule as the Executive officer Nominating Committee. See ELECTION PROCEDURES for additional information and timetable.
2. The chair represents the division on the Executive Board of the Association. In case of emergency or other good cause, the chair may appoint another division member as an alternate to attend Executive Board meetings with full voting privileges.
3. No person should accept the position of division chair unless willing and able to give time and attention to the work of the division and available to attend the Executive Board meetings of the Association.
4. Division chairs are responsible for maintaining, in good order, the past and present records of the division and for passing these records to their successors.

## MEMBERSHIP

1. Each active member of the Association is eligible for membership in one (1) division without payment of additional fees.
2. Members may belong to additional divisions upon payment of fees set by the Executive Board.

## MEETINGS/PROGRAMS/WORKSHOPS

1. The annual meeting of each division is held during the Annual Conference of the Association at which time division business is conducted.
2. Division chairs are responsible for planning programs for their divisions during the Annual Conference. The President of the Association should be advised of plans and programs. Programs should relate to the Conference theme, if possible. Planning must be done early to meet Conference deadlines set by the President and the Executive Board.
3. In addition to the Annual Conference meetings, divisions may conduct meetings and workshops of interest to division members throughout the year.

## FINANCES

1. The funds allotted to a division remain with the Treasurer of the West Virginia Library Association who disburses such funds upon receipt of bills from the chair of each division.
2. The officers of the division are responsible for the expenditure of its funds.
3. A proposed budget is submitted to the members of the Finance Committee at least one week before the December Executive Board meeting.
  - a) Items to be included in section budgets are:
    1. Mailing costs, cost of typist, if necessary.
    2. Cost of division meetings and/or workshops
      - a. speaker expense
      - b. facility/refreshments
      - c. the Finance Committee encourages a registration fee and joint workshops to help defray expenses
    3. Telephone costs
    4. Travel for attendance at meetings (except Executive Board meetings) and/or workshops (see REIMBURSEMENTS under FINANCIAL POLICIES AND FORMS)
    5. Printing costs if a directory or manual is a part of the division's activities
    6. Membership dues if joining an ALA division or other foundation
  - b) Items which are not to be in the division budget include:
    1. WVLA Annual Conference expenses - there is a separate conference budget
    2. Expenses incurred for attendance of Executive Board meetings - expenses for board members are paid from the Executive Board budget
    3. Stationary and envelopes - these are supplied by the Secretary

## ELECTIONS

1. Division elections are conducted by mail with the general election. See ELECTION PROCEDURES.

2. Division nominating committees must supply slates to the Nominating Committee and comply with all other election procedures as outlined in the By-Laws.

#### ANNUAL REPORTS

All divisions must submit an Annual Report to the President in sufficient time to be duplicated or in sufficient number to be included in the annual conference packet.

Annual reports contain:

1. Name of division
2. Period of time covered
3. Date report was submitted
4. Name of person/or persons submitting report
5. Accomplishments of the year
6. Recommendations for the following year

### III. ROUNDTABLES

#### ORGANIZATION

1. A new roundtable may be formed within the Association after written petition to and approval of the Executive Board, with final approval of the Association. See By-Laws, Article VIII, Section 2.

#### FUNCTION

1. Each roundtable represents a subject or geographic interest in general, distinct from that of other roundtables and not within the scope of any division.
2. Develops and implements a program of action in line with the Association and the concerns of the group relating to "type of library" and "type of activity".

#### OFFICERS

1. Each roundtable has a chair and chair-elect.
2. At the Annual Conference, roundtable chairs elect one of their own as Roundtable Representative to represent all roundtables on the Executive Board of the Association. This person submits a joint budget for all roundtables and is a voting member of the Executive Board.
3. No person should accept the position of roundtable chair unless willing and able to give time and attention to the work of the roundtable and available to attend the Executive Board meetings of the Association if elected Roundtable Representative.

4. Roundtable chairs are responsible for maintaining, in good order, the past and present records of the roundtable and for passing these records to their successors.

#### MEMBERSHIP

1. Each active member of the Association is eligible for membership in two (2) roundtables without payment of additional fees.
2. Members may belong to additional roundtables upon payment of fees set by the Executive Board.

#### MEETINGS/PROGRAMS/WORKSHOPS

1. The annual meeting of each roundtable is held during the Annual Conference of the Association at which time roundtable business is conducted.
2. Roundtable chairs are responsible for planning programs for their roundtables during the Annual Conference. The President of the Association should be advised of plans and programs. Programs should relate to the Conference theme, if possible. Planning must be done early to meet Conference deadlines set by the President and the Executive Board.
3. In addition to the Annual Conference meetings, roundtables may conduct meetings and workshops of interest to roundtable members throughout the year.

#### FINANCES

1. The funds allotted to roundtables remain with the Treasurer of the West Virginia Library Association who disburses such funds upon receipt of bills from the Roundtable Representative who is responsible for the expenditure of the fund.
2. A proposed joint roundtable budget is submitted to the members of the Finance Committee at least one week before the December Executive Board meeting.
  - a) Items to be included in the joint roundtable budget are:
    1. Mailing costs, cost of typist, if necessary.
    2. Cost of roundtable meetings and/or workshops
      - a. speaker expense
      - b. facility/refreshments
      - c. the Finance Committee encourages a registration fee and joint workshops to help defray expenses
    3. Telephone costs



4. Travel for attendance at meetings (except Executive Board meetings) and/or workshops (see REIMBURSEMENTS under FINANCIAL POLICIES AND FORMS)
  5. Printing costs if a directory or manual is a part of the roundtable's activities
  6. Membership dues if joining an ALA roundtable or other foundation
- b) Items which are not to be in the roundtable budget include:
1. WVLA Annual Conference expenses - there is a separate conference budget
  2. Expenses incurred for attendance of Executive Board meetings - expenses for board members is paid from the Executive Board budget
  3. Stationary and envelopes - these are supplied by the Secretary

#### ELECTIONS

1. Roundtable elections are conducted at each roundtable business meeting at the Annual Conference.

#### ANNUAL REPORTS

All roundtables must submit an Annual Report to the President in sufficient time to be duplicated or in sufficient number to be included in the annual conference packet.

Annual reports contain:

1. Name of roundtable
2. Period of time covered
3. Date report was submitted
4. Name of person/or persons submitting report
5. Accomplishments of the year
6. Recommendations for the following year

#### IV. COMMITTEES

1. The West Virginia Library Association has two kinds of committees--Standing and Ad Hoc. Committees play an important role in achieving a progressive Association program.
2. An active committee provides constructive guidance and direction to the Association officers and provides an opportunity to develop leadership for future Association officers. Standing committees perform a continuing function of the Association and

have the advantage of generating group judgments and continuity of activities. Ad Hoc Committees are appointed to meet a specified need or to continue and/or complete a particular project.

3. Each chair of a committee should understand the stated purpose of function of the committee and work toward the fulfillment of this purpose.
4. The members of each committee are chosen by the President unless the By-Laws indicate a different procedure. In making these appointments, people from different types of libraries and geographical areas should be chosen to give a broad spectrum of representation. The chair should take every opportunity to utilize the capabilities of the members on the committee.
5. The chair is responsible for all contacts with members of the committee. Each committee member needs to know the purpose of the committee and what has been done in the past. Members of the committee should be involved in the committee work from the planning stage.
6. Chairs are expected to present a report at the Annual Conference but also may be requested by the President to present a report at another time. Attendance at an Executive Board meeting, where an item pertaining to the committee's work is discussed, is advantageous for both the committee and the Executive Board.
7. At the end of a term, standing committees' files are transferred to the incoming chair with emphasis on work in progress. Ad hoc committees that have completed their task send their files to the Second Vice-president to be archived.

## **ANNUAL REPORTS**

All committee chairs must submit an Annual Report to the President and Conference Chair in sufficient time to be duplicated or in sufficient number to be included in the annual conference packet.

Annual reports contain:

1. Name of committee
2. Period of time covered
3. Date report was submitted
4. Name of person/or persons submitting report
5. Accomplishments of the year
6. Recommendations for the following year

## **AUDITING COMMITTEE**

### **MEMBERSHIP**

1. No specified number. However, the policy has been to appoint three.

2. Appointed by President with approval of the Executive Board.

#### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

#### DUTIES

1. Audits the Treasurer's books for the previous year before the Annual Conference.
2. Reports the result of the audit to the Executive Board and to the membership.

### **CONFERENCE COMMITTEE**

#### MEMBERSHIP

1. No specified number.
2. Appointed by First Vice-President (Conference Committee Chair) with approval of the Executive Board.
3. The President of the Association is conference program chair.

#### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

#### DUTIES

1. Coordinates all local arrangements, logistics, exhibits, registration, and publicity for the Annual Conference.

### **CONSTITUTION AND BY-LAWS COMMITTEE**

#### MEMBERSHIP

1. No specified number.
2. Appointed by the President with the approval of the Executive Board.

#### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

## DUTIES

1. Considers and recommends needed changes in the Constitution and By-Laws. The Committee may solicit recommendations from the membership or initiate recommendations for a change.
2. Drafts amendments to the Constitution and By-Laws based on changes suggested by membership and/or the Executive Board.
3. Maintains the official copy of the Constitution and By-Laws.
4. Sees that there is no conflict in principle between the Constitution of the Association and the Constitution and By-Laws of the American Library Association.
5. Assists the President in seeing that subsequent amendments to the Constitution and By-Laws are filed with the American Library Association.
6. Reviews function of all committees. Recommends the need to continue existing committees or establish new committees to the Executive Board.

## PROCEDURES

1. All recommendations must first be brought to the Executive Board for discussion and action before presentation to the membership.
2. Written or printed notice of a proposed amendment to the Constitution must be sent to the membership at least two weeks prior to the meeting where it will be presented.
3. An amendment to the Constitution requires an affirmative two-thirds vote of the active members present at any regular or called meeting of the Association.
4. By-Laws may be amended by a majority vote of the active members present at any regular or called meeting of the Association.

## **CONTINUING EDUCATION AND SCHOLARSHIP**

### MEMBERSHIP

1. Eight members.
2. Initially, four appointed to a one year term and four appointed to a two year term; thereafter, appointments are for staggered two year terms with four terms expiring each year.
3. Appointed by the President with the approval of the Executive Board.

#### TERM OF OFFICE

1. After initial committee appointments, subsequent appointments are for two years concurrent with the Association fiscal year.

#### DUTIES

1. Promotes an ongoing continuing education program for all levels of staff within West Virginia libraries.
2. Formulates a scholarship program for West Virginia library personnel working on professional library degrees and library certification programs approved by the committee.
3. Selects recipients for scholarship awards subject to approval of the Executive Board.

#### **ELECTIONS COMMITTEE**

##### MEMBERSHIP

1. No specific number, however tradition has been to appoint six (6); three (3) to prepare and send ballots and three (3) to act as tellers. Tellers may not be candidates for any executive or division office.
2. Appointed by the President with the approval of the Executive Board.

#### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

#### DUTIES

1. Evaluates vehicles for electronic voting and recommends a method to the Executive Board no later than the June meeting.
2. Prepares ballots for Association offices and divisions from information provided by the Nominating Committee.
2. Distributes ballots to all members in good standing.
3. Collects and counts ballots returned by due date.
4. Reports results at Annual Conference.

See ELECTION PROCUDURES for additional information and timetable.

See also ELECTION HANDBOOK.

## **FINANCE COMMITTEE**

### MEMBERSHIP

1. Three members.
2. Membership established by the By-Laws to include Treasurer as chair, the President and the First Vice-President.

### TERM OF OFFICE

1. Members serve concurrent with their term in office.

### DUTIES

1. Studies the finances and needs of the Association.
2. Before the first Executive Board meeting, asks from various divisions, roundtables, committees, and officers an estimate of their expected expenditures for the year.
3. Prepares and presents to the Executive Board at its first meeting of the year a budget including anticipated revenues and expenditures.
4. Studies the expenditure of any sum not budgeted before Executive Board action.

see also FINANCIAL POLICIES AND FORMS

## **HANDBOOK COMMITTEE**

### MEMBERSHIP

1. No set number, however the policy has been to appoint three (3).
2. Appointed by the President with the approval of the Executive Board.

### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

### DUTIES

1. Maintains and revises the WVLA Handbook of Organization to be reflective of changes in the Constitution, By-Laws, and current policy of the Association.

## **INTELLECTUAL FREEDOM COMMITTEE**

### **MEMBERSHIP**

1. At least seven members with at least one person from each division of the Association: Academic Library Division, Public Library Division, School Library Division, Special Library Division, Trustees, and Friends.
2. Expired terms and chair appointed by President with the approval of the Executive Board.

### **TERM OF OFFICE**

1. Members are appointed for three year staggered terms concurrent with the Association fiscal year with no more than three of the terms expiring each year.
2. Appointments to fill vacancies shall be for the remainder of the unexpired term.

### **PURPOSE**

The Intellectual Freedom Committee shall exist as a reaffirmation of the West Virginia Library Association's commitment to the Freedom to Read Statement of 1953 and to the Library Bill of Rights concerning "basic policies which should govern the services of all libraries," and the Program of Action in Support of the Library Bill of Rights: adopted by the office for Intellectual Freedom and the Intellectual Freedom Committee of the American Library Association and approved by the ALA Council, June 27, 1969.

### **DUTIES**

1. Engages in educational meetings and programs with librarians and interested citizens, to advance the right of the freedom to read and the importance of protecting that right.
2. Investigates complaints of censorship pressure reported by an individual or institution.
3. After investigation, reports all incidents of complaints of censorship along with recommendations for action to the Executive Board. The Executive Board determines the course of action to be taken.
4. The Intellectual Freedom Committee, upon authorization of the Executive Board, supports stand by librarians and/or interested citizens in opposition to state and community censorship efforts, such as legislation at the local, county and state level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with the selection and acquisitions of library materials or other professional activities of librarians.
5. Represents the Association, when authorized by the Executive Board, at meetings and hearings related to intellectual freedom.

6. Keeps informed of national developments in intellectual freedom.
7. Upon authorization of the Executive Board, cooperates with the ALA Intellectual Freedom Committee by informing it of pertinent legislation and local actions pertaining to censorship.
8. Establishes routine liaison with the Federal Relations Coordinator and the Legislative Committee.
9. Sets up procedures for handling all aspects of intellectual freedom including the registering of complaints and the establishment of machinery for hearings and action by the Executive Board and/or Association.
10. Establishes methods of keeping the WVLA membership informed of the Committee's work and makes available information on intellectual freedom to concerned persons.

## **LEGISLATIVE COMMITTEE**

### **MEMBERSHIP**

1. Twelve members.
2. Appointed by the President with the approval of the Executive Board.
3. The vice-chair assumes the duties of the chair the following year.
4. Annually, the President designates a vice-chair, Federal Relations Coordinator, and a Library Appreciation Day Coordinator from the membership of the committee.

### **TERM OF OFFICE**

1. Members are appointed to staggered three year terms concurrent with the Association fiscal year with four terms expiring each year.
2. Appointments to fill vacancies on the committee shall be for the remainder of the unexpired term.

### **DUTIES**

1. Studies legal and legislative matters of concern and interest to all types of libraries in the state, disseminates legislative information to the membership, and makes recommendations to the Executive Board and the membership.
2. Prepares and promotes an effective legislative program for the Association.
3. Acts as the resource agent of the Association for the West Virginia Legislature.



4. Conducts campaigns through a legislative network of interested people when important pieces of legislation are to be considered on either the state or federal level.

#### **DUTIES OF FEDERAL RELATIONS COORDINATOR**

1. Keeps the WVLA membership informed and coordinates the promotion of federal legislation within the state based upon information received from the ALA Washington office.
2. Responds appropriately to requests from ALA for support for library legislation pending in Congress.
3. Keeps the ALA Washington office informed of the activities of the West Virginia Library Association in order to pass along information to the West Virginia Congressional delegation.
4. Recruits and organizes WVLA representation at ALA Legislative Day in Washington. A budget should be submitted to the Finance Committee for this purpose.
5. Ex-officio member of the Executive Board

#### **DUTIES OF LIBRARY APPRECIATION DAY COORDINATOR**

1. Appoints a project committee with approval of the President to plan and coordinate Library Appreciation Day activities.

#### **MARKETING COMMITTEE**

##### **MEMBERSHIP**

1. No specified number.
2. Appointed by the President with the approval of the Executive Board.

##### **TERM OF OFFICE**

1. Appointments are for one year concurrent with the Association fiscal year.

##### **DUTIES**

1. Designs, orders, maintains an inventory, and sells at a profit merchandise that promotes libraries and reading.

## **MEMBERSHIP COMMITTEE**

### MEMBERSHIP

1. No specified number
2. Second Vice-President is chair of the committee.
3. Other members are appointed by President with the approval of the Executive Board.

### TERM OF OFFICE

1. Second Vice-President serves for one year to coincide with term of office
2. Appointments are for one year concurrent with Association fiscal year.

### DUTIES

1. Maintains accurate membership records.
2. Devises a campaign which will attract into the Association a large body of library employees at all levels and from all types of libraries and other persons interested in libraries.
3. Assists President by providing name of those members interested in committee appointments.
4. Recruits new members and contacts members who have not renewed their membership. Works closely with divisions of the Association.
5. Watches for the arrival of new librarians in the state and gives them a personal invitation to join the Association.
6. Emphasizes to members and potential members the services WVLA provides in obtaining good library service for the residents of West Virginia.
7. Prepares promotional materials to be used for recruitment.
8. Contributes to WEST VIRGINIA LIBRARIES and cooperates with the editor in publicizing membership.

## **NOMINATING COMMITTEE**

### MEMBERSHIP

1. No specified number, however the policy has been to appoint three.

2. Appointed by the President with the approval of the Executive Board.

#### TERM OF OFFICE

1. Appointments are made for one year concurrent with the Association fiscal year.

#### DUTIES

1. Solicits nominees and prepares a slate with biographical sketches; annually for First Vice-President and Second Vice-President, biennially for Secretary and Treasurer, triennially for ALA Councilor and quadrennially SELA Representative or as often as required by the Constitutions of ALA and SELA respectively.

NOTE: The policy for several years has been to have two nominees for each office. This policy has been supported by the Executive Board.

2. Contacts nominees, outlines duties, and secures consent of nominee.
3. Presents nominee list to Executive Board for approval no later than June 1.
4. If the slate is approved by the Executive Board, the Chair of the Nominating Committee provides the Secretary of the Association a copy of the nominee list and procedures for petition. Within five (5) days of the Board meeting, The Secretary sends the approved slate and petition instructions to the webmaster and the listserv. The list is also sent to the Editor of WEST VIRGINIA LIBRARIES for inclusion in the next scheduled publication. . If the slate is not approved by the Executive Board, the Board shall immediately set a new schedule for elections and announce the new schedule to the membership. The election process must be complete at least 30 days before the end of the WVLA fiscal year.
5. Collects petitions, prepares biographical sketches for these additional nominees and notifies the Executive Board of these petitions.
6. Collects division nominations and biographical sketches.
7. Sends copies of all nominations and biographical sketches to the webmaster, Editor of WEST VIRGINIA LIBRARIES and to the chair of the Elections Committee after petition deadline.
8. The complete slate shall be announced to members of the Association before formal balloting by electronic communications.

See ELECTION PROCEDURES for additional information and timetable.

## **PUBLIC RELATIONS COMMITTEE**

### **MEMBERSHIP**

1. Three members
2. Appointed by the President with the approval of the Executive Board.

### **TERM OF OFFICE**

1. Appointments are for one year concurrent with Association fiscal year.

### **DUTIES**

1. Publicizing (to the general public) the value and importance of libraries through news media--TV, newspapers, radio, trade and professional journals, etc.
2. Coordinates the publicity of the Association.
3. Establishes and maintains contacts with officers, committees, and divisions for information about newsworthy events.
4. Works closely with the editor of WEST VIRGINIA LIBRARIES and the West Virginia Library Commission to promote library publicity.
5. Keeps a copy of all publicity on file.

## **RESOLUTIONS AND AWARDS**

### **MEMBERSHIP**

1. Three members.
2. Membership established by the By-Laws to include the Secretary as chair, Immediate Past-President and the Editor of WEST VIRGINIA LIBRARIES.

### **TERM OF OFFICE**

1. The Secretary serves a two-year term concurrent with term in office.
2. The Immediate Past-President serves a one year term concurrent with term in office.
3. The Editor of WEST VIRGINIA LIBRARIES serves a term to coincide with his term as Editor.

## DUTIES (RESOLUTIONS)

1. Receives and considers suggestions for resolutions proposed by membership.
2. Prepares such resolutions for the vote of the Association.
3. Proposes resolutions which deal primarily with library issues; which recognize notable local achievement; and formal resolutions of thanks and appreciation.
4. Secretary (chair of the committee) presents the resolutions to the membership at the business meeting of the Annual Conference.
5. Sees that resolutions are signed by the President of the Association, as well as by the chair of the committee when appropriate, and mails copies to recipients or to a relative of a deceased recipient.

## DUTIES (AWARDS)

One of the highlights of each conference is the occasion at which the West Virginia Library Association recognizes constructive accomplishments and meritorious achievement in West Virginia library service, publishing, and writing. It is the responsibility of the Resolutions and Awards Committee to select recipients for the awards. Awards may be conferred on an outstanding West Virginia library trustee, a librarian, an outstanding citizen who has made a significant contribution to library development, a publisher, or author.

Three types of awards are given:

- (a) Certificate of Merit for service to libraries and librarianship in West Virginia.
  - (b) The Dora Ruth Parks Award for long and outstanding service to libraries and librarianship.
  - (c) Literary Award for an outstanding publication. It has been the policy to present this award to a West Virginia author. However exceptions may be made for contributions to Appalachian literature.
1. Actively solicits nominations for awards from the membership.
  2. Decides on number of awards to be presented and the recipients of these awards.
  3. Presents report to the Executive Board for approval at the summer meeting, if possible.
  4. Prepares citation for each recipient and award folder. Usually a friend of the award recipient is asked to supply information or to write the citation.
  5. Presents the awards at the annual banquet. The Secretary may read the citations or may ask other members to read the citations. Occasionally, a friend of a recipient is

asked to read the citation. Instructions are followed for presentation as given in the AWARDS NOTEBOOK.

6. Provides copies of the citations for the recipients, the AWARDS NOTEBOOK and the editor of WEST VIRGINIA LIBRARIES.
7. Provides the chair of the Public Relations Committee with information for press releases concerning awards and/or resolutions. Newspaper coverage should be provided in the local area of each recipient.

See also AWARDS NOTEBOOK.

## **SITE SELECTION**

### MEMBERSHIP

1. Three members.
2. The treasurer and two other members with previous conference planning experience appointed by the President with approval of the Executive Board.

### TERM OF OFFICE

1. Appointments are for one year concurrent with the Association fiscal year.

### DUTIES

1. Evaluates future conference sites and makes recommendations to the Executive Board at least two years in advance.
2. Negotiates necessary contracts with sites approved by the Executive Board as far ahead as housing conditions require.

## **V. ELECTION PROCEDURES**

### TIMETABLE

All election procedures are based on a time frame outlined in the By-Laws. Portions of the timeline are relative to the date of the Annual Conference. The first duty of the chairs of the Nominating and Elections committees is to become familiar with the due dates for activities of their committees.

1. By June 1, the Nominating Committee presents a slate of candidates to the Executive Board.
  - a. Within five days of Executive Board approval, the slate is posted on the WVLA web site, distributed on the WVLA list serve and/or made available to the

membership by other appropriate electronic means. The Secretary is responsible for providing the webmaster with a copy of the slate and for distributing the email message. The Secretary will also provide the Editor with the slate to be published in the next scheduled edition.

- b. Electronic and print announcements must include instructions for nominating additional candidates. For more details, see number 3 below and also PETITIONS in this section.
  - c. If the slate is not approved, the Board will immediately set a new schedule for elections and announce the new schedule to the membership. The election process must be complete at least 30 days before the end of the WVLA fiscal year.
2. Additional candidates for each office may be nominated upon petition by at least ten members of the Association, provided the petitioners have secured the written consent of each nominee in advance. Those names shall be forwarded to the Chair of the Nominating Committee no later than July 31 and shall be added to the slate of candidates.
  3. The complete slate shall be announced to members of the Association by electronic communications before formal balloting.
  4. A ballot containing names, biographical information and statements of concern of all candidates shall be distributed in the most expeditious and efficient manner to all members whose dues are paid by July 31 of the current membership year. The intent of the 2011 Bylaws change was to make electronic ballots the preferred method. However, members must be given the opportunity to opt for paper ballots, by indicating this preference on the membership form when remitting annual dues. At the time of the Bylaws change, it was felt that Survey Monkey or a similar product would accommodate electronic voting. Early in the Association fiscal year, the Elections Committee should explore options and make a recommendation to the Executive Board.
    - a. Ballots shall be distributed no later than 6 weeks prior to the annual meeting.
    - b. Voting must close no later than 3 weeks before the annual meeting. Ballots (in any format) submitted after that time shall not be counted.

## NOMINATIONS

1. Any member of the Association in good standing is eligible to be nominated for any office.
2. Members who would like to seek an office in the Association should make their desires known to the Nominating Committee as early as possible. Members not nominated are still eligible for candidacy through the petition process. See PETITIONS under ELECTION PROCEDURES for additional information.

## CONSENT AND BIOGRAPHICAL DATA

1. The Nominating Committee shall obtain the written consent of all candidates whether selected by the Nominating Committee or nominated by petition.
2. Biographical information and Statement of Concern for all candidates shall follow the guidelines as noted on the WVLA Nominee's Biographical/Acceptance Form.

## PETITIONS

1. Other candidates may be nominated upon petition by at least ten (10) members of the Association.
2. The petitioners must present the written consent of each nominee.
3. Petitions must be completed and received by the chair of the Nominating Committee no later than July 31.
4. Procedures for nomination by petition should be clearly stated with the Nominating Committee slate announcement.

## BALLOTS

1. Ballots list all candidates for Association and Division offices along with biographical information and Statements of Concern provided by the Nominating Committee.
2. For ease of tabulation, it has been the practice to have paper ballots for the general election and the division elections printed on paper of different colors. See ELECTION HANDBOOK for samples.
3. Electronic balloting must be designed deter counterfeiting of ballots, but protects the anonymity of members.
4. No later than six weeks prior to the Annual Conference ballots are distributed. If distributed by surface mail, they are by first class surface mail. Ballots are distributed to all members whose dues are paid by July 31 of the current membership year, life members and honorary members.

## TABULATION OF BALLOTS

1. Voting ceases no later than three weeks prior to the Annual Conference. Ballots received after the due date are not counted.
2. All ballots remain unopened until the full Teller Subcommittee is present to tabulate the results.
3. Votes for write-in candidates are not counted.



4. The Head Teller informs the President of the results of the election and announces the elected candidates at the Annual Conference. Vote counts are not announced. As a courtesy, the President may inform those elected prior to the Annual Conference.
5. The Head Teller retains possession of all ballots until after the Annual Conference in case of a recount. The Parliamentarian of the Annual Conference will provide the procedure for the recount.

#### TIE ELECTIONS

1. In case of a tie, the Head Teller notifies the President and the chair of the Election Committee. The By-Laws (Article VI, Section 2C) specify that the Executive Board immediately declares a run-off mail election between the tied candidates. The Election Committee prepares the necessary ballot. All members whose current year's dues are paid at the time of the mailing are eligible to vote.
2. All other procedures will be followed as in the first election.
3. All ballots must be returned to the Head Teller within thirty (30) days of ballot mailing. The successful candidate shall be announced five (5) days thereafter.
4. The incumbent officer/s shall hold office until a successor is elected.

### **VI. FINANCIAL POLICIES AND FORMS**

#### BUDGET

1. All expenditures of the West Virginia Library Association are budgeted. No officer, division chair, committee chair, roundtable chair or individual is authorized to make an expenditure unless it has been included in the budget.
2. The budget will be prepared by the Finance Committee (see Finance Committee) and presented to Executive Board at the December meeting. Division heads should present budget proposals to all members of the Finance Committee at least one week before the scheduled meeting. Final approval of the budget is usually postponed until the March meeting. Committee chair and division officers will be notified promptly of their allocations. Bills for budget funds may be incurred in the name of WVLA but must be approved by the division chair or committee chair and submitted to the Treasurer for direct payment.
3. Programs and activities conceived later in the year may also be considered for financial assistance if the request is submitted to the Finance Committee and approved by the Executive Board.

## REIMBURSEMENTS

1. Members of the Executive Board are reimbursed transportation costs for attendance at Executive Board meetings. The rate is set by the Executive Board but does not exceed those rates paid by the State of West Virginia to its employees. The cost of board members' lunch the day of the meeting is also reimbursed.
2. Members of the Finance Committee and those specifically invited to attend the Finance Committee meeting will be reimbursed for meals and overnight lodging.
3. Division chairs who need to arrive at Executive Board meeting sites the night before should provide for reimbursement from the section budget.
4. Those persons invited to report to a meeting of the Board shall be reimbursed under the same policy as members of the Executive Board.
5. Expenses are not paid for Executive Board meetings scheduled at the time of the Annual Conference.

## ASSOCIATION TRAVEL

1. A member of the Executive Board who is authorized to conduct business in behalf of the Association may also be reimbursed for travel and meals.
2. A member of the Association who is asked by the Executive Board to conduct business in behalf of the Association may also be reimbursed for travel and meals.
3. This reimbursement may be full or partial depending on the current financial condition of the Association. Both the Board and the person traveling should agree on the degree of reimbursement before the travel is undertaken.

## HONORARIA FOR PARTICIPANTS AT WVLA CONFERENCE OR WORKSHOPS

1. WVLA members are not reimbursed for Annual Conference participation. Exceptions to this may include Association members who perform or entertain and who normally would be paid for such performances. Members who are asked to speak at the Annual Conference or WVLA Workshops that they would not normally attend are usually reimbursed for transportation, meals and lodging if needed.
2. Guests of WVLA are not reimbursed by the Association if expenses are paid through some other source.
3. Guest speakers may be given honoraria in an amount is authorized by the Executive Board. Guest speakers are reimbursed for all necessary expenses including transportation, meals and lodging if needed. All speakers should be provided a WVLA Expense Voucher Form (see forms at the end of this section) that clearly outlines

reimbursable expenses. Terms other than those on the form must be negotiated in writing and approved by the Executive Board.

4. Members of the West Virginia library community who are not members of WVLA but who are asked to speak at the annual conference or WVLA workshops are usually reimbursed for transportation and meals at a rate not to exceed that established for West Virginia state employees.

## **FINANCIAL FORMS**

### **WVLA - REIMBURSEMENT FORM**

The attached form is being sent prior to your attendance so you will be prepared to turn it in at the conclusion of the meeting.

#### **I. TRANSPORTATION**

1. Reimbursement for transportation by commercial conveyance will be made at actual cost, provided the travel was by the most direct and expeditious route and ticket receipts are attached to your invoice. Reimbursement of transportation expenses involving air travel will be limited to tourist or economy class when available. If tourist or economy class is not available, please indicate this on your invoice. At your own discretion, you may, of course, use first class air travel provided it is understood that the difference will not be reimbursable. Flight insurance is not reimbursable.
2. Use of privately owned automobile is allowed only in cases where it would be more economical than other means of transportation or where there is no other convenient mode of transportation. Reimbursement for travel by personal automobile will be made at a rate set by the Executive Board but not exceeding those rates paid by the State of West Virginia to its employees . This rate will cover all expense relative to the operation of the car -- gasoline, oil, etc. In those cases where a traveler elects to use his privately owned automobile in lieu of commercial conveyance, reimbursement will be made on the basis of equivalent tourist or economy air fare, train fare or actual mileage driven, whichever is less.
3. Car rental is allowed only in cases where it would be more economical than other means of transportation or where there is no other convenient mode of transportation. Reimbursement for travel by rental car will be at actual cost. A receipt from the car rental agency must be attached to your invoice. If a car rental is used partly for personal reasons, that personal expense should be deducted from the rental receipt. Parking charges incurred on official business will be reimbursed.
4. Reimbursement for taxi and limousine fee will be made at actual cost, provided such expenses were incurred on official business and are reasonable. An itemization of these expenses should be shown on your invoice.

## II. SUBSISTENCE:

Subsistence expenses will be claimed on an actual cost basis. Reimbursement for actual costs will be made for hotels and meals. Room receipts must be attached to your invoice. If you are accompanied by unauthorized persons and your hotel bill is for a double room, please have the hotel indicate the single room rate and use this rate in your request for reimbursement. Alcoholic beverages either with meals or as a bar tab will not be reimbursed by WVLA.

## VII. SOCIAL MEDIA POLICY

### PURPOSE

1. This policy outlines the appropriate use and management of social media on behalf of the West Virginia Library Association.

### GOALS

1. The goals for WVLA's current and/or future social media pages are:
  - A. To update members and the general public on changes to WVLA services and relevant news.
  - B. To assist members and the general public with issues regarding WVLA services and issues.
  - C. To promote library service and librarianship in West Virginia.
  - D. To promote WVLA and its events and services.
  - E. To foster an ongoing rapport with members and the larger library community.

### PROCEDURE

1. Creation of new social media profiles on behalf of WVLA must be voted on and approved by the WVLA Executive Board. Designated content creators must be nominated and voted on by the WVLA Executive Board. A master list of WVLA social media accounts and passwords will be maintained by the Secretary. Designated content creators should:
  - A. Be knowledgeable about social media and its use as a marketing and information tool.
  - B. Have the capability to use various technologies and tools needed to create social media content.
  - C. Regularly update, maintain and moderate content.

- D. Respond to inquiries or comments made via social media in a timely fashion.
- E. Check content for factual, grammatical, and spelling errors before posting.
- 2. Information and content posted through any WVLA social media must:
  - A. Reflect the goals set by the West Virginia Library Association in its bylaws and the Association's approved Social Media Policy.
  - B. Be accurate and present views in a professional, nonderogatory manner.
  - C. Content is limited to issues and matters directly related to West Virginia libraries or librarianship.
  - D. Attribute the original source when necessary.
- 3. The WVLA Executive Board maintains the right to moderate content or posts.

## **VII. ARCHIVES AND RECORDS**

- 1. The historical records of the Association are housed in the West Virginia Collection at the West Virginia University Library, Morgantown, West Virginia.
- 2. Officers, Division, Committee, and Roundtable Chairs are responsible for maintaining complete records of their activities and are required to turn all such records over to their successors in good order.
- 3. After records are reviewed and no longer needed, the Second Vice-President should be contacted to arrange for their transfer to the West Virginia University Library. Final decision on what to preserve is the responsibility of the Second Vice-President with advice from the Executive Board.
  - a. According to Michael Ridderbusch in the West Virginia Collection, there are two rules of thumb to follow when archiving Association records:
    - i. Identify what is of permanent value and archive only those. Further administrative records such as minutes, correspondence of the president, conference programs, annual financial statements, etc. are of permanent value. Operational records such as invoices and initial planning documents are not of permanent value. Invoices and conference planning documents, for example, could be kept for 5 years and then discarded, not sent to the archive.
    - ii. Send only records which are not active. For example, for 2011, records from 2010, 2009, and 2008, would be on hand and records from 2007 sent to the archives

## **VIII. PARLIAMENTARIAN**

### METHOD OF SELECTION

1. Appointed by President. Does not sacrifice any of the privileges of membership and retains the right to vote.

### TERM OF OFFICE

1. One year beginning December first and ending November thirtieth.

### DUTIES

1. Advises the President, other officers, committees, and members on matters of parliamentary procedure.
2. Performs an advisory and consultative role only.
3. Calls to the attention of the chair any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
4. Uses Roberts Rules of Order as the authority for parliamentary decisions where it does not conflict with the Constitution and By-Laws.

**NOTE:** In recent years, a parliamentarian has not been appointed for Executive Board meetings. However, a parliamentarian has been retained to be present at the annual business meetings. This person is not necessarily a member of WVLA. He/she is retained because of expertise in parliamentary procedure and may be reimbursed for expenses.

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