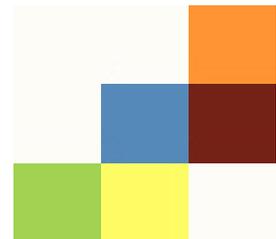


APLA
Vice President/President
Elect Orientation
Handbook



OBJECTIVES OF THE ASSOCIATION

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

MISSION STATEMENT AND STRATEGIC GOALS

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

Mission Statement

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

Strategic Goal 1: Regional Voice Role

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

Strategic Goal 2: Communication

To improve internal and external communications.

Strategic Goal 3: Value of Libraries

To promote the value and worth of the library and its workers.

Strategic Goal 4: Interest Groups

To improve the effectiveness of the interest groups.

Strategic Goal 5: Continuing Education

To develop an effective continuing education programme.

DUTIES OF THE FIRST VICE-PRESIDENT/PRESIDENT-ELECT

1. Serves the first year after election as First Vice-President, the second year as President and the third year as Past-President (Article 75).

2. Presides at all Ordinary General Meetings when the President is not present within fifteen minutes after the appointed time (Article 31).
3. Assumes Presidential responsibilities should the Office of the President be vacated.
4. Convenes, while First Vice-President, the Committee on Aims and Objectives (Standing Order 5.03).
5. Serves, while First Vice-President, as the convener of the Committee on Committees and Interest Groups (Standing Order 5.02).
6. Serves, while First Vice-President, as a member of the Finance Committee (Standing Order 5.01).
7. Serves as a member of the Membership Committee (Executive meeting, January 1992; Standing Order 5.04).
8. Establishes, while First Vice-President, the Resolutions Committee.
9. Collaborates with the Past-President in presenting orientation for new Executive and conveners.
10. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

BACKGROUND: APLA EXECUTIVE AND MEETING PROCEDURES

The Officers of the Association (Article 72) shall be:

- a. the President;
- b. the First Vice-President, who shall also be designated President-Elect;
- c. the Treasurer residing in the Province of Nova Scotia;
- d. a Vice-President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
- e. a Vice-President with principal responsibilities of recruitment and retention of members;
- f. the immediate Past-President.

All of the above shall be elected normally by a postal ballot of the Association and, with the secretary and editor of the APLA Bulletin, shall constitute the executive of the Association. The secretary and editor of the APLA Bulletin shall be non-voting members of the executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.05) and when they take office (Article 73 (1)). The secretary and the editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

Duties and Responsibilities:

1. To administer the affairs of the Association (Articles 81 and 82).
2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next ordinary general meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5)]
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the executive (Standing Order 3.02 and 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.05).
6. To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
7. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
8. To establish the subscription rate for the APLA Bulletin, upon the advise of the Bulletin Management Board (Standing Order 8.04).
9. To take positive and appropriate action whenever instances of censorship which violate the CLA "Statement on Intellectual Freedom" occur in the Atlantic Provinces (Standing Order 9.03).
10. To amend standing orders (Article 82 (n)). When the Executive makes, varies or repeals any standing order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next Ordinary General Meeting for confirmation or rejection (Standing Order 1.09).

Quorum

The executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the

February 26, 1989 meeting the executive determined that a majority shall constitute a quorum of the executive. (Standing Order 1.03)

Guidelines for executive meeting expenses

The following were approved by the executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
 - a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;
 - b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
 - c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
 - d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$24.00

2. Executive members who reside within the meeting area will be covered under group expenses only.
3. Group expenses:
 - a. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
 - b. the meeting room will be selected based on the lowest available rate at that time
4. General:
 - a. executive meetings will occur on Saturdays and Sundays ;
 - b. the executive will hold committee and special meetings on Saturday concurrent with a dinner;
 - c. the executive meeting will be adjourned on Sunday in sufficient time for all members to return home that day;
 - d. extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;

- e. executive members may request travel advances.

Points of information:

1. The executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the executive. Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The president may call at any time, and shall call upon the request of any two directors, a meeting of the executive (Article 57).
4. Members of the executive shall report to executive meetings and to the ordinary general meeting as required by their executive position or, where relevant, in their role as committee convener.
5. Each member of the executive shall maintain a file containing:
 - a. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
 - b. a list of members of the executive and conveners of committees;
 - c. the minutes of the meetings of the executive and the ordinary general meetings for the last three years;
 - d. a copy of the APLA Procedures Manual.
6. Each member of the executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

COMMITTEE ON AIMS AND OBJECTIVES

Status:

Executive Committee

Terms of reference (Standing Order 5.03):

To regularly consider the aims and objectives and the program of the association with a view to recommending developments or changes in either.

Membership (Standing Order 5.03):

1. The convener shall be the Vice-President/President-Elect.
2. The provincial Vice-Presidents shall be members.
3. The President shall be an ex-officio member.

COMMITTEE ON COMMITTEES AND INTEREST GROUPS

Status:

Executive Committee

Terms of reference (Standing Order 5.02):

1. To recommend, as necessary, to the Executive and the association the formation of new committees and interest groups.
2. To prepare terms of reference for those committees and interest groups if established.
3. To appoint conveners to committees and interest groups when necessary and members to serve on those committees.
4. To recommend when necessary the dissolution of standing committees and interest groups.

Membership (Standing Order 5.02):

The Vice-President/President-Elect shall be the convener.

Points of information:

1. All conveners and members shall be members in good standing of the association at the time of appointment.
2. Committee and interest group conveners should be in place in the spring prior to the annual conference so that the work of the committees and interest groups can begin at the annual conference. The Vice-President/President-Elect ensures that this happens.
3. The Vice-President, membership provides conveners with information on interested members. This information may come from the membership forms. A copy of the information should also be sent to the Vice-President/President-Elect.
4. The Vice-President/President-Elect should ensure that each convener receives a copy of the Procedures Manual at the beginning of his/her term.
5. The Vice-President/President-Elect shall notify the secretary and the Bulletin editor of any changes to the list of committee and interest group conveners. This notice should include contact information for the new convener.
6. include contact information for the new convener.

FINANCE COMMITTEE

Status:

Executive Committee

Terms of reference (Standing Order 5.01):

1. To work with the treasurer in preparing the annual budget estimates for the approval of the Executive.
2. To monitor and make recommendations to the Executive with regard to the structure and quality of the financial and membership records of the association.
3. To annually make recommendations at the spring Executive meeting concerning the membership and subscription fees for the succeeding year.
4. To serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the year.
5. To serve as trustees and administer the Carin Alma E. Somers Scholarship Trust Fund and submit a detailed financial statement at the conclusion of the fiscal year.

Membership (Standing Order 5.01):

1. The President shall be the convener.
2. The Vice-President/President-Elect and the treasurer shall be members.

Activities:

1. To prepare a budget for review and approval by the Executive and for presentation to the Ordinary General Meeting (Annual Conference, 1970).
2. To approve, in advance of presentation to the Executive, all expenditures beyond the budgeted amount.
3. To approve allocations from the General Activities Fund (see Appendix E). Applications for allocations from the General Activities Fund are not to be considered if they are to support programs which are held as part of the annual conference (Executive meeting, September 1986).

Points of information:

1. The cost of preparing and distributing a membership list shall be budgeted annually (Annual Conference, 1970).
2. A percentage of each personal and institutional membership fee, not to exceed 50 percent of the fee, may be allocated to the support of the official publication of the Association (Standing Order 2.04).
3. The Executive shall set an amount annually to support the attendance at Fall, Winter and Spring (3) Executive meetings of the officers, the secretary and one editor of the Bulletin. APLA will pay travel and one night accommodation for the second spring meeting (usually the joint Executive meeting at the annual conference). APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).

4. Annually the Executive will consider funding an official delegate to the Provincial and Territorial Library Associations Council (PTLAC). This decision will be based upon availability of money for funding and the usefulness of that year's meeting. Funding will be: airfare and a maximum of two nights accommodation as required to attend this meeting (Standing Order 3.06).
5. Expenses may be paid to the Association's official delegate(s) to meetings of other organizations with which the Association has official affiliation (Standing Order 3.07).
6. Memberships and corresponding fees in other associations shall be evaluated annually on the basis of: i) value of membership, and ii) value of the association (Standing Order 9.04).
7. Minutes of decisions taken must be kept and turned over to the financial examiner when the books are examined.

MEMBERSHIP COMMITTEE

Status:

Executive Committee

Terms of reference (Standing Order 5.04):

1. To recruit prospective APLA members.
2. To report membership statistics.

Membership (Standing Order 5.04)

1. The convener shall be the Vice-President, membership.
2. Provincial Vice-Presidents, the treasurer and the Vice-President/President-Elect shall be members.
3. Corresponding members may be appointed from all appropriate regions of the Atlantic Provinces.

Activities:

1. To remain in good standing, members must pay fees within three months of the expiration of their membership. Memberships expire 12 months from the end of the month in which the Vice-President (Membership) receives the initial membership form, or on March 31 for members who joined APLA prior to June 2004. (Standing Order 2.01).
2. The committee is responsible for maintaining the membership form. Recommended changes should be submitted to the Executive for discussion and approval. The on-line database must be considered when changes to the form are suggested.

3. Normally the committee will discuss membership issues and plan for membership drives or other activities. The provincial Vice-Presidents will contact members in their area who have not renewed.
4. The committee shall meet at least twice a year, preferably on the Saturday preceding the Fall and Winter Executive meetings (Executive meeting, 16 January 1994, item 6.5b).

Points of information:

1. A statistical membership report shall be given at every conference and published as part of the conference minutes and proceedings. Such a report should give statistics of types of membership, geographical distribution, a report on new members, etc. (Standing Order 1.07).
2. APLA shall be prepared to exchange mailing lists with other library-related organizations (Executive meeting, 16 September 1976).
3. The Membership Committee should obtain a list of registrants at the annual conference, who are not APLA members, for further action (Executive meeting, 8 May 1977).
4. A member may resign from the Association at any time by submitting notice in writing to the President of the Association but shall not be entitled to any rebate of membership fee (Article 12).

RESOLUTIONS COMMITTEE

Status:

Standing Committee

Terms of reference (Standing Order 6.01):

1. To receive all resolutions for presentation at the Ordinary General Meeting.
2. To assure all redundancies and ultra-vires matters are deleted.
3. To present all resolutions in writing to the Ordinary General Meeting.
4. To arrange for the publication of all resolutions in both official languages.

Membership (Standing Order 6.01):

1. Membership shall be two to four members attending the Ordinary General Meeting.
2. The membership should include persons fluent in the official languages.

Activities:

To meet and act during Ordinary General Meetings to carry out its terms of reference.

Procedures for resolutions:

1. At the first session of the Ordinary General Meeting, the chair will announce the following:

"Resolutions concerning the policies and practices of the Association will be formally considered at the Resolutions Session, which will be held on (date) (time) (place). A pre-resolutions session will be held on (date) (time) (place). Resolutions affecting the policy of the Association may come from committees, interest groups, workshops or any member of the Association.

"Resolutions may be submitted directly to: (name), Convener of the Resolutions Committee, c/o Conference Registration Desk. The latest time the Resolutions Committee will receive resolutions is (time) (date) (place). A computer will be available at this time for the use of movers and seconders of resolutions."

2. To be eligible for consideration at the resolutions session, each resolution must conform to the following conditions:
 - a. Each resolution must be moved and seconded by personal members of the Association whose memberships are current at the time of the meeting.
 - b. All resolutions must be submitted, in writing (signed by the mover and seconder) to the committee, or the registration desk at least four hours before the pre-resolutions session.
 - c. The Resolutions Committee will examine all resolutions prior to the general meeting to ensure that:
 - i) the intent is clear;
 - ii) any conflicts between resolutions may be resolved;
 - iii) notice of intent is served on all conference participants.
 - d. Members moving or seconding resolutions must ensure that either the mover or seconder attend both the pre- resolution session and the resolution session.

Format for resolutions:

1. Each resolution should be complete so that if accepted by the general meeting it becomes a clear statement for action by the Association.
2. Each resolution should address no more than one topic or issue.

3. Introductory statements (whereas') should be as short as possible and relevant to the resolution. Neither rule nor custom requires a resolution to have a preamble. In fact, a preamble may weigh against the adoption of a motion since some members who favour a motion may disagree with the introduction.
4. Where a resolution calls for action likely to require allocation of time or financial resources, try to estimate and include the cost involved.
5. A resolution which calls for changes in policy for APLA should include provisions to rescind previous policies which conflict with the intent of the new resolution.
6. Resolutions which are intended to come into force as "Standing Orders" are to be identified as such in the resolution.
7. Resolutions at Ordinary General Meetings of APLA shall be submitted to the Resolutions Committee in either of the official languages; resolutions shall be presented to the Ordinary General Meeting in English; if asked for, a free translation of resolutions into French will be given orally from the floor by a French-speaking member of the Committee; and resolutions shall be printed in their final form in the APLA Bulletin in both English and French (Standing Order 1.05).
8. Resolutions shall be framed only in connection with contentious matters or questions of policy (Standing Order 1.06).

Format for a sample Resolution

Whereas, The (text of the first preamble clause);
Whereas, All (text of next to last preamble clause), and
Whereas, It (text of last preamble clause);
Resolved, That (stating action to be taken); and
Resolved, That (stating further action to be taken); and
Resolved, That (stating still further action to be taken).
Moved by: (signature)
Seconded by: (signature)