

ACRL-LA Bylaws Meeting (with members of the Executive Board)

Meeting (Virtual through Zoom)

June 2, 2021 at 2:00 p.m.

Attendance: Brittany O'Neill*, Abigail DeSoto*, Paula DuPont*, Rebecca Kelley, Marcus Spann, Marty Miller, Lucy Rosenbloom, Megan Lowe, Sarah Simms (* by name designates member of Bylaws Committee)

Agenda:

1. Review and discuss current comments in document before moving forward with changes; many of these issues have been discussed already at other Exec meetings and will also be putting us in league with other chapters.
 - a. Article III – Membership & Dues, Section 1. Membership → Full Members: clarification needed if full members must be associated with a college or university in Louisiana vs. association with any Louisiana library (not just academic)
 - i. Discussion: Megan is concerned with any wording that would exclude interested members (anyone in-between positions, paraprofessionals, anyone interested in academic libraries but not necessarily working in them at that time).
 - ii. What is point of associate membership? Benefit of being a full member is that you can vote and hold office. Associate member is only able to vote.
 - iii. Need to update website as it doesn't match bylaws.
 - iv. ** Definition update: "Full members for either ACRL-LA or ACRL national: live in Louisiana and are interested in academic libraries"; discontinuing associate membership level.
 - b. Article V – Officers, Section 1. Officers → Professional Librarian: clarification needed as to what constitutes a "professional librarian" in the statement "Officers must be professional librarians and members of the chapter."
 - i. Need to err on side of inclusion here as well and take into consideration degree, type of library, etc. Also need to consider the possibility that someone could lose their job after becoming an officer – would that make them ineligible to serve out their term? Clarify that "member" means Full membership and not student.
 - ii. ** Definition update: librarian-level position in an academic institution at the time of appointment and full member of ACRL – LA.
 1. Will also include a descriptive list of titles as examples of what a "librarian-level" position could be.
 - c. Article V – Officers, Section 2. Duties → ACRL Chapters Council: need to explicitly state in this document that both the President and Vice-President have to be members of ACRL because they also serve (and share a vote) on the Chapters Council.
 - d. Article V – Officers, Section 2. Duties → Website Administrator / Communications Manager (item 6) & Journal Editor (item 7):

- i. Currently there is no description for the positions of Website Administrator / Communications Manager or the Journal Editor.
 - ii. * Position description update for Website Admin/Comm Mgr (courtesy of Lucy Rosenbloom): “Shall add content to the website, compile the public-facing member directory, maintain the website backend, update/upgrade the CMS platform as needed, and manage social media. The Website Administrator/Communications manager shall also work with the Journal Editor on making Codex content available through the website.”
 - iii. Add term limit (2 years) for Web Admin/Comm Mgr with option to reappoint for another 2 year term (removing “serve at the behest of its officers” and replacing with term limit)
 - iv. * Position description update for Journal Editor (courtesy of Megan Lowe): “The Codex Editor is responsible for overseeing and coordinating tasks related to the pre-publication and publication processes of the journal which is open access and employs a double-blind peer-review process. The Editor serves on the Executive Board and may participate in Standing or Ad Hoc Committees as needed.
- e. Article VII – Standing and Special Committees, Section 1. Standing Committees
 - i. (A) Update language here to reflect that we “aspire to” or “prefer” to have committees consist of at least 3 members (keeping this aspirational as opposed to hard rule since this has not always historically been the case, ex: a committee with a chair but no members)
 - ii. (2) Currently we do not have a membership / elections committee, to this point it’s been something the President does. Bylaws say “solicit officer nominations” but do not say how to solicit. Do we need a committee or is effort by board? Suggestion to put as part of job description for Vice President because it will help them prepare for the role of President and if it is the role of one person there is less likely a chance that it might fall through the cracks. It could be possible that the elections committee is a legacy committee from when elections were analog.
 - iii. ** Amend Vice President’s job description to state that the position will be responsible for elections and make membership a committee issue/charge
- f. Article VII – Standing and Special Committees, Section 3. Terms of Office
 - i. Currently states that “members of standing committees ... need not be ACRL members.” What exactly does that mean? Not national members?
 - ii. ** Will remove this wording and replace with “personal member of ACRL”
 - iii. Also states that committee chairs will submit an annual report to the President, but this hasn’t been done in practice (at least for a while). Do we make this practice actually happen or do we consider the reporting of the minutes at a meeting as the official report? Nothing determined on this just yet – the minutes are official documentation so could use that and if someone wanted to make a formal report to attach to the minutes that could be done as well (helpful to President for their report to ACRL national).
- g. Article IX – Membership and Elections, Section 1. The Membership and Elections Committee

- i. Remove “additional candidates may also be nominated through a petition bearing the signatures of at least ten chapter members. Candidates must file such petitions at least 60 days prior to the installation of new officers.”
 - 1. This is being removed because we do not do this in practice; currently we put out a call through various listservs, anyone who is interested, eligible, and meets the deadline is then included in the ballot.
 - h. Article IX – Membership and Elections, Section 4. Voting
 - i. Currently states “All personal members of the Chapter are eligible to one vote.”
 - 1. What does “personal members” mean? Why is there a distinction? There might have been institutional memberships at some point and so this was possibly a point of clarification?
 - 2. Do we limit voting? Is it just for full members? Do we let students vote? Are there any downsides to this?
 - a. No downsides as it encourages participation
 - ii. ** Update language: “Anyone who is a member can vote.”
 - i. Article IX – Membership and Elections, Section 5. Calculating Election Results
 - i. Update language with timeframe for continuity with other chapters/ACRL national: “The Committee shall provide a written notice of those elected within one month of election.”
 - 1. Further description of who/what/where/why: “Each ARCL Chapter submits a list of its officers to the ACRL office within one month of the election.” (This would be done by either the President or the Vice President.
 - j. Article XI – Official Publications
 - i. Language indicates that the Website Administrator also serves as the Chapter’s Archivist in effect using the website as a repository
 - 1. This information could be moved to Article VI
 - 2. Discussion about the idea of the website being a full public-facing archive. Rebecca is hesitant to keep only last five years because lose the history of the association. Megan suggesting keeping everything on the website, but hiding everything except the past five years – would still have access to this information. This might not be something that has to be specified in the bylaws. Tabled decision for now, but will continue discussions.

2. Next Steps:

- a. Bylaws committee will convene and make these approved changes for a new draft
- b. Exec will look over, edit, approve this draft
- c. Share with membership to vote on changes
- d. Current deadline for this is December 2021