



Atlantic Provinces Library Association

Procedures Manual

2007 Revision

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NOTES

All references to Robert's refer to: Robert, Henry M. Robert's Rules of Order, Newly Revised: A New and Enlarged Edition. Glenview, Ill.: Scott, Foresman, 1970 (Article 38).

All references to "Article" or Articles of Association refer to: Articles of Association of the Atlantic Provinces Library Association (Companies Act, Company Limited by Guarantee, June 14, 1989).

All references to the "Companies Act" refer to "Companies Act", Chapter 81, Revised Statutes of Nova Scotia, 1989.

HISTORY OF THE ATLANTIC PROVINCES LIBRARY ASSOCIATION

The first Maritime Library Association was founded April 17, 1918 at Acadia University. E. J. Lay, Librarian of the Amherst Public Library, was elected President of the Association which had sixteen members. Interest in the new association waned after Mr. Lay died a few months later. Irregular efforts were made during the 1920's to revitalize the Association.

In 1922 an attempt was made to organize an Association and once again Acadia University was the site of this effort. W. C. Milner, Archivist, Halifax Branch of the Public Archives of Canada, was elected President. Meetings were held at intervals over the next few years, but little was accomplished. An article written by Mary Ingraham (Chronicle, May 15, 1935) gives some insight into the activities of the 1922-28 period:

At one time we had an enrolment of 57 members, and though many of these were eminent people, an honor to our organization, fewer than 1/3 of the number were librarians or actively engaged in library work. The librarians of the Maritime Provinces being in the minority, they naturally lost interest in an Association founded in their interest, but manned by people with other aims in view. Much good work was done, attention to local history was aroused through essay competitions; books were distributed and a few community libraries founded. But as an Association for the co-ordinating of library interests throughout the Maritime Provinces, and for promoting intelligent cooperation and a spirit of mutual helpfulness among the librarians, the organization seemed doomed to failure.

After the 1928 annual meeting which was held, again at Acadia University, no more conferences were held, no dues were collected and the Maritime Library Association lapsed into a state of dormancy once more.

In 1934, while attending the American Library Association conference in Montreal, a group of fifteen maritime librarians decided that it was time to try again at organizing an Association. Mrs. John Stanfield of Truro, Nova Scotia, was elected President and a constitution was written. Even though the original Maritime Library Association had not met in six years, and the founders of the new Association had been members of the original, there was some opposition from the President of the old body to the use of the original name and the extant funds. Thus the new group decided to use the name Maritime Library Institute and proceeded to hold its first annual conference at Acadia University on May 30, 1935. At this time the constitution was adopted and the Association which was to become the Atlantic Provinces Library Association had its official birth. In 1940, the name was changed back to Maritime Library Association and the change to Atlantic Provinces Library Association was made in 1957 when Newfoundland became a member.

The present objectives of the Association are listed in this manual. When these objectives, along with the mission statement and the strategic goals of the Association, were last reviewed, in 1992, it was interesting to note that the product of this review did not differ greatly from the objectives and goals of the original Institute. Over the years, in an attempt to fulfill its mission, the Association has engaged in numerous activities. Annual conferences and Ordinary General Meetings continue to provide a forum for discussion and learning as well as the opportunity to

conduct the business of the Association. APLA has taken an active role in promoting the establishment of libraries in the Atlantic Provinces, in encouraging the recruitment of professional librarians, and in supporting the establishment of a library school at Dalhousie University. Various briefs have been presented to royal commissions investigating library-related matters. As well, letters of concern have been addressed to those involved in decision-making which affects libraries and librarians.

APLA offers financial assistance through a number of grants and awards including the General Activities Fund, the First Timers Conference Grant, and the APLA Memorial Awards Fund. As well the Association acknowledges the accomplishments of students (the APLA) and individuals who have made an outstanding contribution to library service in the Atlantic Provinces (APLA Merit Award).

The history of the Association is rich and varied. It is one of the oldest library associations in Canada, with only the Ontario Library Association being older. It has published a periodical since 1936 (The MLA Bulletin, 1936-1958; APLA Bulletin, 1958-). At the 26th conference (30 August 1965), held in St. John's, NF, the corporate identity of the Association was further enriched by the presentation, by Memorial University of Newfoundland, of a gavel bearing the coat-of-arms of each of the four Atlantic provinces. In keeping with the changing technology, the Association also maintains a listserv, the APLA-list, which is the oldest library association listserv in Canada (1993) and a Web site (<http://www.apla.ca>).

Much is changing in the library world; however, now as in 1918, there is a need for a strong voice for libraries. The Atlantic Provinces Library Association attempts to provide this voice in the Atlantic Provinces.

Bibliography

Campbell, Evelyn. "Atlantic Provinces Library Association" *Canadian Library Journal*, 1957. pp. 9-13.

Eamon, Virginia. "Library associations in Nova Scotia" *APLA Bulletin*, Summer 1976. pp. 48-58.

Ingraham, Mary. *Chronicle*, May 15, 1935.

Lochhead, Douglas G. "Atlantic Provinces Library Association" *Library Journal*, 1959. p. 807.

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.

APLA EXECUTIVE

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

1. The President;
2. The First Vice-President, who shall also be designated President-Elect;
3. The Treasurer residing in the Province of Nova Scotia;
4. 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;
5. A Vice-President with principal responsibilities of recruitment and retention of members;
6. The immediate Past-President.

All of the above shall be elected normally by a 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).

DUTIES OF THE PRESIDENT

See also:

APLA Executive
Finance Committee
Liaison with Provincial Library Associations (Appendix O)

1. In consultation with the Executive, arranges all meetings of the Association (except committee/interest group meetings), and draws up agendas for Executive meetings held during the year, for the Ordinary General Meeting, and for any special meetings of the Association.
2. Presides at all Executive and general meetings.
3. Serves as an ex-officio member of all committees (Standing Order 4.05) although not counted in determining if a quorum is present (Robert's, p. 380).
4. Acts, normally, as a signing officer of the Association together with the treasurer.
5. Reports to the Association at the Ordinary General Meeting and in each regular issue of the APLA Bulletin (Article 80).
6. Serves, normally, as APLA representative in the Partnership and prepares reports on APLA activities for the Partnership meetings (Executive meeting 18 October 1992, item 19.3).
7. Serves as convener of the Finance Committee (Standing Order 5.01).
8. Appoints a parliamentarian for all general meetings of the Association (Standing Order

- 1.02).
9. Invites the CLA Executive Director to the annual APLA conference.
 10. APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
 11. The President is responsible for actively lobbying at both the national and regional levels. Such lobbying must be reported as widely as possible including in each issue of the APLA Bulletin. In this instance "responsible" is meant to include the ability to delegate.
 12. Assists Provincial Vice-Presidents' efforts to maintain liaisons with provincial library associations.
 13. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

DUTIES OF THE FIRST VICE-PRESIDENT/PRESIDENT-ELECT

See also:

APLA Executive
Committee on Aims and Objectives
Committee on Committees and Interest Groups
Finance Committee
Membership Committee
Resolutions Committee

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.

DUTIES OF THE TREASURER

See also:

APLA Executive
APLA Memorial Awards Committee
Finance Committee
Membership Committee

1. Serves, normally, for three years. No member shall hold the Office of Treasurer for more than three years (Article 76 (1)).
2. Serves as the recognized agent of the Association for the purposes of the Corporations Registration Act of Nova Scotia (Article 76 (2)).
3. Acts as a signing officer of the Association together with the President.
4. Acts as a signing officer of the APLA Memorial Award Trust Fund (Executive meeting, 21 February 1987) and the Carin Alma E. Somers Scholarship Trust Fund (Executive meeting, April 2005).
5. Serves as a member of the Finance Committee (Standing Order 5.01).
6. Reports annually to the Association (Article 80).
7. Submits a profit and loss account, and a balance sheet at the Ordinary General Meeting. These accounts shall be as set forth in the "Companies Act" and shall be made up to the date fixed by the Association as the end of its fiscal year (Article 93).
8. Prepares and presents the banking resolution to the first meeting of the new Executive, and thereafter obtains the necessary signatures on the appropriate banking forms.
9. Maintains and revises the Treasurer's procedures manual.
10. Serves on the Membership Committee (Standing Order 5.04).
11. Has the responsibility for mailing out the receipts (Executive meeting, 16 January 1994, item 6.5).
12. Serves as a "face to face" contact between the Executive and the membership. A good

place to do this is at the annual conference.

Points of information:

1. The fiscal year of the Association shall be April 1 to March 31 (Article 110).
2. 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).
3. A separate financial report shall be made for each conference and appended to the main financial report. Conference receipts and expenditures shall be shown only as totals in the annual financial report (Standing Order 3.14).
4. The financial records of APLA shall be maintained on one ledger with two separate categories: 1) General and 2) Bulletin; but only one bank account shall be maintained (Executive meeting, 16 September 1976).
5. The treasurer shall draft budget guidelines for committees and interest groups, and, once approved by the Finance Committee, the treasurer shall then provide a copy to conveners of all committees and interest groups, requesting budget proposals for the coming year (Executive meeting, 11 February 1977).
6. The treasurer shall place cash, surplus to current requirements, in savings accounts and short term investment certificates until needed (Executive meeting, 16 September 1977).
7. A percentage of each personal and institutional membership fee, not to exceed 50 % of the fee, may be allocated to the support of the official publication of the Association (Standing Order 2.04).
8. The Executive shall set an amount annually to support the attendance at Fall, Winter and Spring Executive meetings of the officers, the secretary and the editor of the Bulletin. APLA will pay the expenses of the Association's President for the APLA Conference at which he or she presides (Standing Order 3.05).
9. Annually the Executive will fund official delegate(s) to the Partnership. This decision will be based upon availability of money for funding. Funding will be: transportation costs, meals and accommodations as required to attend this meeting (Standing Order 3.06, revised May 2006).
10. 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).
11. 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).

12. The accrual method of accounting shall be used (Executive meeting, 13 November 1994).

DUTIES OF THE PROVINCIAL VICE-PRESIDENTS

See also:

- APLA Executive
- APLA Memorial Awards Committee
- Bulletin Management Board
- Committee on Aims and Objectives
- Membership Committee
- APLA Merit Awards (Appendix C)
- Liaison with Provincial Library Associations (Appendix P)

1. Assure the Association is fully aware of the needs and issues in librarianship in his/her respective provinces (Article 72 (d)).
2. Serve as members of the Bulletin Management Board (Standing Order 5.06).
3. Serve as members of the Committee on Aims and Objectives (Standing Order 5.03).
4. Serve as members of the Membership Committee (Standing Order 5.04).
5. Serve as members of the Carin Alma E. Somers Scholarship Trust Fund Committee (Standing Order 5.07).
6. Contact members in his/her province who have not renewed in an effort to obtain renewals.
7. Prepare a provincial report for each issue of the APLA Bulletin.
8. Prepare separate annual reports on the library activities within his/her provinces for inclusion in the pre-conference issue of the APLA Bulletin.
9. Report to Executive meetings on his/her activities as Provincial Vice-Presidents.
10. Assist in identifying candidates for the APLA Merit Award and the APLA Memorial Award.
11. Promote the services of APLA, including the general activities fund (GAF).
12. The Vice-President, Nova Scotia may act as a signing officer.
13. Serve as liaison person with library associations in his/her province (Executive meeting, 31 January 1993, item 8).
14. Serve as "face to face" contacts between the Executive and the membership. A good

place to do this is at the annual conference.

DUTIES OF THE VICE-PRESIDENT, MEMBERSHIP

See also:

APLA Executive
Membership Committee
Guidelines for the Release of the APLA Membership List (Appendix J)
Vice-President (Membership): Calendar and Breakdown of Duties (Appendix N)

1. Convenes the Membership Committee (Standing Order 5.04).
2. Assures the recruitment and retention of members (Article 72 (e)).
3. Presents a statistical membership report at every conference. Such a report should include statistics of types of membership and income from each, geographical distribution of members, and a report of new members. This report shall be published as part of the conference minutes (Standing Order 1.07).
4. Maintains the mailing lists of members of the Association and of subscribers to the publications of the Association (Executive meeting, 16 January 1994, item 6.5).
5. Provides copies of the mailing lists to other officers of the Association (Executive meeting, 16 January 1994, item 6.5).
6. Maintains the APLA membership computer and database.
7. Serves as a "face to face" contact between the Executive and the membership. A good place to do this is at the annual conference.

DUTIES OF THE PAST-PRESIDENT

See also:

APLA Executive
Nominations and Elections Committee
APLA Merit Award (Appendix C)
Guidelines for Maintaining APLA Records (Appendix M)

1. Serves, normally, as the convener of the Nominations and Elections Committee (Standing Order 5.05).
2. Is responsible for organizing the procedure for selecting an APLA Merit Award winner, for presenting the award and for informing the recipient and the membership of the award benefits at the time of the presentation of the award.
3. Presides at all Ordinary General Meetings when neither the President nor the Vice-President/President-Elect is present within fifteen minutes after the appointed time (Article 31).

4. Revises and updates the Procedures Manual and notes significant facts to update the APLA history found in the beginning of the manual.
5. Updates the "Standing Orders".
6. Is responsible for overseeing the archives according to the "Guidelines for Maintaining APLA Records" (see Appendix M).
7. Collaborates with the Vice-President/President-Elect in presenting orientation for new Executive and conveners.
8. Serves as a "face to face" contact between the Executive and the membership. A good place for this contact is at the annual conference.

DUTIES OF THE SECRETARY

See also:

APLA Executive
APLA Mail Sorting and Handling (Appendix A)
Guidelines for Maintaining APLA Records (Appendix M)

Relating to meetings:

1. Reads and takes minutes at all Executive, ordinary general, and special meetings of the Association. Minutes should include some indication of who is responsible when action is to be taken and when the action should be completed.
2. Ensures that a record is kept of the attendance at Executive, ordinary general, and special meetings of the Association meeting to demonstrate that a quorum was present. This is done by getting attendees to sign the register book.
3. Takes minutes at other meetings at the request of the President.
4. Sends copies of the minutes of Executive meetings to the members of the Executive and to all conveners and representatives (Standing Order 4.06).

Relating to communications within the Association:

1. Reports annually to the Association (Article 80).
2. Informs the ListOwner (Gwendolyn MacNairn, Computer Science Librarian, Dalhousie University, macnairn@dal.ca) of any additions and/or deletions to the APLAEXEC-LIST and APLACONV-LIST that are maintained at Dalhousie University.
3. Sends notices of all Executive, ordinary general, and special meetings of the Association to appropriate members within the time required in the Articles of Association (Article 24).

4. Informs Executive members, committee and interest group conveners, and representatives when their reports are due for Executive meetings and for publication in the APLA Bulletin (for the OGM).
5. Notifies the editor of the APLA Bulletin of any changes to the Executive distribution lists, as they are received, so that these corrections can be noted in the APLA Bulletin.
6. Provides copies of the revised Articles of Association for distribution to members as necessary.
7. Receives acceptance letters from candidates for election and announces election results at the Ordinary General Meeting (Standing Order 5.05).
8. Keeps the supply of Past-Presidents pins for presentation to the out-going Past-President. The Past-President pin is normally presented by the President at the Past-President's reception at the annual conference.

Relating to communications between the Association and others:

1. Handles correspondence to and from the Association.
2. Forwards minutes of all meetings and resolutions to the Association's permanent office in the Dalhousie School of Information Management ("Companies Act", Section 90).
3. Forwards a list of the directors annually to the Association's permanent office in the Dalhousie School of Information Management as required by the Articles of Association (Article 67).
4. Forwards special resolutions (a resolution passed by a three-quarters majority and confirmed at a second meeting held not less than 14 days, nor more than one month after the first meeting) to the Registrar of Joint Stock Companies (NS) in accordance with the "Companies Act", Section 88.
5. Forwards significant resolutions and motions, and other pertinent material, to the Presidents of BCLA, LAA, MLA, OLA, QLA, NWTLA, and SLA, as well as to CLA headquarters (Executive meeting, 28 September 1986).

Responsibilities of the out-going secretary:

1. Ensures that a library school student has been assigned to sort the mail at Dalhousie and that the student has a copy of "APLA Mail Sorting and Handling" (see Appendix A). This should be done in March, before classes end. It is normally done by having the incumbent suggest a replacement.
2. Sends a copy of the minutes of the Ordinary General Meeting to the APLA Bulletin editor(s) for publication in the APLA Bulletin. This copy should be transmitted in a mode agreeable to the editor(s).

3. Takes, and distributes, the minutes of the joint Executive meeting.
4. Updates the APLAEXEC-LIST and APLACONV-LIST, by informing the ListOwner (contact Gwendolyn MacNairn <macnairn@dal.ca>) of changes, and the printed list of Executive, committee/interest group conveners, and other representatives and important people.
5. Handles the President's thank you letters arising from the annual conference.
6. Ensures that archival materials are forwarded to the Nova Scotia Archives and Records Management (see Appendix M: Guidelines for Maintaining APLA Records).

Responsibilities of the in-coming secretary:

1. Ensures that each member of the Executive has the following:
 - a. A Procedures Manual;
 - b. A copy of the Articles of Association, "Memorandum of Association", and "Standing Orders";
 - c. Copies of minutes of meetings for the Executive and Ordinary General Meetings for the past three years;
 - d. And mailing lists of Executive members and other important people.

MEETINGS - GENERAL PROCEDURES

(for ordinary general, Executive, or committee/interest group meetings)

Quorum

A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted. If the Articles of Association do not specify the number of members that shall constitute a quorum at any meeting, the quorum is a majority of the membership. In a deliberative meeting, the officers (including the President) are counted to determine if a quorum is present (Robert's, p. 16-17). A quorum at an Ordinary General Meeting shall consist of 10 percent of members represented in person or by proxy including at least two members personally present (Article 28). A majority shall constitute a quorum of the Executive (Standing Order 1.03).

Order of Business

The following order of business (or appropriate sections) is regarded as usual or standard (Robert's, p. 20-21) for one-meeting sessions:

1. Call to order;
2. Reading and approval of minutes of previous meeting;

3. Reports of officers and standing (i.e. permanently established) committees (see also 5 below);
4. Reports of special, select, or ad hoc committees (i.e. committees appointed to exist only until they have completed a specific task) (see also 5 below);
5. Special orders (i.e. matters which have previously been assigned a type of special priority);
6. Unfinished business and general orders (i.e. matters previously introduced which have come over from the previous meeting);
7. New business (i.e. matters initiated in the present meeting);
8. Adjournment.

After the presentation of the report of an officer of a committee, one or more motions to carry out recommendations contained in the report may be introduced (Robert's, p. 22).

Presiding Officer:

1. The presiding officer at all Ordinary General Meetings shall normally be the President. If the President does not take the chair at an Ordinary General Meeting within fifteen minutes after the time appointed for holding such a meeting, the President-Elect, or failing him/her the Past-President, shall be entitled to take the chair. If neither the President nor the President-elect, nor the Past-President, shall be present within fifteen minutes after the time appointed for holding the meeting, the members present entitled to vote shall choose another Executive or officer as President (Article 31).
2. The presiding officer at all Executive meetings shall normally be the President. If at any meeting of the Executive, the President is not present within five minutes after the time appointed for holding the meeting, a Vice-President shall preside. If neither the President nor a Vice-President is present, the directors present shall choose some one of their number to preside (Article 59).
3. Duties of the presiding officer of a meeting (Robert's, p.376-377) include;
 - a. Opening the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present;
 - b. Announcing, in proper sequence, the business that comes before the meeting in accordance with the agenda or prescribed order of business;
 - c. Recognizing members who are entitled to the floor;
 - d. Stating and putting to vote all questions that legitimately come before the meeting as motions or that otherwise arise in the course of proceedings, and announcing the result of each vote; or, if a motion that is not in order is made, to

- ruling it out of order;
- e. Protecting the meeting from obviously frivolous or dilatory motions by refusing to recognize them;
 - f. Enforcing the rules relating to debate and to order and decorum within the meeting;
 - g. Expediting business in every way compatible with the rights of members;
 - h. Deciding all questions of order, subject to appeal, unless, when in doubt, he/she prefers to submit such a question herself/himself to the meeting for decision;
 - i. Responding to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the meeting;
 - j. Authenticating by her/his signature, when necessary, all acts, orders, and proceedings of the meeting;
 - k. Declaring the meeting adjourned when so voted or, where applicable, at the time prescribed in the program.
4. The presiding officer of a meeting should be well versed in parliamentary law and should be thoroughly familiar with the Articles of Association, "Memorandum of Association", "Standing Orders", and other rules of the Association, even if there is to be available the assistance of a parliamentarian (Robert's, p. 376).

Points of Information:

1. Resolutions at Ordinary General Meetings of 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 (Standing Order 1.05).
2. At the Ordinary General Meeting of the Association, the membership shall elect one of their members, not an officer, to examine and report on the completeness and accuracy of the financial records of the Association. This report shall be made to the next Ordinary General Meeting before the financial statement is accepted (Article 97).
3. All meetings of the Association shall be conducted in accordance with the Articles of Association (Articles 17 through 38).
4. Special resolutions are those which are passed by three-quarters majority ("Companies Act", Section 87). A special resolution is required to change the Articles of Association ("Companies Act", Section 23) or the "Memorandum of Association" ("Companies Act", Section 19)

PARLIAMENTARIAN

(Robert's, p.387-389, p.507-508)

General:

The parliamentarian is a consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure. His/her role during a meeting is purely an advisory and consultative one, since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries. The chair should not place the parliamentarian in the position of appearing to make a ruling.

Appointment of parliamentarian:

A parliamentarian shall be appointed by the President for all business meetings of the Association (Standing Order 1.02). He/she should be appointed as far as possible in advance of the meeting at which he/she is to serve, since his/her main work should be done outside the meeting.

Duties of the Parliamentarian:

1. The President, knowing in advance the business to come before the meeting, should confer with the parliamentarian before the meetings open, and during recesses, in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meetings.
2. During a meeting the work of the parliamentarian should be limited to giving advice to the chair and, when requested, to any other member. It is also the duty of the parliamentarian (as inconspicuously as possible) to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Only on the most involved matter should the parliamentarian actually be called upon to speak, and the practice should be avoided if at all possible. The parliamentarian should be assigned a seat to the right of the President (Standing Order 1.02), so as to be convenient for consultation in a low voice, but the chair should try to avoid checking with the parliamentarian too frequently or too obviously. After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian or to disregard it.
3. During a period of preparation for an annual conference and while the conference is in progress, the parliamentarian should serve as the principal advisor to the President, the officers and the committee conveners regarding management of the conference as it relates to the actual transaction of business. The conveners of the Resolutions Committee, the Nominations and Elections Committee, and the standing committees who are to present business to the conference should all consult with the parliamentarian during this time. And it may be advisable that he/she should attend certain meeting of these committees. The parliamentarian should always be present at the pre-conference Executive meeting.

GUIDELINES FOR COMMITTEES AND INTEREST GROUPS

Definitions:

1. Standing Committees are those committees established by the Association to deal with the continual and long-range needs of the Association. They are established by approval of a motion at an Ordinary General Meeting of the Association for which due notice has been given.
2. Executive Committees are those committees composed primarily of members of the Executive to carry out on-going work of the Executive of the Association, on behalf of the membership.
3. Special Committees are special task, short-term committees which may be established by the general membership or the APLA Executive by passage of an appropriate motion. This motion includes specific terms of reference which give, inter alia, a specific time frame for the completion of the assigned task.
4. Interest groups are those members bound together by a common interest in a particular area of expertise. The purpose of the interest group is to provide a forum for information exchange within a limited area of interest and to make recommendations as appropriate to the Association on matters of wider interest relating to the area of expertise. Normally, the interest group will be composed of a convener and corresponding members from each province.

Establishment:

1. The Ordinary General Meeting of the Association may establish standing or special committees by passage of an appropriate motion. In the case of special committees, a time frame must be included in the motion (Article 61).
2. Terms of reference shall be set forth at the time of appointment for all standing and ad hoc committees (Standing Order 4.02).
3. The Executive may establish special or Executive committees by passage of an appropriate motion; a time frame must be included in the motion to establish a special committee (Article 61).
4. Any six members of the Association may establish an interest group by petitioning the Committee on Committees and Interest Groups (Standing Order 7.01).
5. The principle of representation from each province on committees and interest groups shall apply except where such division of the membership by distance will hinder the effectiveness of the committee or interest group. After three years the convenership of each committee and interest group will normally rotate to another province (Standing Order 4.04).

Dissolution:

1. All special committees shall be discharged at the conclusion of the Ordinary General Meeting with the exception of those whose mandate was either established by the Executive or whose mandate is specially extended by the Ordinary General Meeting (Standing Order 4.09).
2. The Association may dissolve standing committees by passage of an appropriate motion at the Ordinary General Meeting. This motion can be at the recommendation of the Committee on Committees and Interest Groups or from the membership (Standing Order 5.02).
3. The Executive may dissolve interest groups upon recommendation by the Committee on Committees and Interest Groups (Standing Order 5.02).

Terms of reference:

Terms of reference are established when a committee or interest group is established. Committees or interest groups may suggest changes in the terms of reference. These should be submitted in writing to the convener of the Committee on Committees and Interest Groups, with accompanying reasons for proposed changes. Terms of reference should include the following:

1. The name and status of the committee (standing, Executive, special, or interest group).
2. The overall purpose of the committee/interest group.
3. Any specific directives defining goals and tasks.
4. The relationship to any other overlapping activities of the Association.
5. The composition of the committee/interest group and the term of membership, where applicable.
6. Any special constraints of methods of operation (e.g. committee meetings only by telephone call).
7. The reporting structure and mechanism, including time and method of reporting.

Membership:

1. The Committee on Committees and Interest Groups appoints conveners to committees and interest group when necessary and members to serve on those committees (Standing Order 5.02).
2. Membership to interest groups is open to interested members of the Association upon application to the convener of the interest group concerned.
3. The Committee on Committees and Interest Groups is to ensure that committee and interest group conveners and members are members in good standing of the

Association.

4. Appointments to committee and interest group convenerships are usually made in the spring to allow the committees and interest groups to begin their work at the annual conference.
5. The President is an ex-officio member of all committees (Standing Order 4.05).
6. Conveners of all committees have the power to co-opt (Standing Order 4.03).

Quorum:

The quorum in a committee is a majority of its membership unless the Articles of Association and "Standing Orders" have prescribed a different quorum (Robert's, p.415-416). In determining if a quorum is present, the President, as an ex-officio member of a committee, is not counted (Robert's, p.380).

Convener responsibility:

1. Initiating meetings or corresponding with members in order to carry out the committee/interest group mandate as expressed in its terms of reference, or in the resolution of the Ordinary General Meeting under which it was established.
2. Ensuring that their committees/interest groups meet at least once a year, at the annual conference of the Association. Such meetings shall be open to the general membership of the Association, unless a specific request for a closed meeting is sent to the first vice-President at the time the meeting is planned.
3. Establishing, in consultation with other members of the committee or group, a programme and a realistic set of deadlines associated with the mandate of the committee/interest group.
4. Preparing a budget indicating the need for financial assistance from the Association for submission to the Executive prior to its regular meeting. This shall be submitted to the treasurer.
5. Preparing a written report to the Vice-President/President-Elect, and to the APLA Bulletin editor(s) (unless otherwise noted), by the deadline for the pre-conference issue of the APLA Bulletin. The convener of the Nominations and Elections Committee shall report to the President at least one month prior to the Ordinary General Meeting (Standing Order 4.07). The body of each report should be organized in the following order, as applicable:
 - a. A description of the way in which the committee/ interest group undertook its charge (usually a summary of activities during the year);
 - b. Any facts uncovered, or information obtained;
 - c. The findings or conclusions derived from the facts or information;

- d. Resolutions or recommendations, if necessary, to the Executive;
 - e. A list of committee/interest group members during the year (not in the report to the editor).
6. Maintaining a file for the use of the committee/interest group containing:
- a. The terms of reference of the committee/interest group;
 - b. The necessary correspondence and documents for the operations of the committee/interest group;
 - c. The reports of the committee/interest group for at least three years.
7. Conveying to the incoming convener, within thirty days of the Ordinary General Meeting, all files and records of the committee or interest group (Standing Order 4.08).

Committee member responsibilities:

1. Committee members are responsible for:
 - a. Devoting their efforts towards fulfilling the terms of reference of the committee, under the guidelines established with the other members of the committee;
 - b. Responding promptly to requests or enquiries transmitted to them from the convener;
 - c. Making every effort to attend meetings of the committee, particularly those scheduled to take place during the Ordinary General Meeting of the Association;
 - d. Fulfilling tasks assigned to them with dispatch and with due care and attention.
2. Committee members are expected to contribute positively to the work of the committee or interest group. Members who fail to respond, without excuse or explanation, to two consecutive communications from the convener which require decisions or response may be relieved of their responsibilities.

Eligible expenditures:

The following guidelines were approved at the 31 May 1987 Executive meeting.

1. Unless otherwise specified, the budget of committees and interest groups is intended to defray the costs of communications within the bodies, e.g. telephone, photocopying, postage, gas. Aside from conference planning communication costs, expenses incurred in the course of workshops or other presentations at the annual conference are not included in the budget of the committees and interest groups.
2. A proposed budget for the coming year shall be submitted to the treasurer by the

convener prior to 1 April.

3. The Vice-President/President-Elect will notify the new convener of the proposed budget after the annual conference.
4. Any necessary budget amendments should be submitted to the treasurer by 1 September.
5. Bills should be submitted, with receipts, to the treasurer at least three times each year: prior to the fall Executive meeting; prior to the winter Executive meeting; and not later than 15 March for year end.

Points of information:

1. All conveners of committees and interest groups shall receive notice and the agenda for Executive meetings and may attend those meetings as observers or to report on the activity of their committee/interest group in person. Minutes of the Executive meetings shall also be sent to conveners.
2. Committee/interest group conveners are expected to carry out their responsibilities expeditiously and conscientiously. Conveners who fail to respond, without excuse or explanation, to two consecutive communications from the Executive which require decisions or response, may be relieved of their responsibilities.

COMMITTEES AND INTEREST GROUPS

Executive Committees

Bulletin Management Board
Carin Alma E. Somers Scholarship Trust Committee
Committee on Aims and Objectives
Committee on Committees and Interest Groups
Finance Committee
Membership Committee
Nominations and Elections Committee

Standing Committees

APLA Memorial Awards Committee
Communications and Public Relations Committee
Resolutions Committee
Continuing Education Committee
Grow a Library Committee
Special Committees

Interest Groups

Access to Government Information Interest Group
Collections Development Interest Group
Computers and Connectivity Interest Group
Conservation of Library Materials Interest Group
Continuing Education Interest Group
Francophone Interest Group/Groupe d'interet francophone
Information Literacy Interest Group
Library Technicians Interest Group
New Librarians and Information Professionals Interest Group
Newspaper Interest Group
Youth Services Interest Group

EXECUTIVE COMMITTEES

BULLETIN MANAGEMENT BOARD

See also:

Guidelines for Committees and Interest Groups

Status:

Executive Committee

Terms of reference (Standing Order 5.06):

1. To arrange for the publication of the APLA Bulletin with a special concern for:
 - a. promptness of publication
 - b. format
 - c. adequacy of distribution
 - d. adherence to budget limitations
 - e. development of advertising revenue
2. To solicit material for inclusion in the APLA Bulletin.
3. To recommend to the Executive the appointment of the Editor, Managing Editor, and Advertising Editor of the APLA Bulletin.

Membership (Standing Order 5.06):

The convener shall be the Editor. The members shall be the editors of the APLA Bulletin and the provincial Vice-Presidents (Standing Order 5.06).

Points of information:

1. The APLA Bulletin shall be sent to members as part of their fees (Article 6(c)).
2. The subscription rate for the APLA Bulletin shall be established by the Executive on the recommendation of the Bulletin Management Board (Standing Order 8.04).
3. The editor of the APLA Bulletin shall operate within an approved budget and incur additional financial obligations only with the approval of the Executive (Annual Conference 1970).
4. 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).

5. All publications, proceedings, and communications emanating from APLA shall be expressed in non- sexist language (Standing Order 8.01).
6. The format of the APLA Bulletin shall be an 8.5" x 11" newsletter; the frequency shall be five (5) times per year; the contents shall include news, short articles, items of regional interest, job advertisement display, brief notes of publications received, and material of similar nature to this format; and for the benefit of serials librarians everywhere the APLA Bulletin shall not change its title (Standing Order 8.02).
7. The minutes of the previous Ordinary General Meeting and reports from committees, interest group and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from Ordinary General Meetings shall be published in the APLA Bulletin following the meeting (Standing Order 8.03).
8. Copies of the APLA Bulletin shall be sent free of charge to all Canadian provincial and regional associations on an exchange basis, and the publications received in exchange shall be sent directly to the Editor(s) of the APLA Bulletin (Executive meeting, 7 February 1976). This was reconfirmed for all Atlantic province associations (Executive meeting, February 1988 item 7.5).
9. The recommendation that APLA discontinue publication of the annual index (table of contents) to the APLA Bulletin was accepted (Executive meeting, 16 September 1977).
10. The Editor holds a non-voting position on the Executive (Executive meeting, 26 January 1992, item 13).
11. The editor(s) shall maintain a procedures manual which includes job descriptions and ensure that the Secretary has an up-to-date copy.

Two copies of each issue of the APLA Bulletin are to be sent to the National Library of Canada in compliance with legal deposit.

CARIN ALMA E. SOMERS SCHOLARSHIP TRUST FUND COMMITTEE

(the following revision was accepted at the Executive meeting, 27 May 1999, item 9)

See also:

Guidelines for Committee and Interest Groups

Status:

Executive Committee

Background of trust fund:

The trust fund was established, in 1995, as a bequest from the estate of Frank Somers, Carin Somers husband. The terms specified that the net income from a \$60,000 investment was to

be paid annually to APLA "for the purpose of assisting a student in need of financial assistance in undertaking the academic requirements leading to the Degree of Master of Library Science."

Biography of Carin Alma E. Somers (From information in the APLA Bulletin, May/June 1990 and Sept/Oct 1996):

Carin Alma E. Somers was the Provincial Librarian for Nova Scotia from 1974 to 1987. Her working career as a librarian started in 1958 when she went to work at what was then the Halifax Memorial Library. She worked there both before and after going to library school at the University of Toronto. Carin became Chief Librarian of the Halifax County Regional Library in 1967 and oversaw the rapid growth of that region. In 1973, she was appointed Supervisor of Public Libraries (NS Provincial Library) and in 1974, Provincial Librarian.

Carin was always a tireless supporter of public service, libraries, and both CLA and APLA. During her time as Provincial Librarian, 100% of the population of Nova Scotia became served by public libraries. She was President of APLA, a second Vice-President of CLA, a guest lecturer at the Dalhousie School of Library and Information Services and a frequent speaker at trustees meetings. In 1988 APLA honoured Carin with its Merit Award. Carin died in 1990. The terms of her bequest are a demonstration of her interest in people and in the profession which she chose.

Terms of reference (Standing Order 5.07):

1. To solicit applications for the Carin Alma E. Somers Scholarship from Canadian citizens who are residents of the Atlantic Provinces and require financial assistance to undertake or complete the academic requirements leading to the professional library degree. Applicants shall have been accepted as candidates for the degree at the time of application.
2. To select the winner from among the applications received.
3. To announce the winner of the award at the Ordinary General Meeting of the Association. Membership (Standing Order 5.07):

Membership:

1. The convener shall be the Vice-President/President-Elect.
2. The provincial Vice-Presidents as members.

Points relating to the administration of the trust fund:

1. Originally TD Trust was been designated as the Trust administrator. In 2003 TD Trust asked to be relieved of the administration of the trust. The Executive sought legal and financial advice. Upon the advice of Lawyer Carole Gillies and Certified General Account Christine Hanlon, APLA agreed to take over the administration of the trust from TD Trust.
2. The trust fund provides for an annual scholarship to be given in the name of Carin Alma

E. Somers. The scholarship is intended to provide financial assistance to a Canadian citizen who is a resident of the Atlantic Provinces and who is undertaking, or completing, the academic requirements leading to a degree of master of library science.

3. The successful applicant will have been accepted in an accredited school of graduate studies as a candidate for a degree in library science.
4. The award will include a one year membership to APLA.

Points of interest:

1. The degree designation of Masters of Library Science will be interpreted to include other equivalent designations used by accredited graduate library schools. For example, Masters of Library and Information Science.
2. Residency in the Atlantic Provinces will be interpreted in a broad, but reasonable, manner by the committee. For example, an individual born in the Atlantic region, whose family home is in the region, but who has attended university in central Canada and has been accepted by a western library school, will be eligible.
3. The value of the annual scholarship was estimated at \$3,000 based on earning levels in 1997. The actual earnings will vary. The committee has the discretion to award more than one scholarship in any given year depending on the funds available. For example, in the first year of operation, there was over \$5,000 available and two scholarships, of equal value, were awarded.
4. The scholarship should be advertised through Canadian library schools, in the APLA Bulletin, on the APLA-LIST listserv, or other appropriate listservs.
5. The application form will be posted on the APLA web page.
6. Applications will be held secure by the chair for a period of one year and then destroyed.
7. In a year when no scholarship is awarded, the funds will be held in a designated Carin Alma E. Somers Scholarship account to be awarded as a scholarship in a future year.

Suggested dates:

Advertising	January 30 and February 28
Application deadline	March 31
Decision deadline	May 1

COMMITTEE ON AIMS AND OBJECTIVES

See also:

Guidelines for Committees and Interest Groups
Liaison with Provincial Library Associations (Appendix O)

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

See also:

Guidelines for 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.

FINANCE COMMITTEE

See also:

Guidelines for Committees and Interest Groups
General Activities Fund (Appendix E)
Liaison with Other Organizations (Appendix I)

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

See also:

Guidelines for Committees and Interest Groups

Guidelines for the Release of the APLA Membership List (Appendix J)
Vice-President (Membership): Calendar and Breakdown of Duties (Appendix N)

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).

NOMINATIONS AND ELECTIONS COMMITTEE

See also:

Guidelines for Committees and Interest Groups

Status:

Executive Committee

Terms of reference (Standing Order 5.05):

1. Prior to each Ordinary General Meeting of the Association, the Executive shall appoint a committee on nominations and elections of three members to assure that there are normally at least two candidates for each elective office. The convener shall normally be the immediate Past-President. No member of the committee shall be eligible for nomination.
2. The committee shall call for nominations for all vacancies in January of each year. Nominations shall close on the last day of February.
3. Any member may nominate any other member for elective office. Every person nominated shall be a member in good standing of the Association and shall file a letter of acceptance with the secretary of the Association.
4. The committee shall normally conduct a ballot within two weeks of the close of nominations. The results of the election shall be reported in writing to the Secretary for announcement at the Ordinary General Meeting.
5. The Nominations and Elections Committee shall announce only the names of the successful candidates for APLA office at the OGM and not the number of votes cast for each candidate.

Points of information:

1. Incumbent provincial Vice-Presidents should be advised of all nominations for the position of vice-President in their provinces so that they are aware of developments in their respective provinces (Executive meeting, 6 October 1985).
2. Traditionally, out-going Executive members have served on the Nominations and

Elections Committee unless they want to run for an office.

3. Biographical information on the nominees should be included with the ballots.
4. The convener of the committee shall present a report to the Vice-President/President-Elect at least one month prior to the Ordinary General Meeting (Standing Order 4.07).

STANDING COMMITTEES

APLA MEMORIAL AWARDS COMMITTEE

(Formerly the Alberta Letts Memorial Fellowship Committee)

See also:

Guidelines for Committees and Interest Groups

Status:

Standing Committee

Terms of reference (Standing Order 6.02):

1. To solicit applications to the APLA Memorial Awards Fund.
2. To select the award recipients.
3. To encourage donations to the APLA Memorial Awards Fund in honour of past APLA members.

Membership:

1. The Committee shall consist of four Members, and one Convener, and the APLA President who shall be an ex-officio member.
2. The Convener and Members shall be appointed by the Committee on Committees and Interest Groups when necessary. (Standing Order 5.02)
3. After three years the convenership will normally rotate to another Atlantic province. (Standing Order 4.04)
4. Members normally may serve up to three years on the Committee.
5. Members or Convener will step down from the Committee for that year if a conflict of interest arises.

Terms of the award:

1. The award supports the project of any APLA member who successfully proposes to contribute to their professional development, as well as to the library profession as a whole, through research, educational opportunity, or other appropriate endeavour.
2. Applications will be judged based on various criteria including, but not limited to: clarity of the proposal, originality, creativity, budget outline, stated/implied impact on profession, and the dissemination of results.
3. Award recipients will submit a report after completing their project to be published in the APLA Bulletin.

Form of the award:

1. The award is the amount of the annual interest from the APLA Memorial Awards Trust Fund and will be awarded annually.
2. Normally, only one award will be given in each year.

Procedures:

1. Applications will be solicited through appropriate means, such as advertisements in the APLA Bulletin and over relevant regional listservs.
2. The deadline for applications shall be March 31.
3. Each application must include a letter outlining the proposal, a detailed budget, and current curriculum vitae.
4. Applicants from previous competitions may re-apply.
5. The Executive will be asked to approve the recommendation of the Committee at the Spring Executive meeting.
6. The Convener will communicate results to all applicants in writing following the decision from the Executive.
7. The Convener will provide the Treasurer with mailing information to send monies to the award recipient.

Points of information:

1. The Finance Committee members serve as trustees and administer the APLA Memorial Awards Fund and submit a detailed financial statement at the conclusion of the fiscal year (Standing Order 5.01).
2. The provincial Vice-Presidents will assist in identifying candidates for the award if necessary.
3. The Executive was authorized to set up the Alberta Letts Memorial Fellowship as a trust which would qualify as a "Registered and Charitable Organization" within the meaning of Section 149-1 of the Income Tax Act (Annual Conference, 1974). The fund was expanded to become a general memorial fund (Annual Conference, 1982).
4. Expenditures of the fund shall be limited to the annual interest from the trust and no more than ten percent of the principal (Annual Conference, 1976, Resolution 9; reaffirmed Annual Conference, 1977; Standing Order 3.08).
5. Lawyer (Catherine S. Walker) stated that to capitalize the interest not given out would be a variation that would require court ratification (Letter from her, 27 April 1983).

6. According to the trust deed, the fund belongs to APLA and is not an independent trust (Executive meeting, 14 February 1978).
7. Up to \$1000 of any operating surplus may be transferred to the principal of the APLA Memorial Awards Fund. Such transfer shall be on a motion of the Executive and shall be identified in the annual financial statement as being pursuant to Standing Order 3.09.
8. Records of the APLA Memorial Awards Trust Fund are to be examined by the Financial Examiner annually (Standing Order 3.10).
9. Should the annual conference realize a surplus, 50% will be divided between the Memorial Awards Fund and the First Timers' Grant Fund, with the amount of the division, to be decided by the Executive (Standing Order 3.15).

COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE

See also:

Guidelines for Committees and Interest Groups

Status:

Standing Committee

Terms of reference (Standing Order 6.03):

1. To publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces;
2. As a primary objective, to promote communication among members and to make the committee visible to all members of the Association;
3. To maintain the APLA listserv;
4. To maintain the APLA website;
5. To edit the *APLA Membership Directory*;
6. To compile annually a list of library-related associations in the Atlantic Provinces for inclusion in the *APLA Membership Directory*
7. To assist the Bulletin Management Board as necessary in order to ensure the continuance of the *APLA Bulletin* as the publication of the Association;
8. To organize a session at each annual conference to increase the visibility of the committee and communication among APLA members;
9. To provide at least one topical article a year on its activities, to be published in the *APLA Bulletin*

Relations to other committees/interest groups:

While the committee will maintain an ongoing liaison with all committees and interest groups, and an awareness of the activities of APLA, it will have a special relationship with the following groups and individuals:

- a. Bulletin Management Board: to assist as necessary in order to ensure the continuance of the APLA Bulletin as the main voice of the Association.
- b. Francophone Interest Group/Groupe d'interet francophone: to ensure that, where possible and appropriate, communications are carried out in French.
- c. Provincial Vice-Presidents: to get information from the Vice-Presidents regarding library-related associations and organizations.

Membership:

The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term.

Membership shall include the following: APLA President, APLA listserv postmaster, Vice-President for Membership, editor of the *APLA Bulletin*, webpage editor, and convener of the Francophone Interest Group. The committee may include other members.

Time and method of reporting:

1. The committee shall present written reports to meetings of the Association's Executive and at other times as requested by the Executive.
2. The committee shall present a written report to the membership in the conference issue of the APLA Bulletin.

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)

CONTINUING EDUCATION COMMITTEE

Status:

Standing Committee

Terms of reference:

1. To develop content from the Atlantic region for the Partnership's Education Institute
2. To work with the Regional Developer for the Partnership's Education Institute to identify high quality content
3. To liaise with the Partnership's National Continuing Education Committee
4. To publicize and promote the Partnership's Education Institute through the APLA website, Bulletin and listserv.

Membership:

The Committee shall include the APLA President and Vice President/President Elect, Convener of the Continuing Education Interest Group and the Regional Developer for the Education Institute and three additional members. These members shall represent various types of libraries. The committee may include other members. Members may serve up to three years.

GROW A LIBRARY FUND COMMITTEE

Status:

Standing Committee

Terms of Reference:

1. To fundraise through various events and activities for the fund
2. To determine by majority what percentage of the funds are allocated each year
3. To determine by majority what project(s) are selected to be funded each year

Membership:

The Committee shall include the APLA President and Treasurer and up to 8 additional members.

INTEREST GROUPS

COLLECTIONS DEVELOPMENT INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Terms of reference:

1. To bring together all those members of APLA interested in collections development.
2. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
3. Responsible for at least one article a year in the APLA Bulletin.
4. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

Goals:

To establish and maintain communication links among collections development librarians in the Atlantic Provinces. Specifically:

1. To exchange information about each library's activities through newsletters and round table discussions;
2. To investigate the possibilities for workshops, speakers, and other events of interest to members, to take place generally at the annual APLA conference;
3. To exchange information regarding the group's activities with similar groups across Canada and within the Canadian Library Association.

Relationship:

The interest group will attempt to inform the association of their activities via APLA Bulletin submissions.

Membership:

Membership is open to APLA members interested in collections development activities.

Method of operation:

Communication throughout the year will be via newsletters describing current activities. A round table discussion of items of common interest may be held at the annual APLA conference.

Reports:

A written report on the year's activities will be presented to the general membership at the Ordinary General Meeting of the APLA. A copy of this report will be made available to the APLA Bulletin.

COMPUTERS AND CONNECTIVITY INTEREST GROUP

(Formerly the Microcomputer Interest Group)

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Purpose:

To provide a forum for discussion among APLA members who are interested in microcomputers and related technologies, and to make the interest group visible to all members of the Association.

Terms of reference:

1. To establish, maintain and foster communication between these individuals and others in the library community. Some of these activities may include:
 - a. Exchanging information about the group, its activities, and interests, in APLA Bulletin, a newsletter (quarterly) and possibly an electronic bulletin board. (At least one article a year in the APLA Bulletin.)
 - b. Support APLA-list, the Association's listserv on the Internet as a communications vehicle amongst APLA members.
 - c. Coordinating workshops and other events of interest to be held at the annual APLA Conference, and other regional venues where appropriate.
 - d. Developing and maintaining a directory of microcomputer databases and software in use in libraries in the Atlantic Provinces, which maybe of interest to other libraries in the region and Canada.
 - e. Establishing a list of regional representatives in the Atlantic Provinces with some expertise in the use of microcomputers.
 - f. Investigating the possibility of group purchasing, or discounted rates, through membership in OLAM, for microcomputer hardware, software or services.
2. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
3. Responsible for at least one article a year in the APLA Bulletin.
4. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

Relationship:

The Interest Group will inform the Association of their activities through APLA Bulletin.

Membership:

Membership is open to APLA members interested in microcomputers and related technologies.

CONSERVATION OF LIBRARY MATERIALS INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Terms of Reference:

1. To promote awareness of library conservation.
2. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
3. Responsible for at least one article a year in the APLA Bulletin.
4. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

CONTINUING EDUCATION INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Purpose:

To provide a forum for the discussion of continuing education issues within APLA.

Terms of reference:

1. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
2. Responsible for at least one article a year in the APLA Bulletin.
3. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

Goals:

1. To ensure that a mechanism exists within APLA to allow it to fulfill its continuing education mandate.
2. To provide analyses of professional literature with a view to identifying professional issues and trends for the membership.
3. To provide regional continuing education coordinators and conference program committees with information on issues and trends this, together with ideas from other Interest Groups, might provide continuing education opportunities.

Relationships:

The interest group will inform the association of its activities via APLA Bulletin submissions.

The Continuing Education Interest Group works with other APLA interest groups to encourage the development of continuing education opportunities for APLA members.

Membership:

Membership is open to all APLA members.

Reports:

A written report on the year's activity will be presented to the general membership at the Ordinary General Meeting of APLA. A copy of this report will be submitted to the APLA Bulletin.

FRANCOPHONE INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Purpose:

To provide a forum for the discussion of issues among francophone members of the Atlantic Provinces Library Association.

Goals:

1. To establish and maintain communications between francophone members of APLA.
2. To promote the French language in Atlantic provinces libraries.
3. To help francophone members in organizing workshops or other activities.

4. To participate in the organization of workshops in French at the APLA Annual Conference.
5. To exchange information with other francophone library associations.

Terms of reference:

1. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
2. Responsible for at least one article a year in the APLA Bulletin.
3. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

Relationship:

The Francophone Interest Group will attempt to inform the Association of its activities via APLA Bulletin submissions.

Membership:

Membership is open to APLA members interested in promoting the French language.

Method of Operation:

Communication throughout the year will be via the APLA Bulletin where should be described current activities. A round table discussion of items of common interest and a business meeting will be held at the APLA Annual Conference.

Reports:

A written report on the year's activities will be presented to the general membership at the Ordinary General Meeting of APLA.

GRUPE D'INTERET FRANCOPHONE

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Objectif:

Reunir tous les membres francophones de l'Atlantic Provinces Library Association (APLA).

Buts:

1. Etablir et maintenir de bonnes communications entre les membres francophones de l'APLA.
2. Promouvoir la langue française dans les bibliothèques des provinces de l'atlantique.
3. Aider les membres francophones à organiser des ateliers et toutes autres activités.
4. Participer à l'organisation d'ateliers en français lors du congrès annuel de l'APLA.
5. Etablir un lien entre le groupe d'intérêt francophone de l'APLA et d'autres associations francophones de bibliothèques.

Liaison:

Le groupe informera l'Association de ses activités au moyen d'articles dans le Bulletin de nouvelles de l'APLA.

Membres:

Tout membre de l'APLA intéressé à promouvoir le français.

Operation:

La communication entre les membres se fera par des annonces dans le Bulletin de l'APLA. Une discussion sur des sujets d'intérêt commun aura lieu lors du congrès annuel de l'APLA.

Rapports:

Un rapport annuel d'activités sera présenté aux membres lors de l'Assemblée ordinaire annuelle de l'APLA. Une copie de ce rapport paraîtra dans le Bulletin de nouvelles de l'APLA.

LIBRARY INSTRUCTION INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Terms of reference:

1. To promote library orientation and instruction in libraries of all sectors throughout the Atlantic Provinces.
2. To convene seminars or programmes relating to library instruction, to take place

generally at the annual APLA conference.

3. To exchange information regarding the committee's activities with similar groups across Canada and within the Canadian Library Association.
4. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
5. Responsible for at least one article a year in the APLA Bulletin.
6. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

LIBRARY TECHNICIANS INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Terms of reference:

1. To promote interest in the work and concerns of paraprofessionals within the Atlantic library community.
2. To provide a forum for paraprofessionals to become involved in the work of APLA.
3. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
4. Responsible for at least one article a year in the APLA Bulletin.
5. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

NEWSPAPER INTEREST GROUP

See also:

Guidelines for Committees and Interest Groups

Status:

Interest Group

Purpose:

To bring together all those members of APLA interested in newspapers as a material format.

Goals:

1. To provide a vehicle for sharing information and experience among the Atlantic Provinces with respect to the National Library Decentralized Program for Canadian Newspapers.
2. To facilitate co-operation among the Atlantic Provinces in meeting the objectives of the National Library program.
3. To provide a forum for discussion of issues surrounding the collection, handling, indexing, and preservation of newspapers as a material format.
4. As a primary objective, to promote communication among members and to make the interest group visible to all members of the Association.
5. Responsible for at least one article a year in the APLA Bulletin.
6. Organize a session at each APLA annual conference to increase the visibility of the interest group and communication amongst APLA members.

Relationships:

The interest group will attempt to inform the association of its activities via APLA Bulletin submissions.

The Newspaper Interest group interacts with the Conservation of Library Materials Interest Group in discussion of issues surrounding the preservation of newspapers.

Membership:

Membership is open to all APLA members.

Reports:

A written report on the year's activities will be presented to the general membership at the Ordinary General Meeting of APLA. A copy of this report will be submitted to the APLA Bulletin.

APPENDICES

A: Mail sorting and handling

1. Cheques to treasurer.
2. Correspondence and questionnaires about APLA: to Secretary.
3. Claims for non-receipt of APLA Bulletin issues: to Treasurer
4. Ads in APLA Bulletin: to Advertising Editor, APLA Bulletin.
5. Books to be reviewed: to Editor, APLA Bulletin.
6. Articles for publication: to Editor, APLA Bulletin.
7. News items for the Association: to Editor, APLA Bulletin.
8. Changes of address and returned mail: to Vice-President, Membership.
9. Subscription renewals and inquiries: to Treasurer.
10. Election ballots addressed to Convener, Elections Committee: to Convener, Nominations and Election Committee (normally the Past-President).

B: Guidelines for Publication

(Approved at the Executive meeting, September 1988)

The purpose of these guidelines is:

1. To provide a publication policy for APLA.
2. To provide the Publications Committee of APLA with guidelines by which to judge submissions for publication.
3. To provide prospective authors with APLA's Publication Policy and Guidelines.

A. Categories of publications

1. Official Publications: APLA's official publications shall be the APLA Bulletin and the annual Membership Directory. It is understood that the Bulletin Management Board is responsible for the publication of the APLA Bulletin in accordance with guidelines set out elsewhere in the Procedures Manual (Executive meeting, 31 January 1993, item 6.7)
2. Interest Groups and Standing Committee Newsletters: each of APLA's interest groups and standing committees may publish a newsletter subject to the "Newsletter Guidelines for Interest Groups and Standing Committees" which appear as Section B below. However, they may not publish other items; these will be published by APLA.
3. Other Publications: this category includes manuscripts which are written as a result of APLA funded research which arise from the work of an interest group or standing committee, upon recommendation of the Communications and Public Relations Committee.

B. Newsletter Guidelines for Interest Groups and Standing Committees

1. Start up: before starting a newsletter, an interest group or standing committee should carefully examine all alternatives to internal communication and should request specific funding from the Treasurer. The convener of the Communications and Public Relations Committee should be consulted during this initial assessment period.

Once funding has been approved, the President will notify the Communications and Public Relations Committee and the interest group or standing committee.

2. APLA Bulletin: it is important for newsletter editors to send news to the Bulletin editor. As certain items in the newsletter may be of interest to the broader APLA membership, a copy of the newsletter should be sent to the convener of the Communications and Public Relations Committee and to the Bulletin editor who will contact the newsletter editor for permission to reproduce or edit an article.
3. Title page information: the newsletter shall carry the following information on its title page:

- i) the name of the Atlantic Provinces Library Association;
 - ii) the name of the interest group or standing committee;
 - iii) a statement that the newsletter is not an official publication of APLA.
4. Distribution: subscription shall be free and shall be restricted to members of the interest group or standing committee.
 5. Archival: the newsletter editor will deposit a copy of each issue of the newsletter in the Nova Scotia Archives and Records Management.

C. Information for Prospective Authors

1. First priority will be given to APLA's official publications as they are stated in A.1 above.
2. Second priority will be given to publishing manuscripts which are written as a result of APLA funded research or which arise from the work of an interest group or standing committee.
3. Excluded will be publications that have no direct connection to APLA e.g. manuscripts not the result of APLA funded research.
4. Information should be current and up to date.
5. Material should be original and/or fill a demand.
6. Research should be well documented and complete.
7. Items must be typescript, preferably camera ready.
8. The information should be presented in a style which is recognized as being appropriate for the subject.
9. Manuscripts must be expressed in non-sexist language (Standing Order 8.18).
10. All items submitted for publication will be subject to review by the Communications and Public Relations Committee.

D. Mechanics of Publishing

1. The Communications and Public Relations Committee should endeavour to have publications reflect the Association's concern for quality library materials. Paper, print and binding should be of high quality, able to withstand extensive use.
2. All publications except interest group and committee newsletters will be given an ISBN or ISSN number, whichever is appropriate.
3. All publications shall bear the Association's logo on the cover.
4. APLA will encourage the publication of bilingual and/or French materials as appropriate.

5. All publications identified in A.3 above shall be priced.

C: Merit Award

(the following revisions were accepted at the Executive meeting, 27 May 1999, item 9 and the Executive meeting of 17-18 April 2004, item 9)

Name:

Atlantic Provinces Library Association Merit Award

Terms of the Award (Standing Order 9.08):

1. The award honours an individual who has made an outstanding contribution to library service in the Atlantic Provinces.
2. Some of the contributions that might be considered in selecting a person for this award are:
 - a. Leadership in library associations at the local, regional, and provincial levels;
 - b. Contributions to the development, application and utilization of library services and library systems;
 - c. Significant contribution to library literature.
3. Normally, only one award shall be given each year.

Form of the Award:

1. At the annual conference, the award winner will be presented with:
 - a. An Atlantic pewter goblet handmade by a pewter smith and decorated with the Arms of the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award and the date. The goblets (7 oz, shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.
 - b. A certificate (blank certificates are held by the secretary).
 - c. Life membership in the Atlantic Provinces Library Association.
2. A typescript of the presenter's remarks shall be given to the recipient.

Procedures:

1. The Past-President shall be responsible for organizing the procedure for selecting an award winner and for presenting the award.
2. Nominations for the award shall be solicited through an advertisement in the

September/October issue of the APLA Bulletin.

3. Names of persons previously nominated but not chosen may be resubmitted.
4. The deadline for nominations shall be March 31.
5. Each recommendation for an award must be accompanied by documentation of the nominee's achievements.
6. The Executive will act as a jury to select an award winner from among those nominated by members of the Association.
7. An award need not be made if, in the opinion of the Executive, no sufficiently outstanding nominee has been recommended.
8. The award shall be presented at the Association's annual conference.
9. The transcript of the presentation remarks shall be published in the APLA Bulletin.

APLA Merit Award Recipients

Year	Recipient	Institution	Region
1975	Jessie Miffen	Newfoundland Public Library Services	St. John's, NF
1975	M.E. (Mollie) Cameron	Halifax City Library	Halifax, NS
1976	James MacEacheron	New Brunswick Library Services	Fredericton, NB
1977	Evelyn Campbell	Nova Scotia Research Foundation	Halifax, NS
1978	Hubert Button	Albert-Westmorland-Kent Regional Library Board	Moncton, NB
1979	Norman Horrocks	School of Library Service Dalhousie University	Halifax, NS
1980	Agnes O'Dea	Centre for Newfoundland Studies Memorial University of Newfoundland	St. John's, NF
1981	Shirley Elliott	Nova Scotia Legislative Library	Halifax, NS

1982	Norman Skinner	Saint John Regional Library Board	Saint John, NB
1982 1983 1984	Eileen Travis No Award No Award	Saint John Regional Library	Saint John, NB
1985 1986	Gertrude Gunn No Award	University of New Brunswick	Fredericton, NB
1987	Katherine Le Butt	York Regional Library	Fredericton, NB
1988	Carin Somers	Nova Scotia Provincial Library	Halifax, NS
1989	Henry Bramwell Chandler	Prince Edward Island Libraries	Charlottetown, PEI
1990	Douglas Lochhead	Mount Allison University	Sackville, NB
1991	Pearce Penny	Provincial Public Library Services	St. John's, NF
1992	Alfred Bailey	University of New Brunswick	Fredericton, NB
1993 1994	Iain Bates No Award	Acadia University	Wolfville, NS
1995	Barbara Kincaid	Western Counties Regional Library	Yarmouth, NS
1995	Diane MacQuarrie	Halifax City Regional Library	Halifax, NS
1996	Eric Swanick	Legislative Library	Fredericton, NB
1997	Suzanne Sexty	Memorial University of Newfoundland	St. John's, NF
1998	Margot Ellen Schenk	Saint Mary's University	Halifax, NS
1999 2000	Alban Arsenault No Award	Universite de Moncton	Moncton, NB

2001	Peter Glenister	Mount Saint Vincent University	Halifax, NS
2003	Joy Tillotson	Memorial University of Newfoundland	St. John's, NL
2004	Claude Potvin	Albert-Westmoreland-Kent Regional Library	Moncton, NB
2005	Michael Colborne	Nova Scotia Provincial Library Service	Halifax, NS
2006	Madeleine Lefebvre	St. Mary's University	Halifax, NS

D: APLA Prize

(Standing Order 9.06)

Name:

The name of the award is the Atlantic Provinces Library Association Prize.

Conditions:

1. The prize is given annually to:
 - a. the outstanding student at the Dalhousie School of Library and Information Studies as chosen by the faculty of the School; and
 - b. the outstanding student in the Library and Information Technology program of the Nova Scotia Community College as chosen by the faculty of the Program at the College.

Form:

1. The prize is for \$500
2. A certificate of recognition is presented with the cheque.
3. The winners are announced in the APLA Bulletin.
4. The winners shall receive a one-year membership in APLA.

Points of information:

1. The presentations should be made at the annual conference. If the recipients can not be present, the prize should still be announced and the prizes in these cases will be presented at the respective convocations.
2. Blank certificates are held by the secretary.

APLA Prize Winners

Dalhousie University

Date	Name	Date	Name
1972	Mary Norton	1991	Yvonne Brown
1973	Mary L. Mills	1992	Debra LeBel
	Sheila Smith	1993	Fiona Black
1974	Marion Ivimey	1994	David Kaunelis
1975	Judith Brooks	1995	Lois Loewen
1976	Ronald McKinnon	1996	Martha Patterson
1977	Shirley Lounder	1997	Wayne Paquet
1978	Jim Laughlin	1998	Michelle Paon
1979	Frances Anderson	1999	Colleen MacKinnon
1980	Jane Armstrong	2000	Greg Bak
1981	Heather Creech	2001	Kim Frail
1982	Christine Toplack	1988	Carol Fifield
1983	Kate Jarret		Anne Watling
1984	Sharon Meadows	2002	Renee de Gannes
1985	Sheila Plant	2003	Heather Berringer
1986	Kathryn Dennis	2004	Sophia Walker
1987	Cheryl Grandy	2005	Lori Léger
1989	Elizabeth Jones	2006	Robin Featherstone
	Barbara McDonald		
1990	Marion Pye		
	Shelley		
	Hawrychuk-Dwyer		

Nova Scotia Community College

Date	Name
2004	Heather Zinn
2005	Unknown
2006	Jennifer MacEwan

E: General Activities Fund (GAF)

(Approved at the Executive meeting, June 1985)

The General Activities Fund incorporates funds previously designated as the Vice-Presidents' Discretionary Fund, the Special Projects Fund, and the Committees' Special Projects/Programmes. The General Activities Fund is designed to provide a flexible and streamlined funding procedure for activities and projects which serve to further the aims and objectives of the Association outside those activities dealt with through the normal budgetary process. It is not intended to fund activities connected with the annual conference (Executive meeting, September 1986, item 12.4).

The fund is open to any vice-President, committee or interest group convener, or member of APLA in good standing. Applications are to be made, in writing, to the Finance Committee. The requests received by 15 September of each year will be considered at the fall meeting of the Finance Committee, held in conjunction with the Executive meeting. The application should include the following information:

1. A description of the activity including, where applicable, the purpose, projected audience, and duration;
2. A budget proposal, indicating:
 - a. Whether the request is for seed money or in the form of a subsidy;
 - b. Whether other sources of revenue are to be used;
 - c. What expected revenues and expenditures are.

Also to be included in the application are the name of the activity coordinator and agreement that a financial accounting of the activity will be submitted to the Finance Committee within 60 days of the conclusion of the event, and that funds recovered from the activity will be returned to the Association at that time. When APLA cosponsors events with other groups, all groups should jointly share in the profits or deficits in accordance with the amounts contributed by each (Executive meeting, September 1986, item 12.3). APLA is to be acknowledged as a sponsor of the activity in any publicity on the event.

Requests for funding will be evaluated by the Finance Committee, in consultation with the appropriate Vice-President, based on:

1. Availability of funds;
2. Purpose of the activity (how clearly does it fulfill the aims and objectives of the Association);
3. Geographic location (if applicable);
4. Nature of the activity (does it duplicate an activity already scheduled for the area; is it a

"fleeting opportunity"; does it appeal to a wider representation or a more specialized audience?);

5. Support available from other sources (if a cosponsored event) and the proposed financial arrangements;
6. Publicity plan which describes:
 - a. The means of informing APLA members who may wish to attend;
 - b. That APLA sponsorship is to be noted in the publicity;
 - c. Arrangement for wider media coverage, as applicable.

A report will be given by the Finance Committee at the fall Executive meeting on all requests received to that date. After that date, remaining funds will be considered for distribution to later projects, with some funds being held in reserve for this purpose. A report on the approved projects and the status of the fund will be printed in the APLA Bulletin following the fall Executive meeting. The Finance Committee's decision can be appealed to the Executive.

Guidelines for speakers' expenses (approved at the Executive meeting, February 1988, item 6.7):

1. Transportation

A speaker will normally receive regular economy airfare with APLA doing the booking; ground transportation to and from the airport and other ground transportation as required.

2. Accommodation and Meals

A speaker will normally be paid for one night's accommodation at a hotel of APLA's choice and be reimbursed for meal costs as follows:

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

3. The guidelines are subject to negotiation and payments should take into consideration individual circumstances and the overall financial position of the association. Speakers whose expenses are being paid from other sources should not be reimbursed again. An honorarium can also be considered in addition to, or in lieu of, expenses.

Sample application form:

GENERAL ACTIVITIES FUND
APPLICATION/FORMULE DE DEMANDE

1. Event/Activity:

2. Date & Times/Date, Heure:
3. Location/Emplacement
4. Description:
5. Relevance (Intended audience)/Pertinence de l'activité, (Clientele cible):
6. Publicity plan/Plan de publicité:
7. Estimated costs/Coûts tsestimés:
8. Estimated revenue & sources/Revenus estimés:
9. Seed grant \$ or/ou Subsidy \$ requested from APLA/demandé, de l'APLA.
10. Contact person - address, phone, fax, e-mail/Coordonnateur(trice) - adresse, tel, fax, e-mail:
11. Other sponsors/Autres commanditaires \$
12. If the application is successful, I agree to submit a detailed financial accounting of this even on or before (Date 60 days after the event) to the Treasurer of APLA. If the receipts permit, the amount made available by APLA will be returned in full or in proportion to the contribution made by the other sponsors.

Si la demande est approuvée, j'accepte de remettre un rapport financier détaillé de l'activité avant le (Inscrire la date qui suit de 60 jours la date l'activit,) au Tr,sorier de l'APLA. Si les revenus g,n,r,s le permettent, le montant fourni par l'APLA sera retourn, en totalit, ou en proportion avec les contributions faites par d'autres commanditaires.

Name/Nom Date

F: First Timers Conference Grant

Background:

This grant came about as a result of the following resolution which was passed at the 53rd Ordinary General Meeting (May 10, 1992, Halifax, N.S.). See Standing Orders 3.11 and 3.15.

Whereas the 1991 Conference at Corner Brook, Newfoundland realized an excess of revenues over expenditures:

And whereas it is felt that by providing funding APLA can encourage persons who do not have sufficient funding to attend their first conference;

Resolved that APLA establish a First Timers Conference Grant to be funded from the interest generated by the investment of the net revenues from the 1991 conference and that this First Timers Conference Grant be administered by the Finance Committee.

Resolved, that this become a standing order of the Association.

(S. Sixty, G. Whitford)

Purpose of the grant:

1. To provide support for those who do not have sufficient funding to attend their first APLA conference.
2. To encourage participation in APLA by making conference attendance possible.
3. To offer an opportunity for members to participate in continuing education.

Eligibility:

1. Any person applying for the First Timers Grants must be:
 - a. A personal member of APLA.
 - b. Residing in an Atlantic province.
 - c. Planning to attend his/her 1st APLA annual conference.

Procedure:

1. The revenue generated from the 1991 APLA annual conference will be maintained as a separate account.
2. This money will be invested as directed by the Treasurer.

3. The annual interest from the investment will be used to fund the First Timer Grant.
4. No individual grant will exceed \$1000.
5. The number of grants to be given each year will be determined by the availability of funds. Normally, the grant will cover registration, transportation, and room and board. The guidelines for reimbursement shall be consistent with general APLA practice (cf. APLA Executive - "Guidelines for Executive Meetings" and General Activities Fund - "Guidelines for Speakers Expenses").
6. When there is more than one grant application, the money will be awarded by drawing from the names of all eligible applicants.
7. The First Timer Grant will be administered by the Finance Committee.
8. A notice of the award will be placed in the January/February issue of the APLA Bulletin.
9. The deadline for applications will be February 28.
10. The President shall notify the award winner, indicating that the announcement of the award will be made at the Ordinary General Meeting, with date and time of the meeting specified.
11. The recipient is expected to send a report, of their attendance at the conference, to the Past-President in time for inclusion in the post conference issue of the APLA Bulletin.
12. That the investments generating the First Timers' Grant be placed in a secure investment vehicle with protects the capital and achieves the highest available interest rate (Standing Order 3.11).
13. Should the annual conference realize a surplus, 50% will be divided between the Memorial Awards Fund and the First Timers' Grant Fund, with the amount of the division to be decided by the Executive (Standing Order 3.15).

First Timers' Grant Recipients

Date	Name	Date	Name
1993	Trine Schioldan	2001	Natalie Munn, Karen MacNeill
1994	Charlotte Janes	2002	Berenica Vejvoda, Christine Davies
1995	Joanne Cleghorn	2003	Denise Corey-Fancy
1996	Patricia McCormick	2004	Steve Lelievre
1997	Michelle Fiander	2006	Rebecca Bartlett
1998	Ella Fairley		
2000	James Watson, Jeff Mercer, Lesley Brann		

G: APLA Presidents

Date	Name	Date	Name
1934/35	Mrs. John Stanfield	1979/80	Lorraine McQueen
1935/38	Estelle Vaughan	1980/81	Ann Nevill
1938/40	Bramwell Chandler	1981/82	Barbara Eddy
1940/41	Winifred Snider	1982/83	Anna Oxley
1941/45	Marion Gilroy	1983/84	Andre Guay
1945/48	M.J. Thompson	1984/85	William Birdsall
1948/49	Maurice Boone	1985/86	Elizabeth Hamilton
1949/50	Bramwell Chandler	1986/87	Richard Ellis
1950/51	Patricia Hart	1987/88	Joy Tillotson
1951/52	Peter Grossman	1988/89	Gwendolyn Creelman
1952/53	Dorothy Cullen	1989/90	Susan MacLean
1953/54	Maurice Boone	1990/91	Andrea John
1954/55	Ruby Wallace	1991/92	Judith Head
1955/56	H.W. Ganong	1992/93	Suzanne Sexty
1956/57	James MacEacheron	1993/94	Marion Pape
1957/58	Jessie Miffen	1994/95	Charles Cameron
1958/59	Douglas Lochhead	1995/96	Susan Libby
1959/60	Mary Cameron	1996/97	Sara Lochhead
1960/61	Laurie Allison	1997/98	John Teskey
1961/62	Dorothy Cullen	1998/99	Francesco Lai
1962/63	Charlotte Allen	1999/20	Peter Webster
1963/64	Kathleen Currie	2000/01	Pamela Stevens-Earle
1964/65	Eugene Gattinger	2001/02	Norine Hanus
1965/66	James Boylan	2002/03	Elaine MacLean
1966/67	Dorothy Cooke	2003/04	Laurette Mackey
1967/68	Alberta Letts	2004/05	Allan Groen
1968/69	Eileen Travis	2005/06	Jennifer Richard
1969/70	Carin Somers	2006/07	Ivan Douthwright
1970/71	Eleanor Magee	2007/08	Donna Bourne-Tyson
1971/72	Don Ryan		
1972/73	Don Scott		
1973/74	Heather Harbord		
1974/75	Katherine Le Butt		
1975/76	Pearce Penney		
1976/77	Edward Hanus		
1977/78	Alan MacDonald		
1978/79	Terrence Amis		

H: Conference sites

Date	City/Venue	Number of Attendees
May 14-16, 1971	Sackville, NB, Mount Allison University	115
May 27-28, 1972	St. John's, NF, Memorial University of Newfoundland	100
May 4-6, 1973	Charlottetown, PEI, Confederation Centre	100
May 24-26, 1974	Halifax, NS, Saint Mary's University	178
May 29-June 1, 1975	Fredericton, NB, St. Thomas University	150
May 14-16, 1976	St. John's, NF, St. Bride's College	95
May 6-8, 1977	Charlottetown, PEI, University of Prince Edward Island	125
May 5-7, 1978	Halifax, NS, Dalhousie University	232
May 4-6, 1979	Moncton, NB, Universite de Moncton	N/A
May 2-4, 1980	Corner Brook, NF, Sir Wilfred Grenfell College	N/A
May 22-24, 1981	Wolfville, NS, Acadia University	N/A
May 13-16, 1982	Sackville, NB, Mount Allison University	145
May 26-29, 1983	Halifax, NS, Dalhousie University	219
1984	Charlottetown, PEI, University of Prince Edward Island	N/A
May 30-June 2, 1985	Fredericton, NB, University of New Brunswick	194
May 29-June 1, 1986	St. John's, NF, Battery Hotel	130
May 27-31, 1987	Saint John, NB, Conference Centre	228
1988	Halifax, NS (in conjunction with CLA)	N/A
1989	Charlottetown, PEI, Prince Edward Hotel	N/A
May 10-13, 1990	Moncton, NB, Hotel Beausejour	234
May 23-26, 1991	Corner Brook, NF, Sir Wilfred Grenfell College	156
May 7-10, 1992	Halifax, NS, Hilton Hotel	400
May 27-30, 1993	Fredericton, NB, Lord Beaverbrook Hotel	266

May 26-29, 1994	Baddeck, NS, Inverary Inn	174
May 25-28, 1995	Charlottetown, PEI, University of Prince Edward Island	250
June 5-9, 1996	Halifax, NS (in conjunction with CLA)	N/A
May 22-25, 1997	St. John's, NF, Memorial University of Newfoundland	148
May 22-24, 1998	Wolfville, NS, Acadia University	185
May 27-30, 1999	Saint John, NB, University of New Brunswick	150
May 25-27, 2000	Antigonish, NS, St. Francis Xavier University	124
May 29-June 3	Charlottetown, PE, University of PEI	207
2002	Halifax, NS (in conjunction with CLA)	N/A
May 22-25, 2003	St. John's, NL, Fisheries & Marine Institute [MI], Memorial University of Newfoundland	154
May 27-30, 2004	Moncton, NB, Delta Hotel	N/A
May 26-29, 2005	Halifax, NS, Westin Hotel	292
May 27-30, 2006	Fredericton, NB, Delta Hotel	N/A
May 23-27, 2007	St. John's, NL (in conjunction with CLA)	N/A

I: Liaison with other organizations

APLA is represented on:

1. The Partnership Provincial and Territorial Library Associations of Canada (formerly PTLAC) by the President.
2. ASTED
3. Canadian Library Association (CLA) Copyright Committee

J: Guidelines for the release of the APLA membership list

Printed labels shall be distributed by the Finance Committee, to individuals or organizations which may be of interest or relevance to APLA members.

The decision to release labels shall be based on criteria such as the number of recent releases of labels, the contents and purpose of the mailout, and type of individual or organization.

A fee shall be charged to be at least equal to the cost of printing labels and mailing them to the purchaser.

The membership list shall not be given out in electronic form. The APLA Membership Directory shall not be given out in place of the labels.

K: Acadia University Archives Finding Aid to APLA archives

Please note: The full description of the Archives is available on the APLA website.

Association General (Fonds)	A	
Official Documents (Series)	A1	
Special reports, projects or briefings (Series)	A2	
Publications (Series)	A3	
<i>Bulletin (Subseries)</i>	A3.1	
<i>Directories (Subseries) (see also Vice President Membership Directories)</i>	A3.2	
<i>Union List Scientific and Technical Periodicals in Libraries in the Maritime Provinces and Newfoundland (file)</i>	A3.3.1	
Procedures Manual (Series)	A4	
Ordinary General Meeting Minutes (Series)		A5
Awards (Series)	A6	
Ad Hoc or Standing Committees (Series)	A7	
<i>Intellectual Freedom (Subseries)</i>	A7.1	
<i>Copyright (Subseries)</i>	A7.2	
<i>Atlantic Bibliographic Centre (Subseries)</i>	A7.3	
<i>APLA Bib Centre Committee Minutes</i>	A7.3.1	
<i>APLA Bib Centre Correspondence</i>	A7.3.2	
<i>APLA Bib Centre Reports</i>	A7.3.3	
Interest Groups (Series)	A8	
<i>Instruction/Information Literacy (Subseries)</i>	A8.1	
<i>Francophone (Subseries)</i>	A8.2	
<i>Collections (Subseries)</i>	A8.3	
<i>Computers and Connectivity (Subseries)</i>	A8.4	
<i>Newspapers (Subseries)</i>	A8.5	
<i>Youth services (Subseries)</i>	A8.6	
<i>Intellectual Freedom</i>	A8.7	
Executive Council (Fonds)	B	
VIP Lists (Series)	B1	
Executive Meeting Minutes (Series)	B2	
President (Series)	B3	
<i>President's Reports (Subseries)</i>	B3.1	
<i>President's Correspondence (Subseries)</i>	B3.2	
Secretary files (Series)	B4	
Vice President/President Elect (Series)	B5	
<i>Vice President/President Elect Reports (Subseries) -- see also Aims and Objectives Committee</i>	B5.1	
<i>Vice President/President Elect Correspondence (Subseries)</i>	B5.2	
Past President (Series)	B6	
<i>Past President Reports (Subseries -- see also Nominations Committee and Merit Award Committee)</i>	B6.1	

<i>Past President Correspondence (Subseries)</i>	B6.2	
Vice President NS (Series)	B7	
<i>Vice President NS Reports (Subseries)</i>	B7.1	
<i>Vice President NS Correspondence (Subseries)</i>	B7.2	
Vice President NB (Series)	B8	
<i>Vice President NB Reports (Subseries)</i>	B8.1	
<i>Vice President NB Correspondence (Subseries)</i>	B8.2	
Vice President PEI (Series)	B9	
<i>Vice President PEI Reports (Subseries)</i>	B9.1	
<i>Vice President PEI Correspondence (Subseries)</i>	B9.2	
Vice President Newfoundland (Series)	B10	
<i>Vice President NF Reports (Subseries)</i>	B10.1	
<i>Vice President NF Correspondence (Subseries)</i>	B10.2	
Vice President Membership (Series)	B11	
<i>Membership General Information/Special Reports</i>	B11.1	
<i>Membership Committee Minutes (Subseries)</i>	B11.2	
<i>Vice President Membership Reports (Subseries)</i>	B11.3	
<i>Vice President Membership Correspondence (Subseries)</i>	B11.4	
<i>Membership Directories (Subseries)</i>	B11.5	
Treasurer (Series)	B12	
<i>Treasurer's Reports (Subseries)</i>	B12.1	
<i>Annual Financial Statements (Subseries)</i>	B12.2	
<i>Budgets (Subseries)</i>	B12.3	
<i>Treasurer's Correspondence (Subseries)</i>	B12.4	
<i>Finance Committee</i>	B12.5	
<i>Finance Committee Minutes (Subseries)</i>	B12.5.1	
<i>Finance Committee Reports (Subseries)</i>	B12.5.2	
<i>Financial Examiner's Reports (Subseries)</i>	B12.6	
<i>General Activities Fund (Subseries)</i>	B12.7	
<i>General Activities Fund Applications and Correspondence</i>		
B12.7.1		
<i>Cash Books (Historic)</i>	B12.8	
Bulletin Management (Series)	B13	
<i>Bulletin Management Background/General Information (Subseries)</i>		B13.1
<i>Bulletin Management Board Minutes (Subseries)</i>	B13.2	
<i>Bulletin Management Reports (Subseries)</i>	B13.3	
<i>Bulletin Management Correspondence (Subseries)</i>	B13.4	
Executive Council Committees (Series)	B14	
<i>Alberta Letts/Memorial Awards (Subseries)</i>	B14.1	
<i>Alberta Letts/Memorial Awards Committee Background</i>	B14.1.1	
<i>Alberta Letts/Memorial Awards Publicity</i>	B14.1.2	
<i>Alberta Letts/Memorial Awards Applications and Reports of Projects</i>	B14.1.3	
<i>Alberta Letts/Memorial Awards Committee Minutes</i>	B14.1.4	
<i>Alberta Letts/Memorial Awards Reports</i>	B14.1.5	
<i>Alberta Letts/Memorial Award Financial Records</i>	B14.1.6	
<i>Alberta Letts/Memorial Award Correspondence</i>	B14.1.7	
<i>Alberta Letts' Memorial Lecture</i>	B14.1.8	
<i>Merit Award (Subseries)</i>	B14.2	
<i>Merit Award Correspondence/Nominations – see also Past President Correspondence</i>		

<i>Carin Somers Scholarship (Subseries)</i>	B14.2.1
<i>Carin Somers Scholarship Reports</i>	B14.3
<i>Committee on Committees and Interest Groups (Subseries)</i>	B14.3.1
<i>Committee on Committees and Interest Groups Minutes</i>	B14.4
<i>Committee on Committees and Interest Groups Reports</i>	B14.4.1
<i>Committee on Committees and Interest Groups Correspondence -- see Vice President/President Elect Correspondence</i>	B14.4.2
<i>Finance Committee -- see Treasurer series</i>	
<i>Aims and Objectives Committee (Subseries)</i>	B14.5
<i>Aims and Objectives Committee Minutes</i>	B14.5.1
<i>Aims and Objectives Committee Reports</i>	B14.5.2
<i>Aims and Objectives Committee Correspondence -- see Vice President/President Elect Correspondence</i>	
<i>Membership Committee (Subseries) -- see Vice President Membership</i>	
<i>Nominations Committee</i>	B14.6
<i>Nominations Committee Reports</i>	B14.6.1
<i>Nominations Committee Correspondence -- see also Past President Correspondence</i>	
	B14.6.2
<i>Resolutions Committee</i>	B14.7
<i>Resolutions</i>	B14.7.1

Annual Conferences (Fonds)

C

Conference Records may include programmes, proceedings, photographs, promotional material and correspondence -- see also President Correspondence

Conference Manuals (Series)

C1

C2

L: CLA Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Ratified by the Board of Directors and Council at the 29th Annual Conference in Winnipeg, June 1974 and amended November 17, 1983 and November 18, 1985.

M: Guidelines for maintaining APLA records

(As approved at the Executive meeting, 14 April 2007)

Background:

The archival records of APLA are deposited with the Acadia University (Standing Order 1.08, revised May 2006). It is important that these records be complete in order to provide an ongoing history of the Association and to provide the background to decisions which may be, or have been, made on behalf of the Association.

The examples are offered by the Executive and are not contained in the correspondence. They are not meant to be all inclusive.

Includes:

- ◆ record material (esp. vital records), such as annual reports - those of the Executive, committees and interest groups as printed in the preconference issue of the APLA Bulletin. It will not be necessary to submit a separate report unless one did not appear in this issue of the APLA Bulletin.
- ◆ by-laws - this should be interpreted as meaning the standing orders;
- ◆ briefs, reports, responses, submissions - for example submissions which are from time to time made to the Canadian Library Association or to provincial ministers. Where it is deemed necessary, the appropriate background information which was used to write the report, etc. shall also be submitted;
- ◆ certificate of incorporation or charter - this should be interpreted as meaning the "Memorandum of Association";
- ◆ collective agreements, contracts;
- ◆ constitution - this should be interpreted as meaning the Articles of Association;
- ◆ correspondence - correspondence submitted should be of permanent interest to the Association because it contributes to an understanding of the history or role of the Association;
- ◆ financial statements - the annual budget, the audited treasurer's report, and the financial examiner's report, as approved at the OGM, should be submitted. As well, financial statements of the annual conference and those received by the Finance Committee relating to the expenditure of General Activities Funds should be submitted;
- ◆ indentures;
- ◆ internal publications (newsletters, etc.) - the APLA Bulletin and any newsletters of the committees or interest groups should be submitted;
- ◆ membership lists - the Membership Directory should be submitted. The membership list as maintained by the treasurer should not be submitted;
- ◆ memoranda - memoranda submitted should be of permanent interest to the Association because it contributes to an understanding of the history or role of the Association;
- ◆ minutes of meetings - minutes of all Executive, committee and interest group meetings should be submitted. Minutes of the OGM and any special meeting should be considered to have been submitted if they have appeared in the APLA Bulletin;
- ◆ proceedings of conferences;
- ◆ rules and regulations - this should be interpreted as meaning the Procedures Manual.

Excludes:

- ◆ artifacts;
- ◆ case files/personnel records;
- ◆ "housekeeping" records - for example, invoices, receipts and bank statements;
- ◆ non-record material/ephemera;
- ◆ non-paper records/non-textual media (subject to exceptions).

Procedure:

The secretary will maintain a yearly archives file. This file will normally include, but is not restricted to:

- Minutes to the Executive Meetings
- Membership Reports
- Reports from all committees (Standing, Executive and Ad hoc)
(including Finance committee, Aims and Objectives, Nominations and Elections, Memorial Awards etc.)
- Treasurer's reports, budgets, annual statements
- Reports from all interest groups
- Bulletin Management Board Reports
- Past President's report
- Conference report
- OGM Minutes
- Notes or Minutes from Special Meetings
- Special reports, briefs or projects
- President's official correspondence
- Official correspondence from other members of the Executive

The secretary will ensure that these records are submitted to the Acadia University Archives each year within a period of two weeks after the OGM/Annual Conference. Only the secretary's archives file will be accepted into the archives.

The secretary will endeavour to provide the original signed document and only use photocopies when necessary. The secretary will also ensure that all reports are dated.

The Past-President will maintain the Procedures Manual, Articles of Association, "Memorandum of Association," and "Standing Orders" and then provide it to the secretary for the archives file.

The editor of the APLA Bulletin will ensure that copies of the Bulletin and other support documents be provided to the secretary for the archives file before it is submitted to the archives at the end of May.

Please note that all bank statements, T4s, receipts and invoices should be kept for seven years (legal requirements) with the Treasurer and only official documents such as budgets, reports, statements be submitted to the archives.

N: Vice-President (Membership): Calendar and breakdown of duties

(As approved at the Executive meeting, 16 January 1994, item 6.5b)

To be revised in 2007/08

Ongoing Duties:

1. Answer inquiries about APLA membership and issue membership lists and labels as requested.
2. Upkeep membership database. This includes updating the database as membership forms and renewals are received from the treasurer and performing a backup of the APLA directory after each change. Fastback software is used for backing up the directory on floppy disks. Instructions for use are included with the membership computer.
3. Send names of new members and members of interest groups, etc., to the Vice-President/President-Elect. The Vice-President/President-Elect will then forward these names to the respective Vice-President and interest group conveners. This may not be the most efficient method of distributing this correspondence but it keeps the Vice-President/President-Elect apprised of interest in the organization and its committees.
4. Send names of new members to the APLA Bulletin editor as they are received.
5. Send occasional reminders of membership renewal of the "benefits" of APLA membership via the APLA listserv.
6. Two weeks before the publication of each issue of the APLA Bulletin, send a set of membership labels to the treasurer. The dates of these mailouts are the first of April, June, August, October, December, and February.
7. Make sure the treasurer has a letter of "welcome" to send to new and renewing members. This letter will accompany the receipt. A sample of each is saved on the database (c:renew.nte and c:new.nte).

April/May (Annual Conference and before)

1. Staff membership desk. Ask Provincial Vice-Presidents to help. Ask local arrangements committee to arrange for a membership table and chair to be set up in the registration area. Also ask if local volunteers can be found to help staff the table.
2. Have on hand a supply of blank membership forms, brochures, post paid envelopes and a book of temporary receipts. Also produce two (2) current printouts of memberships paid to date (April 30th or end of fiscal year). One printout should be kept at the membership table, the other should be made available to the registration table. Indicate on the membership form if payment accompanied a renewal form received at the conference. Issue a temporary receipt.

3. Prior to the conference, ask the conference registrar to be prepared to supply the names and addresses of those attendees who are not APLA members. After the conference send membership packages to those people with an invitation to join APLA.
4. Prepare the annual report for submission to the APLA Bulletin in time for the conference issue (May/June), showing membership figures by province, and by status of both personal and institutional members. Comparison should be made to the same figures at the previous year-end.
5. Add the name of the Merit Award winner to the APLA membership database (life member category; expiry year equals "0").
6. Archival items are to be sent to the Acadia University Archives. These include pre-conference membership printout, any membership correspondence deemed to be relevant, a copy of blank personal and institutional membership forms to provide a record of changes in format.

June/July

1. After the conference, send a renewal reminder notice to the APLA Bulletin editor for inclusion in the July/August issue. The period of grace for membership renewals is three (3) months, therefore June 30th is the cut off date.
2. Send updated membership and nonrenewal lists for each province to the respective provincial Vice-Presidents. Include personal and institutional membership forms.

August/September (before Fall Executive meeting)

1. Send membership packages which include membership form, APLA brochure, post paid envelope, and letter from the Vice-President (membership) to:

Administrative Assistant
 School of Information Management
 Faculty of Management - Kenneth C. Rowe Management Building
 6100 University Avenue
 Halifax, Nova Scotia Canada
 B3H 3J5
 (approximately 50)

Programme Director
 Nova Scotia Community College
 1825 Bell Road
 Halifax, NS B3H 2Z4
 (approximately 10)

Library Studies Program
 Program Developer - Certificate Programs
 Services Building Room SV 1000
 Memorial University of Newfoundland and Labrador

St. John's, NF A1C 5S7
(approximately 10)

2. Ask the secretary to set aside a time and place for a membership committee meeting before the Executive meeting - usually Saturday afternoon.
3. Prepare a written report indicating:
 - number of personal members by province
 - number of new members by province
 - number of institutional members by province
 - comparison with September figures of the previous year, and with the year end figures of April
 - committee's activities, e.g. membership drives, changes in procedures.
4. Include a few blank personal and institutional membership forms, brochures, previous minutes, membership reports and a printout of current members.

October/November

1. Send updated membership and nonrenewal lists for each province to the respective provincial Vice-President.
2. Prepare the annual Membership Directory. It should be ready for the November 1 Bulletin deadline.
3. Note that any new members who join between November and March are offered a year and a half membership for one and one half times the normal membership fee. If only the normal membership fee is received, write to the new member informing them of this option and requesting the extra fee to be sent to the treasurer.

December/January

1. Ask the secretary to set aside a time and place for a membership committee meeting for the Winter Executive meeting - usually Saturday afternoon.
2. Prepare a written report indicating the committee's activities and changes in membership statistics since the Fall report.
3. Determine, with the membership committee, if any changes to the membership form are to be made.
4. Send a set of membership labels to the local arrangements committee of the annual conference.

February/March

1. Arrange to send a renewal notice to all current personal, institutional members and subscribers either in an APLA Bulletin mailing or as a separate mailing.

2. Submit a budget to the treasurer. Include cost of postage, photocopying charges, labels, paper, etc. As well submit all outstanding bills and expense receipts, and advise the treasurer of any stationery needs, and supply the treasurer with two notes from the Vice-President (membership) to be sent to renewing and new members respectively, thanking them for their support and membership in APLA. This note will accompany receipts sent out by the treasurer.
3. Send updated and nonrenewal membership lists for each province to the respective Vice-President.

O: Liaison with Provincial Library Associations

(As approved at the Executive meeting, 30 May 1994, item 6.2)

Background:

The idea for this document originated with the Strategic Plan, Goal No. 1. Regional Voice Role. At the May 27, 1993 Executive meeting, the following motion was passed:

That the Committee on Aims and Objectives set up a structure for liaison with provincial library associations by the fall Executive meeting.

Procedure:

August

Provincial Vice-Presidents send a covering letter from the President which will include a summary of issues from the annual conference, a form requesting information, a completed form with APLA information, and APLA membership form, and the APLA VIP list to Presidents of associations in their province. Forms to be returned to the Provincial Vice-President.

September

Provincial Vice-Presidents forward completed forms to the Communications and Public Relations Committee which compiles the information and forwards to the President. The Communications and Public Relations Committee should also send the information to directories and almanacs publishing information on library associations, the School of Library and Information Studies at Dalhousie, CLA, and the Partnership members.

A chart of the survey results, including conference dates, should be circulated to provincial Vice-Presidents, other Executive members and the APLA Bulletin for regular publication in an events column.

October

After the fall Executive meeting, the APLA President writes a summary of the Executive meeting minutes and forwards them to the provincial Vice-Presidents. The latter then write to each President highlighting activities relating to their province and enclose the summary of the Executive minutes.

February

After the winter Executive meeting, the APLA President writes a summary of the Executive meeting minutes and forwards them to the provincial Vice-Presidents. The latter then write to each President highlighting activities relating to their province and enclose the summary of the Executive minutes.

May

In conjunction with the conference planning team, the President will organize a forum for Presidents, or alternates, of all library associations in the Atlantic region at the APLA conference. The purpose of this forum will be to share concern, interests and opinions, and to develop joint strategies.

P: Carin Alma E. Somers Scholarship Recipients

Date	Name
1997	Randy Rice Elizabeth Lee Clinton
1998	Ian MacIntyre
1999	Cheryl Feindel
2000	Julie Francoise
2001	Michelle Keddy
2002	Kate Greene
2003	Jannah MacCarville
2004	Cathy Cull Sarah MacLean
2005	Denise Corey-Fancy
2006	Laura Warner