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# **APLA**

# **President**

#  **Orientation Handbook**

## **OBJECTIVES OF THE ASSOCIATION**

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

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

## **MISSION STATEMENT AND STRATEGIC GOALS**

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

Mission Statement

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

**Strategic Goal 1:** **Regional Voice Role**

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

**Strategic Goal 2: Communication**

To improve internal and external communications.

**Strategic Goal 3: Value of Libraries**

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

**Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

**Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE PRESIDENT**

See also:

**APLA Executive**

**Finance Committee**

**APLA Advocacy Committee**

**APLA Merit Award (Appendix C)**

**Liaison with Provincial Library Associations (Appendix O)**

**APLA Meeting Rules**

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 CFLA-FCAB Executive Director to the annual APLA conference.
10. 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.
11. Assists Provincial Vice-Presidents’ efforts to maintain liaisons with provincial library associations.
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.
13. Maintains and revises the APLA President’s Handbook.

## **APLA EXECUTIVE: BACKGROUND AND MEETING PROCEDURES**

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 Co-Editors of the APLA Bulletin, shall constitute the Executive of the Association. The Secretary and Co-Editors 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 5.04) 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 Standing Order 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 5.04).

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).

1. 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).
2. To take positive and appropriate action whenever instances of censorship which violate the CFLA-FCAB "Statement on Intellectual Freedom and Libraries" occur in the Atlantic Provinces (Standing Order 9.03).
3. 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:
	1. 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;
	2. 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;
	3. 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;
	4. 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

1. Executive members who reside within the meeting area will be covered under group expenses only.
2. Group expenses:
	1. 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;
	2. the meeting room will be selected based on the lowest available rate at that time.
3. General:
	1. In-person Executive meetings will occur on Saturdays or Sundays;
	2. the Executive meeting will be adjourned in sufficient time for all members to return home that day;
	3. 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;
	4. 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 have access to:
	1. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
	2. a list of members of the Executive and Conveners of Committees;
	3. the minutes of the meetings of the Executive and the Ordinary General Meetings for the last three years;
	4. a copy of the APLA Procedures Manual.
6. Each member of the Executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

**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 to be 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 meetings of the Partnership. 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.

**ADVOCACY COMMITTEE**

**Status:** Standing Committee (Standing Order 6.06)

**Purpose:**

To ensure that APLA is an effective regional voice on issues of importance to libraries, library staff, and library users, and to ensure that no opportunity is missed to make that voice heard. The committee will play a support role to the Executive.

**Terms of reference (Standing Order 6.06)**

The role of the committee will include but not be limited to the following:

1. To monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues;
2. To research and compile background information on these issues, as needed;
3. To advise the APLA Executive on possible actions to be taken on emerging issues;
4. To develop advocacy tools for use by APLA members;
5. To facilitate training for effective advocacy; and
6. To collaborate with other organizations (eg CFLA-FCAB, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

**Membership (Standing Order 6.06):**

The Committee shall include the Convener, the four VP Provinces to ensure representation of all regions, and one additional francophone member, to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

**APPENDIX 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 (Standing Order 9.08)

**Terms of the Award (Standing Order 9.08):**

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

**Form of the Award:**

1. At the annual conference, the award winner will be presented with:
2. An Atlantic pewter goblet handmade by a pewter smith, indicating 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.
3. A certificate (blank certificates are held by the Secretary).
4. Life membership in the Atlantic Provinces Library Association
5. 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.

1. The executive shall act as a jury to select an award winner from among those nominated by

members of the Association.

1. An award need not be made if, in the opinion of the executive, no sufficiently outstanding nominee has been recommended.
2. The award shall be presented at the Association’s annual conference.
3. The transcript of the presentation remarks shall be published in the APLA Bulletin.

**LIAISON WITH PROVINCIAL LIBRARY ASSOCIATIONS**

**Appendix O in the Procedures Manual, 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 VPs send a cover 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 VP.

**September:** Provincial VPs 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 Information Management at Dalhousie, CLA and the Partnership members.

A chart of the survey results, including conference dates, should be circulated to provincial VPs, 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 minutes and forwards them to the provincial VPs. The latter then write to each President highlighting activities relating to their province and enclose the executive minutes.

**February:** After the winter Executive Meeting, the APLA President writes a summary of the Executive minutes and forwards them to the provincial VPs. The latter then write to each President highlighting activities relating to their province and enclose 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.

**ATLANTIC PROVINCES LIBRARY ASSOCIATION MEETING RULES**

1. All Personal, Honorary Life, Life, and Institutional Members may participate in discussions at General Meetings. Non-members may speak by general consent of the Members or by majority vote of the Members present and voting.
2. Persons seeking recognition from the Presiding Officer shall identify themselves for the record, giving their names, library, or other affiliation, and whether Members or non-members.
3. All categories of Members, as given above, may vote whether present in person, or by proxy in accordance with the Articles of the Association.
4. Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice on the same question until all who wish to speak have spoken.
5. Resolutions at ordinary general meetings 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 in 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. Resolutions shall be framed only in connection with contentious matters or questions of policy. The Presiding Officer shall protect the meeting from obviously frivolous or dilatory motions by refusing to recognize them.
6. All motions and amendments from the floor shall be written by the makers and submitted to the Secretary. Discussion will not begin until they have been read or displayed to the Membership.
7. At the beginning of each session of the meeting the Presiding Officer will announce the agenda and rule on proposed additions. After the agenda has been adopted by the members present, it can be departed from only by general consent or by a two-thirds vote.
8. The President shall appoint a Parliamentarian who shall render service as required at general meetings.  During a meeting, the work of the Parliamentarian should be limited to giving advice to the Presiding Officer and when requested by any other member.

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