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# **APLA**

# **VP President-Elect**

#  **Orientation Handbook**

## **OBJECTIVES OF THE ASSOCIATION**

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

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

## **MISSION STATEMENT AND STRATEGIC GOALS**

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

Mission Statement

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

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

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

**Strategic Goal 2: Communication**

To improve internal and external communications.

**Strategic Goal 3: Value of Libraries**

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

**Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

**Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE VP PRESIDENT-ELECT**

See also:

**APLA Executive**

**APLA Advocacy Committee**

**Carin Alma E. Somers Scholarship Trust Fund Committee**

**Committee on Aims and Objectives**

**Finance Committee**

**Membership Committee**

**Resolutions Committee**

**APLA Merit Award (Appendix C)**

**APLA Meeting Rules**

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 the Committee on Aims and Objectives (Standing Order 5.02).
5. Serves as a member of the Finance Committee (Standing Order 5.01).
6. Serves as a member of the Membership Committee (Executive meeting, January 1992; Standing Order 5.03).
7. Convenes the Carin Alma E. Somers Scholarship Trust Fund Committee (Standing Order 5.06).
8. Establishes the Resolutions Committee (Standing Order 6.01).
9. Collaborates with the Past-President in presenting orientation for new Executive
10. conveners.
11. Serves as a face-to-face contact between the Executive and the membership. A good place to do this is at the annual conference.
12. Maintains and revises the APLA VP President-Elect’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).
6. 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).
7. 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).
8. 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).

**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 (i.e., 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.

**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 5.06):**

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.

1. To announce the winner of the award at the Ordinary General Meeting of the Association. Membership (Standing Order 5.06):

**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 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.
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 (MLS) will be interpreted to include other equivalent designations used by accredited graduate library schools. For example, Masters of Library and Information Science (MLIS).
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.

**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 5.02):**

1. To regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either;
2. To recommend new interest groups or committees to help achieve the aims and objectives of the association;
3. The chair of the Committee on Aims and Objectives, or a delegate, is to regularly liaise with conveners of Interest Groups and Committees;
4. To prepare terms of reference for new interest groups and committees;
5. To appoint conveners when necessary, and
6. To recommend dissolution of interest groups and committees as necessary.

**Membership (Standing Order 5.02):**

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.

**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 has access to the APLA Procedures Manual at the beginning of his/her term.
5. The Vice President/President-Elect shall notify the secretary and the Bulletin editors 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 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.

**MEMBERSHIP COMMITTEE**

See also:

Guidelines for Committees and Interest Groups

Vice President (Membership): Calendar and Breakdown of Duties (Appendix N)

**Status:** Executive Committee

**Terms of reference (Standing Order 5.03):**

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

**Membership (Standing Order 5.03)**

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 (Standing Order 2.01).
2. The committee is responsible for maintaining the membership form. Recommended changes should be submitted to the Executive for discussion and approval. The on-line database must be considered when changes to the form are suggested.
3. Normally the committee will discuss membership issues and plan for membership drives or other activities. The provincial Vice Presidents will contact members in their area who have not renewed.
4. The committee shall meet at least twice a year, preferably on the Saturday preceding the Fall and Winter Executive meetings (Executive meeting, 16 January 1994, item 6.5b).

**Points of information:**

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

**RESOLUTIONS COMMITTEE**

**Status:** Standing Committee

**Terms of reference (Standing Order 6.01):**

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

**Membership (Standing Order 6.01):**

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

**Activities:**

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

**Procedures for resolutions:**

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

"Resolutions concerning the policies and practices of the Association will be formally considered at the Resolutions Session, which will be held on (date) (time) (place). A pre-resolutions session will be held on (date) (time) (place). Resolutions affecting the

policy of the Association may come from committees, interest groups, workshops or any member of the Association.

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

1. To be eligible for consideration at the resolutions session, each resolution must conform to the following conditions:
	1. Each resolution must be moved and seconded by personal members of the Association whose memberships are current at the time of the meeting.
	2. 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.
	3. The Resolutions Committee will examine all resolutions prior to the general meeting to ensure that:
		1. the intent is clear;
		2. any conflicts between resolutions may be resolved;
		3. notice of intent is served on all conference participants.
	4. 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)

**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.

**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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