

Appendix E: Youth Services & School Librarians Division Handbook

YOUTH SERVICES & SCHOOL LIBRARIANS DIVISION Handbook

c2019
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I. MISSION

The Youth Services and School Librarian's Division's (YSSLD) mission is to find innovative ideas that promote library services to children and teens from our team of school media specialists, public librarians, academic librarians, special librarians and para-librarians. This collaboration takes into account all the members of our learning community who work with youth in a library setting.

II. LONG RANGE PLAN

Section 1. Administrative Goal

- a. Provide an organizational structure to serve the interests of public libraries and school media centers serving children and teens in Alabama.
- b. Review and update annually the mission and long range plan of the organization.

Section 2. Membership Goal

- a. Increase the awareness of and membership in the Division.
- b. Make recommendations to the ALLA Membership Committee on ways to network with school and public libraries in Alabama.
- c. Develop membership forms and brochures for use in recruiting new members.
- d. Keep a database of membership that is continually maintained and updated.

Section 3. Identification of Relevant Issues

- a. Identify concerns of public libraries and school media centers in the state.
- b. Consult with YSSLD membership, Alabama Public Library Association, and other state-level associations representing children's and teens librarians and media specialists.
- c. Direct YSSLD webinars and programs to address current issues.

Section 4. Insure Financial Stability

- a. Identify programs and projects to raise funds for the Division.
- b. Retain profits from programs and projects subject to the Association's overhead fee.
- c. Provide a year-end balance sheet to the Executive Council and to the Association.

III. MEMBERSHIP

Membership in the Division is open to members of the Alabama Library Association. Individuals and institutions may apply for YSSLD membership on the same form used to apply for (or renew) membership in the Association. For more membership information visit the Alabama Library Association's website: <http://allanet.org/>.

IV. MEETINGS

The YSSLD Executive Committee manages the business affairs of the Division. At least four YSSLD Executive Committee meetings are held each association year. The Chair may call special meetings as needed. The YSSLD Executive Committee meetings are open meetings and Division members may attend in person or virtually. Registration fees may be set for certain other meetings and workshops help by the Division. Fees for attendance are set by the YSSLD Executive Committee in consultation with the committee (s) planning the event.

V. DIVISION OFFICERS

Section 1. Secretary

- a. Election as Secretary is a commitment to four years of service; one year as Secretary; one year as Chair-Elect; one year as Chair, one year as Immediate Past-Chair.
- b. Records minutes of the quarterly YSSLD Executive Committee meetings and all called meetings (or designates someone else to do so).
- c. Submits a copy of the minutes of each meeting to the Division Chair for review and distribution.
- d. Turns over a copy of all meeting minutes to the new Secretary after annual convention.
- e. Voting member of the division.

Section 2. Chair-Elect

- a. Election as Chair-Elect is a commitment to three years of service; one year as Chair-Elect; one year as Chair, one year as Immediate Past-Chair.
- b. Corresponds and consults with the Chair.
- c. Presides in the absence of the Chair, or upon request of the Chair.
- d. Attends the new officers transitional meeting at the annual convention.
- e. Voting member of the division.

Section 3. Chair

- a. Election as Chair is a commitment to two years of service; one year as Chair, one year as Immediate Past-Chair.
- b. Presides at all meetings of the YSSLD.
 - 1. Arranges for facilities for meetings.
 - 2. Notifies members of time and location of meetings.
 - 3. Prepares an agenda for meetings.
 - 4. Distributes minutes of each meeting.
- c. Presides at all meetings of the Alabama Library Association Executive Council.
 - 1. Prepares Division Report for quarterly meetings.
 - 2. Prepares oral and written reports as required.
 - 3. Represents YSSLD in all official capacities.
- d. Reviews the Mission and Long Range Plan of the Division.
- e. Prepares a budget request to submit to the Association Budget and Finance Committee Chair by the specified deadline.
- f. Ensures that all Division elections are conducted according to established guidelines.
- g. Directs the webinars and programming of the YSSLD.
- h. Voting member of the division.

Section 4. Immediate Past-Chair

- a. Attends all quarterly YSSLD Executive Committee meetings.
- b. Serves on the ALLA Nominating Committee.
- c. Voting member of the division.

VI. ELECTIONS FOR DIVISION OFFICERS

Section 1. Nomination by Committee

The Nominating Committee submits a slate of qualified nominees for the office of Secretary and office of Chair-Elect if Secretary was previously vacant. The nomination for Secretary rotates between interests represented in the division (public librarians, media specialists) if possible.

Section 2. Nomination by Petition or Individual

Nominations for Division offices may also be made by petition or by individual members within the Division. Candidates may be nominated by a petition that is

signed by ten members of the Division and submitted to the Chair of the Nominating Committee by November 1 (or other date set by the chair). Any member in good standing may nominate another member.

Section 3. Requirements for Nomination

Nominees must be members in good standing and must grant permission to allow their name to be placed in nomination for an office. No individual shall accept nomination or appointment which could result in simultaneous service in more than one voting position on the ALLA Executive Committee. Each candidate for office must submit a nominee biographical information sketch on the form designated by the Association (see Association Handbook). These forms must be submitted to the Nominating Committee Chair by December 1.

Section 4. Possession of Office

Officers-elect take office immediately upon the adjournment of the annual convention. Elections are held following the rules and procedures adopted by the Association.

Section 5. Notification of Election

The Chair notifies all candidates of the election results before any public announcement is made. If a vacancy occurs in the office of Chair-Elect or Chair, the ALLA Executive Committee submits a slate of two qualified candidates to the membership for special election.