

ALA Policy A.7.4.10 Membership Meetings *(formerly ALA Policy 7.4.10)*

A membership meeting shall be held during the Annual Conference, excluding days when pre-conferences are held, prior to the meetings of Council.

The membership meeting shall consist of:

- A session during which the Executive Board, Council, and members may provide information to one another. Any member of the Association may participate in this information session.
- A session during which the voting members of the Association may exercise their authority to act as set out in Article VI, Sections 9(s) and 4 (c) of the Constitution.
- Memorials, tributes, and testimonials may be mentioned by the presiding officer.

Membership meetings may also be held at such times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws.

Guidelines for Preparation of Resolutions for Membership Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before Membership Meetings.

Definition: A resolution is a main motion, phrased formally, with (a) Whereas clauses, stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) Resolved clauses in numbered order (stating the proposed policy, advocacy position, or action).

CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or core values.

7. All whereas clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the *ALA Policy Manual*.

8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

9. Resolved clauses at the end of a resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The suggested wording states the resolved phrase *only once*: “now, therefore, be it; *Resolved*, that the American Library Association (ALA), on behalf of its member:...” or *Resolved*, by the American Library Association (ALA), on behalf of its members that...” after which each separate resolved is stated directly in numbered order without repeating “...be it; *Resolved*...”.

10. All “*Resolved*” clauses within a resolution should use the objective form of the verb (e.g., “*Resolved*, that the American Library Association (ALA), on behalf of its members: (1) supports...; (2) provides...; and [last resolved] urges...””) rather than the subjunctive form of the verb (e.g., “*Resolved*, that the American Library Association (ALA), on behalf of its members: (1) support...; (2) provide...; and [last resolved]. urge...””).

11. If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the ‘resolved’ and ‘whereas’ clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.

PROCESS:

1. All resolutions submitted must be sent to the ALA Resolutions Committee for review and *must* be accompanied by a completed ALA Resolution e-Form. A supplemental explanation consisting of one or more expository paragraphs should accompany every resolution clearly stating how the resolution supports ALA’s Strategic Plan as well as its mission and/or its core values.

2. Any member of the American Library Association may prepare and submit for consideration resolutions at a membership meeting.

3. All resolutions, including memorials, tributes, and testimonials, must show the initiating unit, mover, and seconder. Cell phone or local telephone numbers must be given for movers and seconders.

4. Resolutions must be submitted for review by the Council Committee on Resolutions at least six hours prior to the convening of the membership meeting to allow time for reproduction and distribution. Members assembled at any membership meeting may waive the submission time requirements by a majority vote.

5. All resolutions approved by the membership will be presented to the next meeting of Council by the chair of the Resolutions Committee. The chair will indicate which membership resolutions are clearly policy matters. The presiding officer of Council will call for Council’s guidance on the disposition of each membership item in turn.

6. If a quorum is not present for a called Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum. Adopted by Council 1994 MW. Revised 1995 MW; 2003 AC; 2009, 2012AC, 2013 MW.