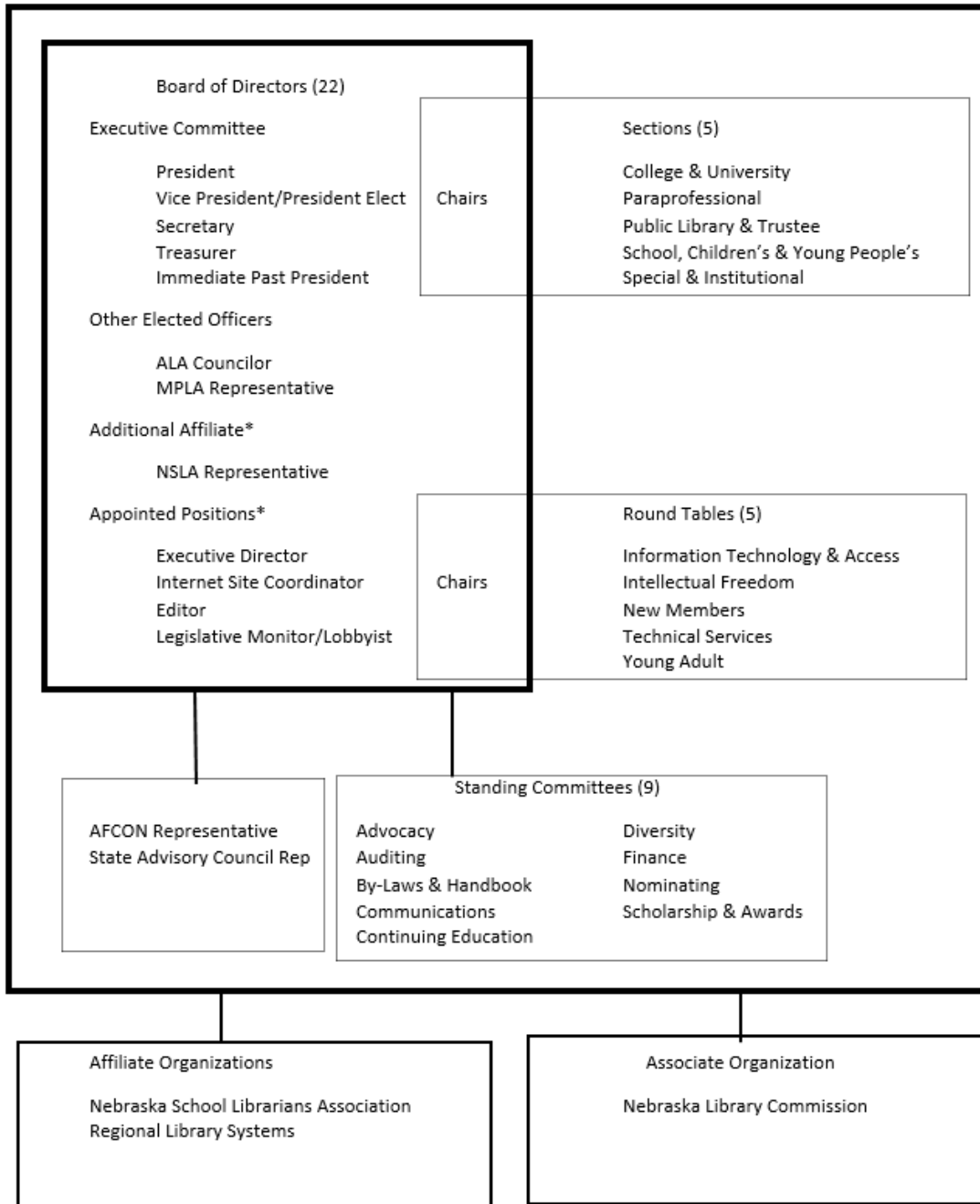


NLA Handbook:

II. General Organization & Policies

2.1 ORGANIZATION CHART:

(adopted October 2000, last edited May 2014)



*Non-voting (only elected Board members may vote)

May 2014

2.2 AFFILIATE ORGANIZATIONS:

Affiliate Organizations are defined in NLA by-laws as groups whose purpose and function accord with the purpose of NLA. Affiliate Organizations designate a representative to serve as a non-voting member of the NLA Board of Directors to insure coordination of activities of concern to both groups. NSLA is currently the only Affiliated Organization.

Associate Organizations are defined as groups whose purpose and function is, at least in part, to lend support to the work undertaken by NLA, its members, and their home institutions. Associate Organizations may elect to have a representative attend NLA Board Meetings to insure clear and open communication between the two organizations. The Nebraska Library Commission is currently the only Associate Organization.

2.3 NLA ARCHIVAL RECORDS POLICY: (adopted June 1992)

STATEMENT OF PURPOSE:

An organization needs to maintain a link to its past. The Nebraska Library Association has deposited some of its records with the Nebraska State Historical Society. It is our intention to continue this practice by providing a systematic, planned method of collecting, storing and delivering such records as noted in the following guidelines.

DOCUMENTS TO BE KEPT:

Financial Statements

Financial records of the Nebraska Library Association will be kept on a yearly basis. All final financial reports from the sections and committees will be retained as submitted. The treasurer of the Association will compile these reports and give them to the Executive Director for retention. The Executive Director will keep them in the Association files for five years.

At the end of five years, the Executive Director and the NLA Secretary should re-examine the appropriate documents and place them in the archives.

Documents of Incorporation

These documents will be held by the Executive Director until they are revised or updated.

Policies and By-Laws

These documents will be held by the Executive Director until they are revised or updated.

Publications

These publications will include, but not be restricted to, the NLAQ, newsletters from the sections, promotional pieces for the Association, committee handbooks, programs for conference and any other major workshops or meetings sponsored by the Association.

Miscellaneous

Audiovisual materials, such as tapes from conferences and workshops, should be examined for historical value. Rosters of members, officers, lists of awards presented and other miscellaneous written documents should be examined for historical value. The Executive Director and the NLA Secretary should make recommendations to the board for approval.

NLA Handbook, Memorabilia, and Realia

These items should be kept. However, the Nebraska State Historical Society has no room for such items. The logical place for these items is with the Executive Director. Determination of the appropriateness of these items to be kept should rest with the Executive Committee of the Executive Board.

TIMELINE FOR TRANSFER OF DOCUMENTS:

All documents will be held by the Executive Director until it is no longer necessary for them to be in an active file. At the end of the Association's fiscal year, the Executive Director and the NLA Secretary will go through the files and determine those that are of historic interest according to the guidelines. These will be transferred to the Nebraska State Historical Society's archives for housing.

2.4 DUES COLLECTION POLICY: (adopted October 1992)

NLA dues pay for only the calendar year in which membership benefits begin, unless that is already paid, in which case the dues will cover the next calendar year. Dues should be payable to the Executive Director by conference time of the preceding year, or, at the latest, by January 1.

Dues paid after January 1 may entail some reduction of services, such as late NLAQ receipt, higher prices at conferences, non-notification of meetings, etc.

2.5 ACCOUNT BALANCES & REQUESTS FOR REIMBURSEMENT: (adopted March 2007)

Please fill out an NLA Expense Disbursement Form for each request, including your complete address with zip code.

NLA reimburses voting Board Members for mileage expenses, for their personal cars, to and from each Executive Board meeting except for meetings that take place at the NLA/NEMA Conference in October. NLA will also reimburse each committee member for mileage to one committee meeting within a year. If committees need mileage reimbursement for additional committee meetings, they must have board approval. Mileage is reimbursed at 25 cents per mile. NLA encourages car pooling whenever feasible. For mileage reimbursement, specify date, starting point, destination, and reason for travel in the Form explanation section. Receipts, invoices, or bills itemizing the expenses are required for general reimbursements

including telephone calls, postage, photocopying, printing, etc. For out-of-state travel expenses (ALA Councilor, MPLA Representative, representative for National Legislative Day, etc.), receipts must be provided for lodging, commercial travel, registration fees, meals, airport parking, etc. Meal expenses should not be greater than those allowed for Federal employees in the city being visited. [See <http://www.gsa.gov/perdiem>] Miscellaneous expenses such as bus fares, subway fares, and baggage handling tips should be submitted using a log format and include date, place, and purpose for each expense. No reimbursement will be made for alcoholic beverages.

If committees have a line in the budget and they plan activities which will exceed the budget, they need to get approval from the President or Executive Board for the additional expense.

2.6 MINORITY CONCERNS POLICY: (adopted 1989)

NLA has adopted the ALA Minority Concerns Policy. For a complete current statement of that policy, see the latest ALA Handbook.

The American Library Association promotes equal access to information for all persons and recognizes the urgent need to respond to the increasing racial and ethnic diversity among Americans.....

The American Library Association shall implement these objectives by:

- 1) Promoting the removal of all barriers to library and information services...
- 2) Promoting ... materials that present positive role models for cultural minorities.
- 3) Promoting ... legislative programs in support of minority education and training...
- 4) Promoting training opportunities for librarians, including minorities...
- 5) Promoting ... minority programs and services [in] regular library budgets in all types of libraries.
- 6) Promoting equity in funding adequate library services for minority populations...
- 7) Promoting supplemental support for library resources on cultural minorities...
- 8) Promoting increased public awareness of the importance of library resources and services ... especially in minority communities.
- 9) Promoting ... community needs assessments ...
- 10) Promoting increased staff development opportunities and upward mobility for minority librarians.

The American Library Association actively commits ... to ... combat prejudice, stereotyping, and discrimination ... in the library profession and in library service because of race, sex, creed, color, or national origin....

The American Library Association and the National Indian Education Association support guidelines designed to meet the informational needs and to purvey and promote the rich

cultural heritage of American Indians...

The American Library Association encourage[s] graduate library schools ... to assure that course content reflects the cultural heritage and needs of the Spanish-speaking people of the United States...

The American Library Association urges and supports the recruiting, hiring and promotion of Latinos within the state library structure...

2.7 PAY EQUITY POLICY: (adopted October 1990)

The Nebraska Library Association endorses the concept of pay equity and adopts the American Library Association policy:

The American Library Association supports and works for the achievement of equal salaries and opportunity for employment and promotion for men and women.

The Association fully supports the concept of comparable wages for comparable work that aims at levels of pay for female-oriented occupations equal to those of male-oriented occupations; ALA therefore supports all legal and legislative efforts to achieve wages for library workers commensurate with wages in other occupations with similar qualifications, training, and responsibilities.

ALA particularly supports the efforts of those library workers who have documented and are legally challenging the practice of discriminatory salaries, and whose success will benefit all library workers throughout the nation.

2.8 SCHOLARSHIP RECIPIENT SELECTION POLICY: (adopted June 1992)

NLA rejects discrimination based upon gender, sexual orientation, race, religion, distance, or physical challenges when applicants are being considered for scholarships connected in any way with the Nebraska Library Association.

2.9 MAIL GUIDELINES: (adopted January 2000)

Procedures:

- Get mailing labels from the Executive Director
- You are responsible for putting the mailing together – including copying, collating, stapling, stuffing envelopes, and taking the mailing to the post office.

- If the mailing was done for an NLA committee, send the receipts to the NLA Treasurer for reimbursement from the committee account.
- Sections and Round Tables are responsible for their own mailing costs.

2.10 NLA TAX STATUS:

NLA has *IRS 501(c)(3)* status which means we are income tax exempt and can accept tax deductible donations. However we still must pay Nebraska State & City Sales tax and should be collecting and paying sales taxes when NLA or any of its sections/round tables/committees sell items (with the exception of items sold by NLA to sales tax exempt organizations).

2.11 BOARD MEETING PROTOCOLS: (June 2012)

Advance Reports

1. Submit reports as you have been instructed by the President. This may include emailing, posting on a Google Docs site or other electronic means of sharing your report with other Board members.
2. Include the agenda number in the upper right-hand corner of your report and on any accompanying handouts. Reports should also clearly state your name, your NLA office and the date of the meeting.
3. Include a summary of activities, finances, or other data. Outline any future plans.
4. If requesting action by the Board, provide all pertinent information and anticipate questions in your report.
5. State specifically the action your group wishes the Board to take.
6. Be succinct.
7. Read the reports from your fellow Board members in advance of the meeting.

Written Reports

Bring extra copies of your report to the meeting, with updates or revisions as needed.

Verbal Reports

Allow a maximum of five minutes, including time for questions. Assume everyone has read your advance report and ask yourself, what should I add or highlight?

Board of Directors Responsibilities

1. Plan to attend every board meeting. If you are unable to attend, you may send a substitute in your place. Substitutes for Section and Round Table Chairs who are elected officers of the Section or Round Table may present reports, take part in discussions and vote as the representative of the Section or Round Table. A non-elected substitute may and take part in discussion but may not vote.
2. Submit reports as outlined above.
3. Participate in discussion in a courteous and professional manner.

Board Meeting Agenda Template

NLA BOARD MEETING AGENDA

Date – Time

Location

City, Nebraska

Business Meeting

A. Call to order <President>

1. Introductions
2. Announcements
3. Approval of Agenda and President's Report
4. Correspondence

B. Secretary's Report <Secretary>

C. Treasurer's Report <Treasurer>

D. Unfinished Business

E. New Business

F. General Reports

1. ALA Councilor <ALA Councilor>
2. MPLA Representative <MPLA Rep>
3. NEMA Representative <NEMA Rep>
4. AFCON Representative <AFCON Rep>
5. Executive Director <Executive Director>
6. Internet Site Coordinator <ISC>
7. Lobbyist <Lobbyist>
8. Publications Editor <Publications Editor>
9. <Previous> Conference <Previous Local Arrangements>
10. <Upcoming> Conference <Upcoming Local Arrangements>

G. Section Reports

1. College & University <C&U Chair>
2. Paraprofessional <Para Chair>
3. Public Library & Trustee <PLTS Chair>
4. School, Children's & Young People <SCYP Chair>
5. Special & Institutional <S&I Chair>

H. Round Table Reports

1. ITART <ITART Chair>
2. NMRT <NMRT Chair>
3. TSRT <TSRT Chair>
4. YART <YART Chair>

I. Standing Committee Reports

1. Auditing <Auditing Chair>
2. By-Laws & Handbook <By-Laws Chair>
3. Communications < Communications Chair>
4. Continuing Education <CE Chair>
5. Diversity <Diversity Chair>
6. Finance <Finance Chair>

- | | |
|---------------------------|--------------------------------|
| 7. Advocacy | <Advocacy Chair> |
| 8. Nominating | <Nominating Chair> |
| 9. Scholarship and Awards | <Scholarship and Awards Chair> |

J. Informational

K. Adjournment

Parliamentary Procedure:

The NLA Board is not the U.S. Congress, but we are large and diverse enough to warrant some basic rules of order. These rules are meant to help us move along, not to hinder us with needless formality. Only elected members of the Board (as opposed to appointees or non-elected substitutes) may vote.

Main Motion

An idea is usually discussed briefly to determine its scope and merit. It is then presented in writing as a motion: "I move that ..."

Second

A second person must advance the motion: "I second." It is then debated and passed by a majority vote. A committee motion does not require a second.

Subsidiary motions

Subsidiary motions modify the main motion, which can be amended for clarity;

Actions on Motions

Motions may be passed; rejected, referred to a committee or other party for more information; postponed for later debate; or simply withdrawn.

Debate can be limited, for example: "I move that debate be limited to 15 minutes," or: "I move that debate be limited to two minutes per speaker." Long and repetitious debate can be ended by calling the question: "I move to call the question to a vote."

2.12 MAILING LABEL POLICY:

The Nebraska Library Association understands that many of its members do not wish to receive the unsolicited mail that can result from the loan or sale of its mailing lists. Currently NLA does not make its membership list available to groups outside of the association. Recent requests from other library associations have raised the question of the appropriateness of this position. This agreement has been drafted to clarify NLA's stand on the issue.

When NLA receives a request for mailing labels from outside the association, the Executive Director will ask for pertinent information about the purpose, content, and sponsorship of the event for which the labels would be used. The Executive Director will inform the requesting party that the NLA executive board must approve the request and that the event coordinator must sign a form and mail or fax it back to the NLA office before the labels are produced and

mailed.

Only requests for library related events will be considered. The membership list will not be sold for commercial purposes. The names of those who have checked the “do not circulate my name” option on the membership form will be omitted from any labels sent.

NLA will charge a small fee to cover the label production and mailing costs. That cost will be invoiced and mailed with the labels. [Suggested cost \$1/page + postage.]

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Request for Labels
Name of Organization _____
Mail labels to _____
Address _____
City _____ State _____ Zip _____

Contact person _____
Phone _____
Fax _____
Email _____

Brief description of event to be advertised:

I agree that the NLA labels requested on this date will be used one time only for the purpose stated above and will not be shared with, or sold to, any other party. No copies of the labels will be kept.

Signature of responsible party _____ Date _____

Please print name also _____
Position in organization _____

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NLA approval _____ Date _____

**2.13 NLA MAILING LISTS DUTIES
(adopted August 23, 2003, edited June 1, 2005)**

1. NLA's Executive Director will forward e-mail addresses to the Mailing List Postmaster when someone submits an email on the membership form. The Executive Director sends information to new members about the mailing list.
2. If the Executive Director or the Postmaster receive questions about the mailing list, the following links can be cited for information: NLA Home page link:

<http://www.nebraskalibraries.org/emaillists.htm> Posting Guidelines:
<http://www.nlc.state.ne.us/lists/nlalists.html#guidelines>

3. Moderation of the Mailing List. The first time an individual is in violation of the Posting Guidelines of the NLA Mailing List the Executive Director will send an e-mail notifying that person of the violation. (See below for sample letter.) If it happens again, the Executive Director in consultation with the Mailing List Committee will remove that person from the mailing list.

Sample letter to subscriber who has violated the Posting Guidelines:

One of my duties as Executive Director is to moderate the e-mails that come across the mailing list. Your message of [date] violated our posting guidelines, because__.

It has come to my attention that some subscribers may not know the actual intentions of the NLA mailing list. Please refer to these three links, especially the one on Posting Guidelines, for information concerning the mailing lists.

NLA Home page link: <http://www.nebraskalibraries.org/emaillists.html>.

Posting Guidelines:

<http://www.nlc.state.ne.us/lists/nlalists.html#guidelines>.

If further messages come from you that are in violation of the Posting Guidelines, your name will be removed from the mailing list.

[signed] Executive Director