

## Law Librarians of Puget Sound

### Chapter Handbook

#### Introduction

The Law Librarians of Puget Sound (LLOPS) Chapter Handbook is intended to assist the Chapter leadership in interpreting and performing their duties and responsibilities. It is meant to be a working document. Each Executive Board member and Committee Chair should be familiar with the Chapter Handbook along with the Chapter Bylaws and Articles of Incorporation. The Chapter Handbook is also available on the LLOPS website at <http://www.aallnet.org/chapter/llops/handbook/handbook.asp>. The electronic version of the Chapter Handbook may be more up-to-date than the print.

The Chapter Handbook should reflect current policy and practice. The current Past President is responsible for maintaining and updating the Chapter Handbook. Officers and Committee Chairs should submit any corrections or suggested changes to the Past President. All substantive changes need to be consistent with the Bylaws and approved by the Executive Board. An archival copy of each year's Chapter Handbook should be kept in the Chapter files by the Secretary.

We hope that this Chapter Handbook is a useful resource and we are delighted to present it on our 10th anniversary as a Chapter. LLOPS is a wonderful organization full of thoughtful, dedicated, and spirited individuals. We are thankful to be a part of it.

Peggy Jarrett and Connelly Johnson

June 2000

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#### General Chapter Information

The Law Librarians of Puget Sound (LLOPS) is a chapter of the American Association of Law Libraries (AALL). LLOPS was formed in 1990 and approved as an AALL chapter at the 1990 AALL Annual Meeting.

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#### BYLAWS

(Updated November 2006)

Article I.

CHAPTER

The Law Librarians of Puget Sound (LLOPS) is a Washington nonprofit corporation. It is a chapter of the American Association of Law Libraries (AALL).

## Article II.

### OBJECT

LLOPS shall exist to promote and enhance the value of law libraries to the legal community and the public. LLOPS shall foster the profession of law librarianship and a spirit of cooperation among the members of the profession, particularly those in the Puget Sound region.

## Article III.

### MEMBERSHIP

- A. Eligibility. Any person who is interested in law librarianship may become a member of LLOPS.
- B. Privileges and Responsibilities. All membership categories shall have the same privileges and responsibilities including any privileges granted by these Bylaws or by the Executive Board.
- C. Membership Categories:
  - 1. Individual—persons eligible for this category must be individuals directly associated with the operation of a law library. Membership rights for this category belong to the individual.
  - 2. Associate—persons eligible for this category may be vendors, non-law librarians and any person interested in law librarianship as a career. Membership rights for this category belong to the individual associate.
  - 3. Student—persons eligible for this category must be currently enrolled at a college or university. Membership rights for this category belong to the individual student.
  - 4. Retired—persons eligible for this category must be retired law librarians or retired law library employees. Membership rights for this category belong to the individual retiree.
  - 5. Lifetime/Honorary—persons eligible for this category must be so designated by the Executive Board.
- D. Dues. Dues shall be set by the Executive Board and subject to ratification by a majority vote of those members voting at the LLOPS annual meeting or by mail or by electronic voting. If passed, the dues increase shall become effective 30 days after the voting period ends, unless otherwise specified. All members shall be responsible for paying dues. Dues may be waived or reduced in special circumstances at the discretion of the Executive Board. Except as provided in this section, a member who fails to pay annual dues shall lose all membership privileges and shall cease to be a member of LLOPS until such time as the delinquent dues are paid in full.

## Article IV.

### MEETINGS OF MEMBERS

- A. Regular Meetings. There shall be at least two (2) regular business meetings of LLOPS each year at such time and place as the Executive Board shall designate.
- B. Annual Meeting. There shall be an annual meeting held on or before June 30th, which the Executive Board may designate as a regular business meeting.
- C. Meeting Notices. The Program Committee shall, by personal delivery, mail, or electronic mail, give notice of all business meetings to each member at least ten (10) days before a meeting, unless otherwise provided for by these Bylaws.
- D. Special Meetings. Special meetings of LLOPS shall be called by the President upon request of the Executive Board or upon receiving a written petition endorsed by at least fifteen percent (15%) of the members of LLOPS.
- E. Quorum. Ten percent (10%) of members qualified to vote shall constitute a quorum at any properly noticed meeting.
- F. Voting. The affairs of the chapter shall be conducted by a majority vote of the members at a duly noticed meeting at which a quorum is present, unless otherwise provided in these Bylaws.

## Article V.

### OFFICERS

- A. Officers. The officers of LLOPS are: President, Vice President/President-Elect, Secretary, and Treasurer. All LLOPS officers shall be members in good standing of LLOPS. The President and Vice President/President-Elect shall be members in good standing of AALL. No member may hold more than one (1) office at a time.
- B. Terms of Office and Duties.
  - 1. President. The Vice President/President-Elect shall become President at the close of the annual meeting one (1) year following his or her election and shall serve a term of one (1) year except as otherwise provided by these Bylaws. The President shall be the chief executive officer of LLOPS and shall generally supervise the business of LLOPS.
  - 2. Vice President/President-Elect. The Vice President/President-Elect shall assume office at the close of the annual meeting following his or her election and shall serve a term of (1) year except as otherwise provided for by these Bylaws. In the absence of the

President, the Vice President shall perform the duties of President. The Vice President shall also perform duties assigned to the Vice President by the President.

3. Secretary and Treasurer. The Secretary and the Treasurer shall each assume office at the close of the annual meeting following their respective elections and shall each serve a term of two (2) years except as otherwise provided in these Bylaws. Elections for the office of Secretary and the office of Treasurer shall be held in alternate years. The Secretary shall keep the minutes of Board meetings and business meetings. The Treasurer shall have charge and custody of the accounting books and records of LLOPS. These officers shall submit their reports to the Executive Board and for publication in the LLOPS newsletter.
  4. The officers shall perform other duties assigned to them by the Executive Board and by these Bylaws.
- C. Compensation. No officer shall receive compensation from LLOPS for services rendered on behalf of LLOPS as an officer.

## Article VI.

### EXECUTIVE BOARD

- A. Members. The Executive Board shall be composed of five (5) members: the current officers of LLOPS and the immediate Past President.
- B. Terms of Office.
  1. LLOPS Officers. Those members who are LLOPS officers shall serve a term on the Executive Board corresponding to their terms of office.
  2. Immediate Past President. The immediate Past President shall serve a term of one (1) year on the Executive Board beginning at the end of his or her term as President.
  3. No Successor. In the event that a successor has not been elected or qualified at the end of a term of office specified above, the incumbent shall continue to serve until properly succeeded.
- C. Duties. The Executive Board shall have general supervision of the affairs of LLOPS between its meetings, fix the time and place of business meetings, ensure the preparation and filing of the annual report required by law with the Secretary of State for the State of Washington, make recommendations to LLOPS, and perform other duties as specified by these Bylaws.

- D. Powers. The Executive Board shall have the power, on behalf of LLOPS, or any of its committees or special interest groups, to incur indebtedness, solicit funding, make public statements, issue public writings, and establish and maintain relations with other organizations.
- E. Quorum and Voting. Three (3) members of the Executive Board shall constitute a quorum. Resolutions of the Executive Board shall be supported by the vote of at least three (3) of its members.
- F. Meetings. Meetings of the Executive Board shall be called by the President at such time and place as s/he shall designate. However, there shall be at least two (2) meetings of the Executive Board called and convened between annual meetings of LLOPS. Special meetings of the Executive Board may be called upon request of four (4) members of the Board. The Executive Board may conduct business and vote by any means authorized by Washington State statute.
- G. Compensation. No member of the Executive Board shall receive compensation from LLOPS for services rendered on behalf of LLOPS as a Board member.
- H. Removal. At a meeting of the membership called expressly for that purpose, one or more members of the Board, including the entire Board, may be removed with or without cause by the affirmative vote of at least sixty percent (60%) of the members.

#### Article VII.

#### COMMITTEES

- A. There shall be such committees and other organizations as the Executive Board shall create or shall be created by a sixty percent (60%) vote of those members present and voting at any meeting of LLOPS.
- B. Committees shall be of two classes: standing committees and special committees.
  - 1. Standing committees shall be as follows:
    - Articles of Incorporation and Bylaws
    - Community Outreach
    - Employment
    - Government Relation
    - Grants
    - Marketing
    - Membership
    - Newsletter
    - Nominations/Elections
    - Program (Vice President/President Elect shall be a member)
    - Professional Development
    - Liaison, UW School of Library and Information Science
    - [Information School of the University of Washington]
  - 2. Special committees shall be appointed by the Executive Board for a stated period to accomplish a specific purpose. At the end of that

period, the continuation of each special committee shall be determined by the Executive Board.

3. Special Interest Groups (SIGs) may be established to explore topics of interest to the membership.
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- C. Duties. Each committee and SIG shall submit to the Executive Board a written annual report of its activities which shall contain any recommendations considered necessary or advisable. Additional reports may be submitted at the option of the committee or as requested by the Executive Board or President. Summaries of all reports shall be published in the LLOPS newsletter.

#### Article VIII.

#### BOOKS AND RECORDS

LLOPS shall:

- A. Keep as permanent records, minutes of all Executive Board meetings and business meetings of its members, a record of all actions taken by the Board without a meeting, and a record of all actions taken by a committee of the Board exercising the authority of the Board on behalf of the chapter;
- B. Maintain appropriate accounting records;
- C. Maintain a record of the names and mailing addresses of the members;
- D. Keep a copy of the following records (to be maintained by the current President):
  1. The Articles of Incorporation and all amendments thereto as currently in effect;
  2. The Bylaws and all amendments thereto as currently in effect,
  3. The minutes of all Executive Board and business meetings of the membership and records of all action taken by the Board without a meeting;
  4. A list of the names and mailing addresses of the current Officers, Executive Board members, and committee chairs; and
  5. All annual reports delivered to the Secretary of State for the State of Washington.

## Article IX.

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern LLOPS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and/or any special rules of order LLOPS may adopt.

## Article X.

### NOMINATIONS AND ELECTIONS

#### A. General Elections.

1. Nominations Committee. The President shall appoint a Nominations Committee, consisting of three (3) members of LLOPS. The membership of the Nominations Committee shall represent at least two (2) types of law libraries. No LLOPS officer may serve on the committee. Members of the committee may not be candidates for office during their committee tenure. At least one (1) member of the committee should serve two (2) consecutive terms.
2. Nominations by the Nominations Committee. The Nominations Committee shall submit to the Executive Board, a list of candidates for each of the offices of Vice President/President-Elect, Secretary and Treasurer at least 90 days prior to the annual meeting. The committee shall nominate at least one (1) candidate for each open position. When evaluating the qualifications of a potential candidate, the committee shall consider such factors as the individual's job experience, type of library, geographical location, and service to LLOPS.
3. Nominations by Petition. Additional nominations may be made by any member in good standing of LLOPS by submitting in writing such nomination to the Chair of the Nominations Committee, endorsed by the signature of at least five percent (5%) of LLOPS' members in good standing, at least seventy-five (75) days prior to the annual meeting.
4. Ballots.
  - i. The election of officers will be conducted every year by mail or electronic ballot.
  - ii. In the event paper ballots are used, ballots including the names of all persons nominated by the Nominations Committee and/or by petition shall be mailed to the membership at least sixty (60) days prior to the annual meeting. Election ballots must be received by the Nominations Committee thirty (30) days before the annual meeting.
  - iii. In the event electronic ballots are used, the details of conducting the election shall first be approved by the Executive Board. The Executive Board shall ensure that an

election conducted by electronic balloting is fundamentally fair and preserves the right of secret ballot. Electronic ballots will be made available to the membership at least sixty (60) days prior to the annual meeting. Electronic voting will be closed thirty (30) days before the annual meeting.

- iv. The Nominations Committee shall then tabulate the results and report the names of the new officers to the Executive Board and then to the membership. A positive vote from a simple majority of those members who participate in the vote shall be required to elect a new officer.
- v. In the event of a tie vote, the successful candidate shall be determined by lot conducted by the Nominations Committee.
- vi. Following the reporting of the election results, the committee shall destroy the ballots.

B. Vacancies.

1. President. In the event that a vacancy occurs in the office of the President, the Vice President/President-Elect shall automatically assume the office of the President for the remainder of the term plus one (1) year.
2. Vice President/President-Elect. In the event that a vacancy occurs in the office of the Vice President/President-Elect, the President shall appoint an acting Vice President/President-Elect, who will complete the term and may be considered for the office of President in the next election.
3. Secretary and Treasurer. In the event that a vacancy occurs in the office of the Secretary or in the office of the Treasurer, the President shall appoint a member to fill the vacancy for the remainder of the term.
4. Special Appointments. In the event that the President is unable to fill a vacancy, the Executive Board shall appoint a member to fill the vacancy for the remainder of the term.

Article XI.

AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws must be proposed by the Executive Board or by petition signed by no fewer than twenty percent (20%) of the members of LLOPS. The proposed amendments shall be reviewed by the Articles of Incorporation, Bylaws, and Constitution Committee and then sent to the

Executive Board for discussion. Upon approval by the Executive Board, a copy of the proposed amendments will be submitted to the Bylaws Committee of the American Association of Law Libraries for review. Notice setting forth the purpose and the wording of the proposed amendments shall be sent by mail or electronic mail by the Secretary to all members no later than thirty (30) days prior to a regularly scheduled meeting.

- B. At such meeting, a proposed Bylaws amendment shall be subject to amendment or substitution, provided that the amendment is consistent with the original proposed bylaw amendment.
- C. Ballots shall be mailed by the Secretary to the members or posted to electronic voting shortly following the meeting at which the amendments were discussed. The Executive Board shall specify the time for closing the balloting, but in no case shall it be less than fifteen (15) days after the mailing of the ballots or the posting of the ballots electronically. A positive vote from two-thirds of those members who participate in the vote shall be required for passage. The amendments shall become effective 30 days following passage, unless otherwise specified. Following the reporting of the results, the Executive Board shall destroy the paper or electronic ballots.
- D. Upon adoption by the membership of LLOPS, a copy of the revised Bylaws shall be submitted by the President to the Bylaws Committee of the American Association of Law Libraries.
- E. No revision of the Bylaws shall be inconsistent with the governing documents of the American Association of Law Libraries.

## Article XII.

### ANTI-DISCRIMINATION

Neither membership nor full participation in the activities of this Chapter shall be denied or abridged to any person on the basis of race, color, religion, gender, age, national origin, sexual orientation or disability.

## Article XIII.

### FISCAL YEAR

The fiscal year of LLOPS shall begin on July 1 and end June 30.

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## Executive Board and Officers - Responsibilities

### Executive Board

The Executive Board consists of the President, Vice-President/President-Elect, Secretary, Treasurer, and the Past President.

The President determines when the Executive Board meets. The Bylaws require a minimum of two meetings per year.

#### Duties

1. Receives, considers, and approves appropriate recommendations for action from the officers, committee chairs, and the membership.
2. Initiates and carries out agenda items, studies, and/or projects, with approval from the membership.
3. Approves all major expenditures.
4. Establishes special committees as needed.
5. Approves the purpose, number, and amount of grants to be awarded each year.
6. Sets membership dues, which must be ratified by the membership in accordance with the Bylaws.
7. Sets policies regarding LLOPS website content.
8. Confers lifetime membership when appropriate.
9. Maintains contact with AALL.
10. Coordinates annual spring AALL Chapter visit.
11. Performs additional duties as set out in the Bylaws.

### President

The Vice-President/President-Elect becomes the President at the June business meeting. The term of office is one year.

The LLOPS Bylaws require that the President must be a member in good standing of the Chapter and of AALL.

#### Duties

1. Presides at all Chapter business and Executive Board meetings.
2. Serves as a member of Executive Board and schedules and sets the agenda for Executive Board meetings.
3. Approves minutes of Executive Board and business meetings for publication in LLOPScited.
4. Solicits volunteers for various committees. Appoints committee chairs and committee members.
5. Compiles a list of Chapter officers and committee chairs. Submits the list for publication in LLOPScited.
6. Writes a president's column for each issue of LLOPScited.
7. Picks up Chapter mail at LLOPS' Post Office Box.
8. Appoints members to serve as Chapter officers in the event of a vacancy and as set out in the Bylaws.

9. Chooses, with Executive Board input, the annual recipient of the LLOPS Excellence Award, which is given at the June business meeting. The name of the annual recipient should be added to the list in the Chapter Handbook.
10. Attends Chapter Leadership Training at the AALL Annual Meeting. The Chapter will provide a grant equal to the cost of the AALL Annual Meeting registration to enable attendance at the training.
11. Reviews and understands AALL resources for and requirements of chapter leadership, especially as posted on AALLNET.
12. Represents the Chapter in dealing with the AALL. Serves as Chapter representative to the AALL Council of Chapter Presidents.
13. Submits an annual report on Chapter activities to AALL.
14. Installs the new officers and passes the gavel to the incoming President at the June business meeting.
15. Reviews the duties of the office as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.
16. Maintains archival records and passes this material to the incoming President.
17. Performs additional duties as set out in the Bylaws.

#### **Vice-President/President-Elect**

The Vice-President/President-Elect assumes office at the June business meeting following the election. The term of office is one year.

The LLOPS Bylaws require that the Vice-President/President-Elect must be a member in good standing of the Chapter and of AALL.

#### **Duties**

1. Assists the President as needed.
2. In the absence of the President, presides at Chapter business and Executive Board meetings.
3. Serves as a member of the Executive Board.
4. Serves as a member of the Program Committee.
5. Submits annual Chapter biography to AALL.
6. Attends Chapter Leadership Training at the AALL Annual Meeting. The Chapter will provide a grant equal to the cost of the AALL Annual Meeting registration to enable attendance at the training.
7. Reviews and understands AALL resources for and requirements of chapter leadership, especially as posted on AALLNET.
8. Reviews the duties of the office as listed in the Chapter Handbook, and gives updates or suggestions to the current Past-President.
9. Maintains archival records and passes this material to the incoming Vice-President/President-Elect.
10. After installation as new President during the June business meeting, presents a thank you gift from the Chapter to the outgoing President.
11. Performs additional duties as set out in the Bylaws.

#### **Secretary**

The Secretary assumes office at the June business meeting following the election. The term of office is two years.

The LLOPS Bylaws require that the Secretary must be a member in good standing of the Chapter.

#### Duties

1. Attends all Chapter business meetings and Executive Board meetings.
2. Prepares official minutes of these meetings, which, once approved by the President, should be submitted to LLOPScited.
3. Serves as a member of the Executive Board.
4. Handles official correspondence of the Chapter as directed by the President and the Executive Board.
5. Maintains all Chapter files and correspondence, and passes archival records to the incoming Secretary.
6. Archives a copy of each year's updated Chapter Handbook.
7. Receives and distributes proposed amendments to the Constitution and Bylaws, as set out in the Constitution and Bylaws.
8. Reviews and understands AALL resources for and requirements of chapter leadership, especially as posted on AALLNET.
9. Reviews the duties of the office as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.
10. Performs additional duties as set out in the Bylaws.

#### Treasurer

The Treasurer assumes office at the June business meeting following the election. The term of office is two years.

The LLOPS Bylaws require that the Treasurer must be a member in good standing of the Chapter.

#### Duties

1. Attends all Chapter business meetings and Executive Board meetings.
2. Serves as a member of the Executive Board.
3. Keeps accurate and current records of all Chapter financial transactions.
4. Maintains necessary Chapter bank accounts. Along with the President, is the primary registered signature on all Chapter bank accounts.
5. Changes bank account signing authority records upon taking office, and as soon as the new President takes office.
6. Disburses money as authorized by the Executive Board and keeps receipts and/or documentation of all checks issued.
7. Collects dues from members and maintains payment records.
8. Receives Professional Development meeting registrations and vendor contributions.
9. Receives all financial correspondence for the Chapter. Advises Executive Board of needed action, and seeks Executive Board guidance on response or action.
10. Prepares financial reports and submits them at business meetings.
11. Reviews and understands AALL resources for and requirements of chapter leadership, especially as posted on AALLNET.
12. Reviews the duties of the office as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.
13. Maintains archival records and passes this material to the incoming Treasurer.
14. Performs additional duties as set out in the Bylaws.

## **Past President**

The President becomes the Past President at the June business meeting. The Past President is not an officer.

### **Duties**

1. Turns over all official records to the new President immediately following the June business meeting.
2. Attends all Chapter business meetings and Executive Board meetings.
3. Serves as a member of the Executive Board.
4. Serves in an advisory capacity and provides appropriate assistance to the President and other Chapter officers.
5. Performs additional duties as set out in the Bylaws.
6. Edits and maintains the Chapter Handbook. Ensures that a current copy is available on the Chapter website. Sees that the webmaster receives all changes for posting.

### **Committees - Responsibilities**

The LLOPS President appoints committee chairs and assigns committee members at the beginning of the President's term of office. All chairs and committee members should be members in good standing of the Chapter. Committee chairs serve for a period of two years, with the exception of the Nominations Committee Chair and the Professional Development Chair, who each serve for a period of one year. Committee members serve for one year but may remain on a committee for an indefinite period if desired. The exception to this is the Nominations Committee. Nominations Committee members can serve for no more than three consecutive years.

All committee chairs, as are all LLOPS members, are welcome to participate in Executive Board meetings as non-voting members.

### **Committee Chairs - General Responsibilities**

1. Inform the President of committee activities.
2. Assign duties to committee members as appropriate.
3. Develop new activities.
4. Prepare an annual report in June for the President and for publication in LLOPScited.
5. Review the duties of the committee as listed in the Chapter Handbook, and give updates or suggestions to the current Past President.
6. Keep the committee entry on the LLOPS website updated.
7. Keep an archive of committee information to pass on to the new committee chair to insure the smooth transition of duties.
8. Work with the Executive Board as needed.
9. Submit requests for funds in writing, with applicable receipts, to the Treasurer. Where no invoice exists the Chair must submit a memo to the Treasurer explaining the incurred expense. Anticipated unusual expenses must be approved by the Executive Board before being incurred.
10. Review the Chapter Constitution, Bylaws, and Articles of Incorporation.
11. Review AALL resources for and requirements of chapter leadership, especially as posted on AALLNET.

### **Committees - Specific Responsibilities**

## Articles of Incorporation and Bylaws Committee

The Articles of Incorporation and Bylaws Committee reviews the LLOPS Articles of Incorporation, and Bylaws, and suggests revisions to the Executive Board. Amendments to the Bylaws must be proposed by the Executive Board or by petition signed by no fewer than 20% of the voting members of LLOPS. It is the responsibility of the Committee chair to be sure the proposed amendments are not in conflict with the Constitution or Bylaws of the American Association of Law Libraries.

The Committee provides the Membership Committee Chair with a current version of the Articles of Incorporation and Bylaws to be published as part of the LLOPS Membership Directory. It also verifies that the full text of the current Articles of Incorporation and Bylaws are available on the LLOPS web site.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

## Community Outreach

The Community Outreach Committee works on grants and fundraising projects that benefit outside organizations. The Committee meets regularly to determine the grant criteria, review applications and select each year's grantees.

The Committee Chairs arranges to have a representative of the winning organization(s) attend the January business meeting and assures that they submit a written report to the Committee by May to be included in the Committee's annual report.

The Committee selects an appropriate organization to be the beneficiary of the annual gift card drive at the LLOPS holiday party. The Committee publicizes the drive on the LLOPS website, discussion group and *LLOPSCited* and arranges for a representative of the organization to attend the holiday party.

The Committee also informs members of the success of the gift card drive and the winners of the grant via the discussion group, *LLOPSCited* and the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

## **Employment**

The Employment Committee functions as a liaison between employers, LLOPS members, and others interested in reviewing position announcements or having their resumes kept on file. The Committee should stay current on trends in salary and openings in the area. Due to listservs and other electronic resources, the Employment Committee is not as heavily used as it traditionally has been. It is possible for this committee to have only one member.

The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

## **Government Relations**

The Government Relations Committee monitors and informs the membership of pending national and state legislation, citizen referendums, executive and administrative action, and judicial review of laws affecting law libraries. The Committee also acts as an information clearinghouse on Washington State and local matters pertaining to libraries and forwards pertinent information to the AALL Government Relations Committee.

The Committee may be composed of one or more members. It is helpful if the members have access to good resources for monitoring state and federal information policy.

The Chair should contact the AALL Government Relations Committee Chair to arrange to receive mailings from that committee.

The Committee is responsible for informing the LLOPS President and Executive Board of any issues on which LLOPS members may wish to take a position. The Committee may draft or recommend language and may suggest persons or organizations to whom position statements may be sent, but the Committee does not speak directly for LLOPS. The Committee works with the LLOPS cited editors to communicate news and status of government and information policy issues of importance to LLOPS members. The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

## **Grants**

The Grants Committee solicits applications from current LLOPS members and awards educational

grants. In the past, these grants were limited to the AALL Annual Convention and Conference of Newer Law Librarians (CONELL), but they have been expanded to include grants to other conventions or educational opportunities. The Grants Committee no longer (as of 2008-2009) awards grants to the LLOPS Professional Development workshops.

The Committee communicates as often as necessary to decide when they want to issue grants and who should get them. Typically, grants are issued twice a year: at the end of the summer to take advantage of fall and winter conventions, classes or workshops and at the end of winter to take advantage of spring and summer conventions, classes or workshops.

#### Duties of the Grants Committee Chair:

1. Obtain a grants budget from the Executive Board.
2. Schedule committee meetings.
3. Announce available grants to the membership in a timely manner.
4. Inform applicants of committee decisions regarding grants awarded or not awarded.
5. Contact LLOPS Treasurer to issue checks as needed.
6. Make grant announcements at LLOPS meeting and in the LLOPScited.
7. Maintain a historical list of grant recipients in order to make sure the same member is not repeatedly getting grants.
8. Makes sure discussions within the committee as to why one applicant was selected over another is kept confidential.
9. Makes sure any written discussion about the selection process is destroyed before turning over any documentation to the new Grants Committee Chair.

#### Duties of the Grants Committee:

1. Notifies the LLOPS membership of the availability of grants. Notification should be done via the LLOPS listserv, an announcement at the monthly LLOPS meeting, on the chapter website, and in LLOPScited.
2. Reviews applications and selects recipients based on criteria for awarding grants.
3. Keeps any discussion about the selection process confidential.
4. Other duties as assigned by the Grants Chair.

#### Criteria for Awarding Grants:

1. Grants are to be awarded only to members of LLOPS.
2. All applicants must submit a personal statement indicating how attending the professional development program will benefit the applicant.
3. In addition to the personal statement, service to the LLOPS chapter and financial need are also factors to consider.
4. Grant recipients must agree to write an article for LLOPScited about the program they attended.

The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

### **Marketing**

The Marketing Committee actively promotes law libraries and librarianship to the legal and library communities, new LLOPS members, and the general public. With the approval of the Executive Board, the Committee designs and produces public relations material promoting law librarianship. The Committee also suggests target audiences for promotional materials, for example, library school students or law office administrators. The Committee should be aware of local conferences or conventions and recommend LLOPS participation.

The Committee helps publicize LLOPS events as requested by the Executive Board.

The Committee maintains and updates the selected bibliography of publications by LLOPS members on the Chapter website.

The Committee arranges for the Chapter display at the AALL Annual Meeting.

The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

### **Membership**

The Membership Committee is responsible for maintaining a current record of the membership, an archival list of members, distributing membership renewal forms annually, publishing an annual membership directory, producing mailing labels, and welcoming new LLOPS members.

#### **CURRENT MEMBERSHIP**

The LLOPS membership year is from July 1 - June 30. The membership application should be available at all times on the Chapter website. An annual membership renewal notice should be sent out by the first business day in May to allow time for payment by June 30th. There is no deadline for membership, anyone may join the organization at any time, although the membership fee is not prorated. The membership as it stands on July 1st will be used for the appointment of committee chairs and committee members and for production of the print directory.

The Membership Committee is responsible for coordinating with the list administrator and the website administrator to keep both current. The closed list is used for voting and must accurately reflect the membership. The committee chair should work with the list administrator to remove non-renewing members from the list the first week of July. After July names will be added at the time of the receipt of the membership form and dues on an on-going basis.

#### **MEMBERSHIP DIRECTORY**

The Committee publishes an annual Membership Directory consisting of the names of individual

members along with their mailing address, phone number, fax number, and e-mail address. The Membership Directory should also include the following: a list of members by organization, a list of the committees which should include the name of the chair, and the years the chair will serve, current Executive Board with the years the board member will serve, past presidents, the LLOPS website address, and the current Bylaws. The Membership Directory should be distributed at the August monthly meeting and mailed to those who did not attend.

#### MAILING LIST & LABELS

The membership form should include an option for members who do not want their name included on the Chapter mailing list sold to vendors. The mailing list and/or labels are available for purchase by vendors and non-profit organizations. The cost to vendors is \$75, for non-profit organizations the cost is \$25.

#### OTHER DUTIES

The Committee answers requests for information on LLOPS membership with a membership form accompanied by the Chapter brochure. The Committee should welcome new members with a letter inviting them to future LLOPS meetings, instructions on how to subscribe to the LLOPS listserv, the Chapter website address, and a copy of the current membership directory.

The Committee keeps a list of lifetime members.

The Committee Chair maintains the Committee entry on the LLOPS website by sending information to the website administrator.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair. An effort should be made to keep an archive of LLOPS directories.

The Chair serves for two years.

### **Newsletter**

The Newsletter Committee is responsible for planning, designing, producing and distributing LLOPScited, the Chapter's newsletter. LLOPScited is published four times a year. The mission is to provide the membership with an enjoyable and educational newsletter that promotes the goals and activities of LLOPS and AALL. Member and professional development information is typically included in each issue. The summer issue includes annual committee reports.

The Newsletter Committee consists of one or two Editors, a Layout Editor, and a Business Manager.

The Editor is considered the chair of the Committee. It is desirable that the Editor, Layout Editor, and Business Manager serve for two years. The duties of the Editor include managing the overall content of the newsletter. Newsletter contents should include a quarterly message from the President, Executive Board minutes, Treasurer reports, and any updates from the Membership Committee. The Editor may attend Executive Board meetings as a non-voting member. The Editor serves as Chapter liaison to the AALL Council of Chapter Newsletter Editors.

The Editor sets the publishing schedule for the year and sets deadlines for submission of materials for each issue. The Editor solicits materials for the newsletter on a regular basis and may establish columns and appoint columnists. The Editor handles and maintains correspondence with publishers interested in having titles reviewed in the newsletter, solicits reviewers, and facilitates delivery of

titles to reviewers. The Editor is responsible for editing and proofing everything submitted for publication.

The LLOPScited Editor should receive and read newsletters from other chapters to keep abreast of developments of interest to LLOPS members. Other chapter newsletters are also useful for ideas on format and future articles. If necessary, the Editor requests permission to reprint especially pertinent articles.

Layout and construction of the newsletter is the responsibility of the Layout Editor but final approval does rest with the Editor as editor-in-chief.

The Business Manager corresponds with advertisers and potential advertisers concerning the benefits of advertising in LLOPScited. The Business Manager recommends any increase in advertising rates to the Executive Board. The Business Manager works closely with the Layout Editor to determine advertising placement in the newsletter. This position is also responsible for submitting bills to advertisers and submitting checks received to the chapter Treasurer. The Business Manager should send a copy of the newsletter to each advertiser following the newsletter's publication.

The Newsletter Committee works closely with all committees to publish news and reports.

The Editor maintains the Committee entry on the LLOPS website.

The Editor reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Editor, Layout Editor, and Business Manager should maintain Committee archival records and pass the material on to the incoming editors/manager.

The Chair serves for two years.

### **Nominations and Elections**

The Nominations and Elections Committee is comprised of one chair and two members. The membership of the Committee should represent at least two types of law libraries. No current LLOPS officer may serve on the Committee and members of the Committee may not be candidates for office during their committee tenure. The current Past President is not a LLOPS officer so may serve on the Nominations and Election Committee. The Chair of the Nominations and Elections Committee serves for one year. At least one member of the committee should serve two consecutive terms but no member should serve more than three consecutive terms. If possible, at least two LLOPS past presidents should be committee members.

It is the responsibility of the Committee to become familiar with LLOPS members and seek out those with an ability and interest in serving the Chapter as a LLOPS officer. As stated in the Bylaws, the Nominations and Elections Committee submits candidates for each of the offices of Vice-President/President-Elect, Secretary, and Treasurer to the Executive Board at least 90 days prior to the annual June business meeting. Generally, the Secretary and Treasurer are elected in alternating years. The Committee nominates at least one candidate for each office. When evaluating the qualifications of a potential candidate, the Committee considers such factors as the individual's job experience, type of library, geographical location, and service to LLOPS.

The Nominations and Elections Committee is responsible for informing the membership about nomination by petition. Additional nominations may be made by any LLOPS member in good standing by submitting in writing such a nomination to the Chair of the Nominations and Elections Committee. The nomination has to be endorsed by the signatures of at least five percent of the Chapter's members in

good standing, and submitted at least 75 days prior to the June business meeting.

The Committee requests each candidate to submit a brief biographical article to be sent to the voting membership along with the announcement of the candidates and printed in LLOPScited.

The Committee is responsible for an electronic ballot and e-mailing access to the ballot to the membership at least 60 days prior to the June business meeting. The electronic ballot should include the names of all candidates nominated by the Nominations and Elections Committee and/or by member petition.

Electronic voting should close 30 days before the June business meeting. The Nominations and Elections Committee tabulates the results and reports the names of the new officers to the Chapter. Following the reporting of the election results the Committee destroys the electronic voting results.

In the event of a tie vote, the successful candidate is determined by lot conducted by the Nominations and Elections Committee.

The Committee Chair is responsible for notifying AALL of the newly elected LLOPS officers. The Chair should also submit a brief article to the current President summing up the work of the Committee for the past year. The article is also published in LLOPScited.

The Committee maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

### **Programs**

The Program Committee consists of the Chair, the current Vice-President/President-Elect, and two or three other members. The President welcomes the assistance of the program Committee Chair in recruiting members to the committee. The Committee is responsible for developing program ideas, soliciting ideas from Chapter members, and making arrangements for regular lunchtime programs. Traditionally the Committee is responsible for programs on the last Wednesday of the month for the months of August, September, October, January, February, March, May, and June. January's meeting is traditionally a business meeting. March is traditionally the AALL chapter visit although this can vary depending on the availability of the visitor. April is usually the month of the Professional Development program, which is the responsibility of the Professional Development Committee. June is the annual business meeting, installation of new officers, and Chapter birthday party. Traditionally there is no LLOPS meeting in July or November.

The Committee should begin each year by identifying topics they would like to present to the membership during the year. Possible speakers should be discussed. Speakers can be Chapter members or people from outside the organization with expertise on the program topic. Typically guest speakers are offered an honorarium as an expression of LLOPS' appreciation. To date (2008-2009) we offer speakers a \$50 honorarium. If the speaker elects to do so, the honorarium may be donated to a non-profit organization of his/her choice. If a specific speaker is desired but the cost would be more than the traditional honorarium, the matter should be brought to the Board of Directors for approval of the expenditure.

It is the responsibility of the Committee to secure a venue for each meeting and to provide any equipment needed for the presentation. Most meetings are held in law firm or building conference

rooms. It is traditional to send out a query at the beginning of the program year asking for a response from those who might be able to secure a conference room for a meeting at sometime during the year.

The Committee is responsible for advertising the meeting via the LLOPS listserv and website. Once a program has been set, information should be sent to the WebMaster to update the website. An announcement is usually sent via the listserv during the first two weeks of the month, followed by a reminder the week of the meeting.

All speakers, whether Chapter members or guest speakers, should be introduced by a Committee member. If a Committee member will not be available, the introduction should be delegated in advance to a Chapter member, preferably one who knows the speaker. Guest speakers, both members and guests, should be provided with lunch by the Committee. The Committee should send a thank you note to the chapter member and/or guest speakers the following day.

## **REFRESHMENTS**

Beverages are often provided by the venue host when that venue is a law firm. LLOPS' Program Committee traditionally provides a light dessert, often just a cookie tray, at regular meetings. The committee member securing the refreshments will be reimbursed for the cost of refreshments by the Treasurer. A budget should be secured from the LLOPS Board of Directors at the beginning of the committee's service. Currently (2008-2009) \$100 or less is the level of support for refreshments.

At special meetings more money may be spent on refreshments. At the meeting attended by the AALL visitor, it has become the custom to provide lunch for all attending members in addition to the guest. At the June Annual Meeting / Birthday Party a cake or other special treat is usually provided. The archival records should be consulted to see what expenses for these events have been. If there is reason to expect the cost to be well beyond those amounts the Board of Directors should be consulted for approval.

Any other special event that would require expenditures beyond the allotted amount should be brought to the Board of Directors through the Vice-President / President Elect who is a member of the Program Committee.

The Committee Chair maintains the Committee entry on the LLOPS website.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for two years.

## **Professional Development**

The Professional Development Committee plans and presents the LLOPS annual educational workshop each spring. This is a project-oriented committee with activity focused in the months leading up to the workshop, usually October to April. Traditionally the workshop is a full day with lunch and snacks provided as the budget allows. The theme and format of the workshop is entirely up to the Committee. Previous programs have included video link-ups with AALL programming, discussions

groups, panel presentations, hands-on activities and many, many speakers both from within LLOPS and beyond, live music and a stand-up economist.

The Committee is responsible for all phases of planning the program including finding and reserving a suitable location, contacting potential speakers, recruiting vendors to be sponsors if desired, providing necessary equipment, and arranging for refreshments.

The Committee is responsible for developing the registration form for the program and for distributing it to LLOPS members through the listserv, and the LLOPS website. If space is available the committee may, at its own discretion, offer the workshop to non-LLOPS members to SLA, WestPac, AALL members, the UW I-School and Law Librarianship students and any others they think would be interested. The Committee is responsible for collecting registration fees and turning the money collected over to the chapter Treasurer. The amount of the workshop registration fees are approved by the Executive Board. Currently (2008-2009) the fees are \$60 for LLOPS members, \$75 for nonmembers, and \$15 for students, with half-day attendance fees at \$35 for members and \$45 for nonmembers.

The Committee Chair maintains the Committee entry on the LLOPS website. As soon as a program topic is decided on it should be posted to the website with details added as known.

The Committee Chair reviews the duties of the committee as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The Committee Chair maintains Committee archival records and passes this material on to the incoming chair.

The Chair serves for one year.

### **University of Washington Library School Liaison**

The University of Washington Library School Liaison maintains contact with the administration and students at the UW School of Library and Information Science. The goal of the Liaison is to propose and participate in activities that promote the profession of law librarianship among library students.

In keeping with the goal the following activities have been implemented in the past:

Speakers were provided as requested for the Special Libraries class and other library school events;

Mentor programs and law library tours were offered;

Library school students were informed about AALL and LLOPS writing opportunities, scholarships, and grants;

Students and faculty were invited to LLOPS meetings that would be of interest to them, including the Spring Professional Development program;

Arrangements were made for joint programs or activities with student chapters of similar organizations such as SLA, MLA and ASIS.

It is the responsibility of the liaison to make sure there are LLOPS student applications available at the library school and at student events.

The liaison should keep LLOPS members informed, through articles in LLOPScited, the listserv, or the website of new developments, programs, and speakers at the School of Library and Information Science.

The liaison maintains an entry on the LLOPS website with upcoming activities, programs, etc. of interest to the library community.

The liaison reviews the duties of the position as listed in the Chapter Handbook, and gives updates or suggestions to the current Past President.

The liaison maintains Committee archival records and passes this material on to the incoming chair.

The position is for two years.

### **Listserv and Website**

LLOPS has a website <http://www.aallnet.org/chapter/llops/index.asp> The Executive Board oversees the content and sets overall policies, and Committee Chairs are responsible for the currency and accuracy of their committee entries.

LLOPS has a closed listserv for members only. Members are given subscription information upon receipt of membership dues.

### **American Association of Law Libraries**

LLOPS is a chapter of the American Association of Law Libraries (AALL).

It is the responsibility of the President to maintain good relationships with AALL. The President serves as Chapter representative to the AALL Council of Chapter Presidents and attends Chapter Leadership Training at the AALL Annual Meeting.

AALL requires an annual report on Chapter activities and an annual Chapter biography. The President writes and submits the annual report on Chapter activities and the Vice-President/President-Elect writes and submits the annual Chapter biography.

AALL provides many resources to assist Chapter leaders. The Chapter section of AALLNET includes a planning calendar, financial templates, and copies of the quarterly Chapter Leadership Bulletin.

An AALL Executive Board member visits the Chapter each spring. LLOPS funds a portion of the Chapter visit. The Executive Board should coordinate the visit and make sure the visitor is welcomed. The Board should schedule appropriate activities including meals and library tours, and should arrange for a small gift reflecting our locality. Typically, the Chapter visit coincides with the March meeting, which the Program Committee hosts in conjunction with the Executive Board.

The AALL Annual Meeting offers opportunities for chapter involvement. AALL has an activities area with tables available for chapters that wish to promote themselves. AALL also hosts a Chapter VIP Program, which encourages chapters to invite non-AALL members to the Annual Meeting. AALL provides full complimentary registration for up to two guests of the Chapter. All other expenses are the Chapter's responsibility. LLOPS' participation in the Chapter VIP program is determined the Executive Board.

Occasionally, LLOPS holds an informal reception at the Annual Meeting. Organizing the reception is the responsibility of the Executive Board.

## **Past Officers, Excellence Award Winners, and Lifetime Members**

### **Presidents**

2009-2010 Robyn Hagle  
2008-2009 Rita Kaiser  
2007-2008 Nancy Noble  
2006-2007 Laurie Miller  
2005-2006 Ann Hemmens  
2004-2005 Richard Jost  
2003-2004 Jan Lawrence  
2002-2003 Jill Allyn  
2001-2002 Karen Helde  
2000-2001 Katherine Foster  
1999-2000 Brenna Louzin  
1998-1999 Connelly Johnson  
1997-1998 Barbara Rothwell  
1996-1997 Amy Eaton  
1995-1996 Mary Hotchkiss  
1994-1995 Peggy Roebuck Jarrett  
1993-1994 Sandra McCoy Larson  
1992-1993 Linda Falken  
1991-1992 Rick Stroup  
1990-1991 Mary Sidell

### **Secretaries**

2008-2010 Tina Ching  
2006-2008 Susan Schulkin  
2004-2006 Kim Ositis  
2002-2004 Dianne Burress  
1999-2002 Linda Tobiska  
1998-1999 Linda Kawaguchi  
1996-1998 Marilyn Harhai  
1994-1996 Brenna Louzin  
1992-1994 Jill Allyn  
1990-1992 Mary Louderback

### **Treasurers**

2009-2011 Christy Leith  
2007-2009 Barbara Cornwell Holt  
2005-2007 Barbara Swatt-Engstrom  
2003-2005 Catherine Horan  
2001-2003 Rita Kaiser  
2000-2001 Kara Phillips  
1999-2000 Claudia Jalowka  
1997-1999 Mort Brinchmann  
1996-1997 Barbara Arnett

1993-1996 Nancy Noble  
1992-1993 Faye Jones  
1991-1992 Stuart Zimmerman  
1990-1991 Janet Gildehar

#### President Award Winners

2009 Kristine Lloyd  
2008 Kate Stockert  
2007  
2006 Rick Stroup  
2005 Bridget Dacres  
2004 Nancy Noble  
2003 Brandi Ledferd  
2001 Ellen Bowman  
2000 Jan Lawrence  
1999 Penny Hazelton  
1998 Peggy Jarrett  
1997 Mary Whisner  
1996 Tim Sheehy  
1995 Nancy Noble  
1994 Jill Allyn  
1993 Mary Hotchkiss, Brenna Louzin, Rick Stroup  
1992 Stuart Zimmerman  
1991 Eileen Santos

#### Lifetime Members

Denyce McFadden  
Jean Holcomb  
Mary Jo Harbold  
Jane Stewart  
Debbie Zike  
Rena Boyd

#### **Melissa S. Landers Memorial Fund**

The Melissa S. Landers Memorial Fund is an endowed University of Washington Law School Foundation fund that awards small scholarships to non-law trained University of Washington School of Library and Information Science students who are interested in law librarianship. The Landers Fund is administered by Penny Hazelton, Law Librarian and Professor of Law at the Gallagher Law Library, University of Washington.

Although the Landers Fund is not officially connected with the Chapter, Chapter members have been recipients, and Chapter members provide personal financial support for the Fund. The Chapter solicits donations at the December holiday party and on the annual membership renewal form.

Melissa S. Landers received her Masters Degree in Library Science from the University of Washington in 1978 and went on to serve as the Assistant Librarian for Public Services of the Gallagher Law Library at the University of Washington School of Law. After a long struggle with cancer, Melissa died in 1989. Melissa was well-known and respected in the law librarianship profession. The Landers Fund was established in recognition of her commitment to professional and public service, and serves to support and encourage library school students without law degrees who are interested in careers in law libraries.

## Past recipients

Amy Schaff Massey 1991  
Kathleen Edie Clark 1992  
Connelly Johnson 1993  
Fred Hanson 1994  
Jan Lawrence 1998  
Samantha Everett 1998  
Michelle Bann 1999  
Sharwain Smith 1999  
Kim Ositis 2001  
Rachelle Pacchiano 2001  
Lora Bennett 2002  
Ann Harris 2004  
Jeff Buckley 2004  
Vicki Valleroy 2000  
Diane Burress 2000  
Bonnie McTaggart 2002  
Greta Rieber 2003  
Robyn Hagle 2005  
Esti Shay 2006  
Jeanne Doherty 2006  
Kate Stockert 2007

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*A chapter of the [American Association of Law Libraries \(AALL\)](#)*  
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