

## Government Relations Committee

### A. Committee Charge

1. The Government Relations Committee shall monitor the legislative, regulatory and judicial developments that affect SEAALL, the practice of law librarianship or the creation and dissemination of information for the states in the southeastern region of the United States. The Committee should inform the SEAALL membership about these issues through the newsletter or other means, should draft proposed resolutions, position papers and letters as appropriate for adoption by the Executive Committee and/or the membership, and should coordinate such efforts as are approved by the Executive Committee to testify or otherwise communicate SEAALL views to the appropriate bodies. This Committee also may coordinate other relevant activities such as workshops or other educational activities at the annual meeting and should undertake other activities as directed by the Executive Committee. *[In practice, the President may review the GRC activities without involving the remainder of the Executive Committee].*

### B. Articles/Bylaws Statements

1. There shall be the following standing committees: ... (9) Government Relations ... (*Articles, Art. VIII*)  
**[added annual meeting - 4/18/97]**
2. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

### C. Composition

1. Prior to the annual chapter meeting, the incoming President will appoint the Committee Chair from the committee membership of the previous year.
2. At AALL's request, a member from each state included in the geographic area of SEAALL should be appointed. **[revised 4/01].**
3. Committee members will be appointed by the President from those of the general membership who express an interest on the Committee Preference Form.
4. The incoming President may also solicit other individuals for committee membership, if necessary.
5. Committee members will be appointed to two year terms to provide continuity for the committee.
6. The incoming President will attempt to balance geographical and type of library considerations to the extent possible.

### D. Responsibilities

1. Projects
  - a. Develop and regularly update a SEAALL Government Relations Policy.
  - b. Publish a regular article in the *Southeastern Law Librarian* and investigate the need for other types of information alerts, including special inserts in the newsletter, SEAALL discussion list postings, etc.
  - c. Develop and distribute a lobbying brochure that describes effective methods for communicating with state elected and appointed officials.
  - d. Draft letters to elected and appointed officials.
  - e. Monitor legislative, judicial and regulatory developments in Southeastern states.
  - f. Review various publications, discussion lists and other relevant sources for information relating to the creation and distribution of information.
  - g. Propose programs for the annual chapter meeting.
2. Chapter Finances **[added executive committee meeting - 4/17/97]**
  - a. Chair will monitor committee expenses/revenue during the year.
  - b. Chair will notify outgoing President of totals prior to the annual chapter meeting.

3. Handbook
  - a. The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
4. Reporting **[revised 4/99]**
  - a. The committee chair will prepare an annual detailing the activities of the committee and any suggestions for future projects for distribution at the annual chapter meeting.
5. Meetings
  - a. The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. **[revised 4/99]**
  - b. Minutes will be recorded for each conference call and meeting.
  - c. If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. **[revised 4/99]**
  - d. The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
  - e. The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.

#### **E. Relationship to SEAALL Officers, Administrative Positions or Other Committees**

1. President/Executive Committee
  - a. The committee works closely with the President and Executive Committee, notifying them of developments in the member states.
2. Handbook Editor
  - a. The committee will provide proposed additions and revisions to the procedures included in this Handbook.
3. Education/Publications
  - a. The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**
4. Newsletter/Public Relations
  - a. The committee works with editor of the *Southeastern Law Librarian* for the regular publication of relevant information. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
5. Program
  - a. The committee may work with the Program Committee to develop program proposals relevant to the charge of the Government Relations Committee.
6. Other SEAALL Committees
  - a. The Committee will develop relationships with other SEAALL committees as needed.

#### **F. Reimbursement of Committee Expenses**

1. Ordinary Expenses
  - a. Ordinary expenses such as phone calls, postage and photocopy costs incurred in the performance of committee activities will not be reimbursed by the Chapter. **[revised 4/99]**

2. Budgeted Expenses

- a. Reimbursement memos for budgeted items should be submitted to the Treasurer with a cover memo explaining the reimbursement sought and including any receipts or supporting documentation. **[revised 4/99]**

3. Expenses Not Previously Budgeted

- a. Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
- b. Requests for reimbursement should be submitted to the President and/or Executive Committee on with a cover memo explaining the reason for the request and any supporting documentation. **[revised 4/99]**
- c. Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

**G. Chapter Records**

1. Receive from immediate past chair

- a. Committee files for the previous three years
  - (1) Government Relations Committee reports.
  - (2) Minutes of committee meetings and conference calls.
- b. SEAALL lobbying brochure, current stock, disk copy

2. Collect during term

- a. Items enumerated above.

3. Convey to successor/Archives

- a. Items enumerated above.
- b. Older files and materials are to be sent to SEAALL archives.

**H. Calendar of Responsibilities**

**March/** Outgoing and/or Incoming Chair attends Executive Committee meeting if invited by the President.

**April** (Attendance can be delegated.)

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

**April** Chapter fiscal year begins

*Southeastern Law Librarian* copy due April 30. **[added 3/00]**

**April/** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.  
**May**

Chair receives final list of committee members and any special assignments from the

President.

Chair solicits ideas for special projects from committee members.

Chair contacts committee members and begins the process of monitoring state developments, assigning newsletter columns, structuring the year's work, and handling other assignments.

**June** Chair prepares preliminary committee report. Report is due to the President one month prior to the chapter business meeting at AALL.

**July** Chapter membership year begins

Chair attends Executive Committee meeting during annual AALL meeting, if invited by President. (Attendance can be delegated.)

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

*Southeastern Law Librarian* copy due July 30. **[added 3/00]**

**October** *Southeastern Law Librarian* copy due October 30. **[added 3/00]**

**January** *Southeastern Law Librarian* copy due January 30. **[added 3/00]**

**January/** Handbook modifications due to editor two months prior to annual chapter meeting  
**February** **[revised 4/99]**

**February/** Chair prepares annual committee report. Report is due to President one month prior  
**March** to annual chapter meeting.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

**April/** Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL  
**May** Archives within one month following annual chapter meeting, but no later than May 15.

#### **I. Relevant Chapter Forms [Revised 3/98]**

1. Annual Committee Report
2. Reimbursement memo
3. Letters to elected officials on government information policies -- *(Editor's Note: pending)*
4. Lobbying brochure
5. SEAALL Government Relations Policy
6. Budget report

