Purpose

The purpose of this Handbook is to provide officers and committee chairs of the Black Law Librarians-Special Interest BLL-SIS of the American Association of Law Libraries (BLL-SIS) an outline of duties and timelines associated with the BLL-SIS’s annual programs and operations.

The goal of this manual is to inform new and returning BLL-SIS leaders of prior practices, important dates, and typical procedures applied in order to perform the duties of any given leadership position.

Users of this manual should note that prior practices do not bar innovation and should not prevent officers and committee chairs from amending this manual, as needed, to maintain its utility and relevance.

This Handbook should be reviewed and updated annually.
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General BLL-SIS Information

Membership
- The BLL-SIS’s membership year is revolving.
- Members are required to pay AALL SIS dues.

AALL BLL-SIS Guidelines
- In addition to the bylaws, the BLL-SIS Executive Board and members must comply with AALL’s SIS Guidelines.

Section Records
- The BLL-SIS documents will be stored in the BLL-SIS Google Drive/Photos linked to bcaall17@gmail.com. There are folders that have been created by year for each committee and the board.
- BLL-SIS specific emails & announcements with any attachments may be found under the Library tab in the MyCommunities BLL-SIS section.
- Outgoing committee chairs should ensure that all committee-meeting notes etc. are saved to the BLL-SIS Google Drive Google Drive will contain reports and any communications with committee members describing committee goals, related research, outcomes and the process used to accomplish tasks.

BLL-SIS Website
- The BLL-SIS website is hosted on AALLNET.
- BLL-SIS direct URL is: https://www.aallnet.org/bllsis/
- The website is updated by the Chair/or Vice Chair or their designee via communication with Chris Siwa

BLL-SIS Social Media
- BLL-SIS has a Facebook (https://www.facebook.com/AALLBLLSIS), Twitter (@aall_bllsis), Instagram (https://www.instagram.com/aall_bllsis/) & LinkedIn (https://www.linkedin.com/company/bllsis/). They are regularly updated with any pertinent AALL or BLL-SIS information by the Chair/Vice Chair and the designated members of the Marketing & Public Relations Committee.
- BLL-SIS also has Blog Page via WordPress called BLISS Blog (https://blacklawlibrarianssisblog.wordpress.com/) that updates BLL-SIS members on any events or other newsworthy information that would benefit the BLL-SIS membership.

AALL MyCommunities
- Members of AALL may join the BLL-SIS MyCommunities group to receive announcements, job postings, share BLL-SIS news, and participate discussions.
Emails

- BLL-SIS’ email address is bcaall17@gmail.com
- Use this email address to send message to BLL-SIS members aallnet-bllsis@connectedcommunity.org
- Use this email address to send messages to board members only aallnet-bllsis@connectedcommunity.org

Section Historical Records

- The Black Caucus historical documents are in a shared the BLL-SIS Goggle Drive linked to bcaall17@gmail.com. It contains past annual reports, meeting minutes, and other Caucus-related documents.
- Documents have also been stored from 2018-2019 under the BLL-SIS MyCommunities Library tab.
- The Black Caucus Microsite [https://community.aallnet.org/bcaall/home] is the old Black Caucus’ website.

Email

- BC.AALL@outlook.com

Shutterfly

- A Shutterfly account was created to keep our memories in one place for the foreseeable future. Use the following credentials to add digital media:
  - Name: BC AALL
  - Username: bc.aall@outlook.com

Tax Exempt Status

- Although AALL (and thus BLL-SIS), is a 501(c) (3) non-profit corporation, it is not exempt from state sales tax.
BLL-SIS Chair

Charge

- Coordinates all business and projects through the Executive Committee of this BLL-SIS.
- Appoints members to the committees of the BLL-SIS;
- Acts as liaison to the AALL Executive Board through the Special Interest BLL-SIS Council;
- Prepares required reports for and correspondence with the AALL executive director, as appropriate.
- Transfers past records not in Google drive (print and electronic) to the succeeding Chair within 60 days after leaving office.
- Responsible for the overall enforcement of BLL-SIS bylaws, procedures and AALL’s SIS guidelines.

Section Executive Board Meetings

- Prepares the meeting agenda.
- Sets the date and coordinates the conference calls for all BLL-SIS Executive Board meetings.
- Minutes & Agenda records are kept in the names folder on the BLL-SIS Google drive

Section Annual Business Meeting

- Presides at the annual business meeting and prepares the meeting agenda for distribution by the BLL-SIS Secretary.
- Details for the scheduling the Annual Business Meeting are at: https://www.aallnet.org/community/special-interest-BLL-SISs/sis-leadership-toolkit/annual-meeting-information/
- Prepares and distributes electronic or physical certificates of recognition for all officers, committee chairs, and committee members serving during the current term.

Committees

- Welcomes new Committee members and thanks out going committee members
- Communicates with newly appointed committee chairs to create goals for the year.
- Communicates on a regular basis with committee chairs or board liaisons regarding each committee’s progress.
- Communicates regularly with the Vice-Chair/Chair-Elect for updates on the Program Committee and other committees, as assigned.
- Serves as Ex-Officio member of select committees. This duty may be shared with the Vice-Chair/Chair-Elect. Committees may be selected based on skill sets, abilities, and interests.
- Committees may be selected based on prior service to a particular BLL-SIS committee.

Other Duties

- Provides names of newly elected officers and newly appointed committee chairs and members to the Chris Siwa to update the website.
- Submits a year-end BLL-SIS Annual Report to AALL in accordance with AALL’s deadline. Give Chris Siwa a copy of the annual report to add to the website.
• Submits room and equipment requests for the BLL-SIS Annual Business Meeting to AALL by announced deadlines.
• Requests AALL Annual Meeting and Conference Exhibit Hall space per BLL-SIS Executive Board’s approval.
• Recruits and assigns members to staff BLL-SIS exhibit hall space during no-conflict times.
• Writes BLL-SIS’s annual report on or around June 5th to be presented at the BLL-SIS Annual Business Meeting and included in the BLL-SIS Annual Report.
• Submits the BLL-SIS Annual Report to AALL (per AALL’s submission requirements).
• Submits important BLL-SIS documents including the BLL-SIS Annual Report to the BLL-SIS Goggle Drive/AALL MyCommunity Archives.
• Act as an advisor to the New Chair

Important Dates for Chair

June
• Ensures new Officers attend SIS Leadership training

July
• Appoints committee chairs and assigns committee members.

July/August (first half of term, immediately after the BLL-SIS Annual Business Meeting.)
• Sends welcome letter to board and committee chairs on or before August 1.
• Updates the website via Chris Siwa to reflect current board and committee members

August
• Forwards committee member rosters to committee chairs.
• Communicates with committee chairs to set goals for the term.
• 1st Monthly Board Meeting

September
• 2nd Monthly Board Meeting

October
• Program Proposal Deadline (dates may vary).
• 3rd Monthly Board Meeting

November
• 4th Monthly Board Meeting.
• Additional information for scheduling the BLL-SIS Annual Business Meeting is available at: https://www.aallnet.org/community/special-interest-BLL-SISs/sis-leadership-toolkit/annual-meeting-information/
• Preliminary Scheduling Forms are distributed to SIS Chairs: https://www.cognitoforms.com/AALL1/AALLSchedulingFormMeetingsEvents. This is important for the SIS Chairs to plan their meetings, meals, receptions, and other social events to be held at the Annual Meeting. In coordination with the SIS Council chair, all meetings and events are to be submitted to AALL to display for viewing on the SIS meeting matrix on AALLNET.
December
- 5th Monthly Board Meeting
- All forms are due to headquarters, once the SIS meeting matrix is complete. During early January, a list of scheduled events can be viewed on AALLNET to check for accuracy and conflicts.

January
- 6th Monthly Board Meeting
- The description and registration information for promoting the Annual Meeting is completed. All SIS meals and social events that are ticketed should have registration prices determined at that time.

February
- 7th Monthly Board Meeting
- Instructions will be sent by AALL to order audio/visual equipment. A price list and guidelines for ordering will be included. The SIS is responsible for all costs associated with the order; costs will be charged against the SIS's account.

April
- 8th Monthly Board Meeting
- Deadline to order audio/visual equipment for the Annual Business Meeting is April 15.

May
- 9th Monthly Board Meeting
- Reminds officers and committee chairs about the May 30 due date for committee reports.
- If unable to attend the BLL-SIS Annual Business Meeting and/or the AALL Annual Meeting and Conference, the BLL-SIS Chair will begin delegating tasks to the Vice-Chair/Chair-Elect.

June
- 10th Monthly Board Meeting
- Prepares electronic/physical certificates of recognition for officers, committee chairs, and committee members. Prepares agenda for the BLL-SIS Annual Business Meeting.
- Prepares Chair’s Annual Report on or about June 6th
- Ships BLL-SIS promotional materials to the AALL Annual Meeting and Conference Center, per AALL’s instructions and deadlines (dates may vary).
- Ships gavel to BLL-SIS’s Vice-Chair/Chair-Elect, if unable to attend the AALL Annual Meeting and Conference.

July (second half of term, prior to the BLL-SIS Annual Business Meeting.)
- Presides over BLL-SIS Annual Business Meeting (if able to attend).
Vice-Chair/Chair-Elect

Charge

- Perform duties of the Chair if the Chair is unable.
- Assists the Chair in conducting Section affairs.
- Serves as board liaison to the Education and Annual Programs Committee.
- Prepares for and presides at all meetings in the Chair’s absence.
- Prepares for term of office as Section Chair.
- Provide a Vice-Chair/Chair Elect's report at the business meeting.
- Transfer past records to BLL-SIS Google Drive (print and electronic) to the succeeding Vice-Chair/Chair-Elect within 60 days after leaving office.

Education and Annual Programs Committee

- Serves as board liaison to the Education & Annual Programs Committee.
- Communicates with Education & Annual Programs Committee members to establish a timeline for planning and writing one or more program proposals to submit for the AALL Annual Meeting and Conference.
- Coordinates the submission of program proposals to the Section Executive Board and AALL. Proposals approved by the Section Executive Board may be submitted by the committee chair or a designated member of the Program Committee to AALL.

Board Liaison or Committee Ex-Officio

- Serves as board liaison for select committees, as agreed upon by Section Chair and Vice-Chair/Chair Elect.
- Committees may be selected based on skill sets, abilities, and interests.
- Committees may be selected based on prior service to that committee.
- Communicates any themes or goals selected by the Section Chair or Executive Board to committees, as assigned.

Important Dates for Vice-Chair

July/August

- Contacts Program Committee members to welcome them to the committee.
- Contacts chairs of committees for which Vice-Chair/Chair Elect serves as ex-officio or board liaison.

August/September

- Schedules conference call(s) with Program Committee members to brainstorm ideas, establish proposal timelines, and draft proposals.
- Solicits ideas from BLL-SIS members through MyCommunities or promoting the use of IdeaScale (optional).
September/October
- Submits program proposal(s) to the BLL-SIS Executive Board for approval.

October
- Submits program proposals to AALL’s through the proposal submission website (deadline subject to change).
- Announces proposal topics to BLL-SIS membership through MyCommunities.

October/November
- Follows up with committees for which Vice-Chair/Chair-Elect serves as ex-officio or board liaison.

June (last half of term, prior to the BLL-SIS Annual Business Meeting)
- Invites members to volunteer for committees by using online committee sign-up sheets.

July
- Submits Vice-Chair’s Annual Program Committee Report to BLL-SIS Chair by May 30
Secretary

Charge
• Records and reports minutes for all BLL-SIS Executive Board and annual business meetings.
• Maintains the BLL-SIS Google drive relative to the Bylaws and other official BLL-SIS documents.
• Serves as board liaison to a Committee.

Minutes
• Attends all business and BLL-SIS Executive Board meetings in order to prepare the official minutes.
• The Secretary is responsible for notifying the BLL-SIS Chair in advance if unable to attend a business or BLL-SIS Executive Board meeting.
• Submits BLL-SIS Executive Board meeting minutes to the BLL-SIS Chair for approval of the minutes within **one week** after the date of the meeting.
• Prior year’s minutes for the BLL-SIS Annual Business Meeting are submitted to BLL-SIS members at least **10 days** prior to first day of the AALL Annual Meeting and Conference.
• Submits the BLL-SIS Annual Business Meeting minutes to BLL-SIS members within two weeks after the date of the BLL-SIS Annual Business Meeting.
• Records all meeting minutes and places relevant portions of email activity in the minutes of the next meeting to be adopted.
• Save all meeting minutes in the Minutes folder in the EC file on the BLL-SIS Google Drive

Elections
• Works with Nominations Committee to prepare the official election ballot. The ballots should include: the candidate's name, title, institution and explanatory statement of their interest which should include any committee service, etc. for the BLL-SIS, Black Caucus, AALL, etc. in running for the office. Statements of interest should not exceed 500 words and are vetted by the chair or co-chairs of the Nominations Committee. Statements in need of any changes should be returned to the candidates for editing.
• Reviews the BLL-SIS Bylaws, BLL-SISs governing nominations, elections, ballots, tabulation of votes, election results, and other details about the BLL-SIS’s elections process.
• Current software used for the election is the AALL Online Election System (https://vote.aallnet.org/AALLElectronicBallotingServiceAgreement.pdf).
  o AALL Online Election Registration Form:
    https://vote.aallnet.org/electionregform.asp
    This form must be filled out and submitted to AALL **30 days prior** to the election start date.
  o AALL Proposal to Provide Electronic Balloting Service:
    https://vote.aallnet.org/AALLElectronicBallotingServiceAgreement.pdf
• The Secretary can always make recommendations of free software that improves its current features.
• Receives the vote report from AALL.
• Sends tabulated votes and election results to the BLL-SIS Executive Board for acceptance.
• Notifies candidates of election results.
• If the current Secretary is nominated to run for the Vice-Chair/Chair-Elect position, the current Chair must assign the current Vice-Chair/Chair-Elect to assume the duties of the Secretary for the election process.

Other Duties and Responsibilities
• Maintains an electronic copy of members names and contact information in the BLL-SIS Google Drive.
• Serves as the BLL-SIS’s archivist, if a BLL-SIS member has not been appointed by the BLL-SIS Chair.
• Writes Secretary’s annual report and submits by May 30 to be presented at the BLL-SIS Annual Business Meeting and included in the BLL-SIS Annual Report.

Important Dates for Secretary
July
• Records minutes of the BLL-SIS Annual Business Meeting.

July/August
• Submits BLL-SIS Annual Business Meeting minutes to BLL-SIS members (two weeks after conference).

September – February
• Records minutes from Fall BLL-SIS Executive Board Meeting 1 of about 12
• Submits Executive Board meeting minutes to the BLL-SIS Chair for approval.

March
• Records minutes from Fall BLL-SIS Board Meeting 8 of 12
• Submits Executive Board meeting minutes to the BLL-SIS Chair for approval.
• Between March 15 – March 30, prepares and distributes ballots.

April
• Records minutes from Fall BLL-SIS Board Meeting 9 of 12
• Submits Executive Board meeting minutes to the BLL-SIS Chair for approval.
• April 21 is the deadline for election results.
• Prepares election results.
• Notifies BLL-SIS Executive Board of election results.
• Announces election results to BLL-SIS membership via MyCommunities.
• Coordinates run-off election, if required.
• Prepares run-off election ballot, if required.
May
- Records minutes from Fall BLL-SIS Board Meeting 10 of 12
- Submits Executive Board meeting minutes to the BLL-SIS Chair for approval.
- Uploads all minutes to BLL-SIS’s Google Drive.
- Submits Secretary’s Annual Report to BLL-SIS Chair by May 30.

June
- Records AGM minutes 11 of 12
- Submits the BLL-SIS Annual Business Meeting minutes from the preceding year to BLL-SIS members, via MyCommunities, 10 days prior to start of the AALL Annual Meeting and Conference.*
Immediate Past-Chair

Charge
- Serves on the BLL-SIS Executive Board.
- Serves as chair of the Bylaws Committee.
- Advises BLL-SIS Chair and Executive Board of BLL-SIS practices, procedures, and general BLL-SIS knowledge.
- Serves as the Board Liaison for the Marketing Committee.
- Updates and revises the BLL-SIS Operations Handbook.

Duties and Responsibilities
- Advises the BLL-SIS Chair on issues of compliance with BLL-SIS’s Bylaws.
- Advises the BLL-SIS Chair on issues of compliance with AALL’s SIS Guidelines (https://www.aallnet.org/community/special-interest-BLL-SISs/).
- Advises the BLL-SIS Chair and Executive Board on consistency in SISes practices, procedures, and decisions, when necessary.
- Writes and submits the BLL-SIS Annual Report to AALL after the BLL-SIS Annual Business Meeting.
- The BLL-SIS Annual Report compiles and summarizes the BLL-SIS’s accomplishments and activities during the Immediate Past-Chair’s term of office as the BLL-SIS Chair.
- Serves as the Board Liaison for the Marketing Committee.
- Updates and revises the BLL-SIS Operations Handbook as necessary at the direction of the BLL-SIS Executive Board.

Important Dates for Immediate Past Chair
July/August
- Submits the BLL-SIS Annual Report to AALL after the BLL-SIS Annual Business Meeting (deadline may vary).
Treasurer

Charge

- The Treasurer shall serve a two-year term.
- The Treasurer is responsible for receiving an accurate quarterly record of all of the financial transactions of BLL-SIS from AALL Headquarters. This would include transactions in the BLL-SIS General Fund as well as any special funds or Fundraising activities. Immediately after their appointment, the Treasurer contacts AALL Headquarters to ensure they are on the mailing list to receive copies of the regular BLL-SIS financial reports. (Headquarters staff performs all bookkeeping and handles actual receipt and disbursement of funds.)
- The Treasurer authorizes disbursement of monies as instructed by the BLL-SIS Board and keeps receipts and/or documentation of all expenses in the Treasurer folder in BLL-SIS Google Drive. The Treasurer will have at each Executive Committee meeting a copy of the most recent financial statement provided by the AALL Treasurer, and a brief report of the financial transactions that have taken place since the last Executive Committee meeting. (This information is obtained from AALL Headquarters.). This information is kept in the Treasurer’s folder of BLL-SIS Google Drive.
- The Treasurer shall contact AALL Headquarters on a quarterly basis to obtain the current list of members and membership count. Member’s information is considered sensitive and confidential and is kept in the Treasurer’s folder of BLL-SIS Google Drive.
- The Treasurer presents a financial report at the annual BLL-SIS business meeting, along with the membership count at the annual BLL-SIS business meeting.
- The Treasurer serves as the liaison with one or more of the BLL-SIS committees. In this capacity, serves as a means of communication with the committee and the BLL-SIS Board. The Treasurer presents their views and requests, to the BLL-SIS Board.

Important Dates for Treasurer

July

- (if in first year of Treasurer’s term) Meet with outgoing Treasurer to discuss last financial report.
- Meet with BLL-SIS Chair to discuss and prepare budget.
- Presents Budget and monthly financials to the Board members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.

August/September

- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for Chair for approval.
- Presents monthly financials to the members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.
October
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for Chair for approval.
- Presents monthly financials to the Board members at BLL-SIS Executive Board meeting.
- Contact AALL Membership Services to retrieve quarterly update of BLL-SIS members
- Uploads all financials to BLL-SIS’s Google Drive.

November-January
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for Chair for approval.
- Presents monthly financials to the Board members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.

February
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for Chair for approval.
- Contact AALL Membership Services to retrieve quarterly update of BLL-SIS members
- Presents monthly financials to the Board members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.

March
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for approval.
- Presents monthly financials to the members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.

April
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for approval.
- Presents monthly financials to the members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.

May
- Submits monthly financials to the BLL-SIS Chair prior to Executive Board meeting for approval.
- Contact AALL Membership Services to retrieve quarterly update of BLL-SIS members
- Presents monthly financials to the members at BLL-SIS Executive Board meeting.
- Uploads all financials to BLL-SIS’s Google Drive.
June

- Submits Annual financials to the BLL-SIS Chair prior to Executive Board meeting for approval.
- Presents Annual financials to Annual General Meeting
- (If at end of Treasurer’s term) Prepare financials for handover to incoming Treasurer.
- Upload all Financials to BLL-SIS’s Google Drive
Members-at-Large

Charge

● Develops and oversees the Section Annual Dinner.
● Takes the minutes if Secretary is absent from any BLL-SIS EC meeting.
● Assists the Chair and Vice-Chair/Chair-Elect in other duties as requested.
● Co-chairs the Dinner Program under the Section Education and Annual Programs Committee.
● Assigns duties, schedules conference calls, and regularly communicates with committee members.
● Communicates planning timelines to committee members and Section Chair.
● Coordinates and announces committee’s dining proposal to the Section Executive Board for approval.
● Designs the dinner invitation with the assistance of the Marketing and Public Relations Committee.
● Announces dinner, reception or dine-around to membership per Section Executive Board approval.
● Communicates with the Section Executive Board to coordinate special invitations to the dinner.
  ○ Communicates to the Section Executive Board whether there will be a speaker(s) presenting at the dinner.
  ○ In consultation with the Community Service Committee, communicates to the Executive Board whether there will be a representative from the Community Service partner organization attending the dinner.
  ○ If there is a speaker(s) and/or a Community Service organization representative attending the dinner, the Executive Board will provide each speaker and one representative from the Community Service organization with a complimentary ticket to the dinner.

Other Duties and Responsibilities

● Provides a report of the Section Annual Dinner, reception, or dine-around at Section Annual Business Meeting, by May 30th
● Writes the Members-at-Large annual report which includes the Section Annual Dinner Committee Report, and submits within four days following the Section Annual Business Meeting to be included in the Section Annual Report.

Important Dates for Members-at-Large

July/August

● Contacts the Section Education and Annual Programs Committee members to welcome them to the committee asking for volunteers to the Dinner Sub-Committee.
● Works with Section Liaison to recruit additional committee members, as needed.
● Reviews or creates timelines and checklists, as needed.
September
- Determines tasks and assigns to committee members.
- Determines whether a Section Education and Annual Programs Committee’s Dinner Subcommittee lives in the convention city.
- Sets planning timelines for the Dinner Sub-Committee. If there is a plan to hold the dinner at a library or venue other than a restaurant that they will need to be contacted early (by September) for planning purposes.

October/November/December
- Regularly communicates with members of the Dinner Sub-committee, via e-mail or conference call.

October November
- Sends a summary of ideas or progress report to the Section Chair and Executive Board.

January
- Makes final selection of the Section Annual Dinner venue and secures any selected speakers, preferably by January 30.

February
- Sets and sends the proposed ticket price to the Section Chair.
- Submits proposal (including estimated budget) to Section Executive Board.
- Aide the Marketing & Public Relations Committee in the design Section Annual Dinner invitation to submit to Section Executive Board by March 1.

March
- Members-At-Large submit the Section Annual Dinner invitation to the Section Executive Board for approval by March 1.

April
- Contacts any speakers by April 30, when the venue, date, time, and other logistics are finalized.
- Sets deadline for ticket sales (mid-late June date)

May
- Sends approved Section Annual Dinner invitation to Section members and guests.
  - The invitation should be sent out every three weeks to Section members via MyCommunities and via Eventzilla or similar registration software.
  - Plan decorations and color scheme
  - Order favors, souvenirs and give-away items

June
- Contacts restaurant to confirm dinner reservation.
- Reminds any speakers of their commitment to speak at the Section Annual Dinner and asks if they have any questions.
July

- Calls or visits the selected convention city restaurant to pay deposits, sign documentation, confirm that microphones or A/V equipment is in place, or handle other logistics as needed.

- Submits the Annual Dinner Sub-Committee’s Annual Report to the Chair of the Education and Annual Programs to add to the Committee’s overall report. Following the Section Annual Business Meeting to be included in the Section Annual Report.

- Develops and oversees the BLL-SIS Annual Dinner.
Bylaws Committee

Charge
- Regularly reviewing the BLL-SIS bylaws to ensure that they comply with the AALL Constitution and Bylaws.

Committee Composition
- The Community Service Committee (CSC) shall consist of a chair (or co-chairs) and members appointed by the BLL-SIS Chair.

Duties and Responsibilities
- Providing guidance to the BLL-SIS Executive Board as needed to ensure that BLL-SIS actions and activities comply with the BLL-SIS bylaws.
- Recommending amendments to the BLL-SIS bylaws as appropriate.
- Annually reviewing and updating as necessary the BLL-SIS Operational Handbook.
- Completing other relevant tasks and projects as deemed appropriate by the BLL-SIS Executive Board.
- Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

Important Dates for CSC Chair

July/August
- Contacts Bylaws Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.

October
- Review the Bylaws to see if any sections should be updated to comply with the AALL Bylaws that may have been voted on at the AALL Annual Meeting.
- If there are any changes, the BLL-SIS Bylaws will be updated and sent to the AALL Bylaws and Resolutions Committee for approval.
- Once approved, the BLL-SIS Bylaws will be sent to the Executive Board for member approval.

February
- Review the Bylaws to see if any sections should be updated.
- If updates are needed, make sure they comply with the AALL Bylaws.
- Send any new updates to the AALL Bylaws and Resolutions Committee

March/April
- Have the BLL-SIS Executive Board review the new changes.
- Send any new updates to the AALL Bylaws and Resolutions Committee.
- Contact all committee chairs and the executive board to see if there are any changes to the BLL-SIS Operations Handbook for the current year.

May
• Submit changes to the BLL-SIS Operations Handbook to the BLL-SIS Chair.
• Submit Bylaws Committee Annual Report to BLL-SIS Chair, May 30.

June
• Any new Bylaws amendment will be voted on before the BLL-SIS meeting.

July
• The Chairs will present their annual report at the BLL-SIS Annual Business Meeting.
Community Service Committee

Charge
- Identifies and promotes opportunities for BLL-SIS members to donate or volunteer services to the law, library and/or greater community, with a particular focus on organizations serving minority needs.
- Coordinates an annual community outreach project targeting a local community in the convention city of AALL’s Annual Meeting and Conference on behalf of the BLL-SIS of AALL.

Committee Composition
- The Community Service Committee (CSC) shall consist of a chair (or co-chairs) and members appointed by the BLL-SIS Chair.

Duties and Responsibilities
- Researches and compiles a list of non-profit organizations, located in the host city of the AALL Annual Meeting and Conference, that comply with the BLL-SIS’s outreach theme and CSC charge (see Organization Ratings Form in the Appendix).
- Uses the CSC Organization Ratings Form to rank the organizations nominated by CSC members.
- Sends the proposed community partner to the committee’s Board Liaison or Ex-Officio to be presented to the BLL-SIS Executive Board for approval.
- Communicates with community partner to determine whether in-kind or monetary donations (or both) will be solicited and creates a plan for soliciting donations. Chair or co-chairs may ask community partner if a special webpage or donation portal can be set up on the organization’s website to track donations from the BLL-SIS members.
- Communicates and advertises the community service project to the BLL-SIS members every 3-4 weeks. The deadline for all donations will coincide with the date of the Annual Dinner. Members may bring donations to the dinner as well.
- Coordinates with community partner’s representative to attend the BLL-SIS’s Annual Dinner and hand off in-kind donations.
- Requests the sum of the BLL-SIS donations (in-kind and monetary) from the community service partner prior to the BLL-SIS dinner. This figure will be included in the preliminary CSC report made at the BLL-SIS Annual Business Meeting. Final calculations will be made after the Annual Dinner to include any donations made in-person at the dinner or online via the organization’s website up to the date of the BLL-SIS Annual Business Meeting. The final calculations of the value of in-kind plus monetary donations will be included in the CSC’s written annual report.
- Provides the BLL-SIS webmaster with content about the community service project to add to the Community Service BLL-SIS of the BLL-SIS website.
- Reports on the community service project at the BLL-SIS Annual Business Meeting. The report will include a summary of the in-kind items donated and estimated value of those items, plus the amount of monetary donations.
- Writes CSC annual report and submits within four days following the BLL-SIS Annual Business Meeting to be included in the BLL-SIS Annual Report.
• Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

**Important Dates for CSC Chair**

**July/August**
- Contacts Community Service Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.

**October**
- The BLL-SIS Chair or Executive Board may choose a theme or permit the committee to choose a theme.

**October/November**
- Committee announces theme to the BLL-SIS Executive Board through Board Liaison for approval.
- Committee researches and nominates non-profit organizations as potential BLL-SIS partners.

**December/January**
- Committee rates community partner nominees.

**January**
- Committee announces proposed partner to BLL-SIS Executive Board and requests board approval.

**January/February**
- Contacts selected community partner and provides a progress report to the committee’s Board Liaison to present at the BLL-SIS Executive Board meeting.

**February**
- Coordinates, in conjunction with community partner, the BLL-SIS’s donation process.

**March/April**
- Announces community service outreach project to the BLL-SIS’s members via MyCommunities.

**May**
- Sends a reminder to members to make donations.

**June**
- Sends a reminder to members to make donations.
- Coordinates with community partner’s representative to attend the BLL-SIS’s Annual Dinner and hand off in-kind donations.

**July**
- Sends final donation reminder(s) to members.
• Submits the CSC Annual Report to the BLL-SIS Chair four days after the BLL-SIS Annual Business Meeting, instead of June 30 (as members may make donations during the AALL Annual Meeting and Conference).
Education & Annual Programs Committee

Charge

- Develops, prepares, and submits program proposals to the AALL Annual Meeting Program Committee (AMPC).
- Keeps in contact with the AALL Diversity and Inclusion Committee and offers assistance as needed for the Diversity Symposium (with approval of the BLL-SIS Chair).

Committee Composition

- The Education & Annual Program Committee shall consist of the Vice-Chair, who serves as committee chair, and any other members appointed by the BLL-SIS Chair; including but limited to the Members at Large who oversee and leads the Dinner Program Subcommittee.
- Members of the Education & Programming Committee shall be appointed to serve two-year terms in a staggered format in order to provide continuity within the committee’s operations.

Program Proposals

- The committee chair convenes committee members in mid-August to alert members of AALL’s program proposal deadlines and to begin soliciting program ideas.
- Creates a timeline for committee members, including draft submission deadlines.
- Program Committee members shall review the AALL AMPC proposal collection to explore the list of “must have” program topics, proposer resources, takeaways and other tips.
- The committee must develop and submit at least one proposal to the BLL-SIS Executive Board for approval. The committee is encouraged to develop more than one proposal, whenever possible.
- All approved program proposals shall be submitted to AALL’s AMPC, per AMPC’s proposal submission guidelines.
- The committee chair may appoint a member or members of the committee to serve as a proposal lead and submit the committee’s proposal(s) to the AMPC. The committee chair may serve as the proposal lead, as well.
- For programs that are not accepted by the AMPC, the committee should encourage members to revise and resubmit the proposals to the AMPC in following years if appropriate or submit the proposals to AALL Chapter conferences and meetings. When programs are revised and resubmitted to the AMPC or submitted to AALL Chapter conferences and meetings, they should always be credited as having been developed by the BLL-SIS.

Other Duties and Responsibilities

- Writes the Education & Program Committee Annual Report that includes the Dinner Subcommittee’s Report and submits to BLL-SIS chair by May 30th to be presented at the Black Caucus Annual Business Meeting and included in the BLL-SIS Annual Report.
- The Committee Chair shall ask a member of the committee to give the annual report if she or he is unable to attend the BLL-SIS Annual Business Meeting. The BLL-SIS Chair
shall be notified immediately if a member of the committee will not be able to attend the BLL-SIS annual business meeting.

- Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

**Important Dates for Education & Annual Program Committee**

**July/August**

- Contacts Committee members to welcome them to the committee, or thank them for returning to the committee, and to provide an anticipated date for the committee to convene.

**August**

- Program Chair convenes committee members and sets timelines.

**September**

- Committee meets to discuss and select proposal topics; committee chair assigns tasks to committee members, as needed.

**October**

- Submits program proposal(s) to the BLL-SIS’s Executive Board for approval.
- Submits program proposal(s) to AALL’s AMPC submission portal.
- Announces program proposal topics to the BLL-SIS members via MyCommunities.

**November/December**

- Reports proposal acceptance or denial to Program Committee members, the BLL-SIS Executive Board, proposed speakers (if needed), and the BLL-SIS members via MyCommunities.

**January – July**

- Follows AALL’s timelines for any accepted programs.
- Maintains frequent contact with confirmed speaker(s), which includes forwarding AALL communications, as needed.
- Submits equipment and room configurations requests.
- Submits AALL speaker contracts to all program coordinators, moderators and speakers to AALL, as requested.
- Program Committee Chair submits regular updates to the BLL-SIS Executive Board on committee’s progress.

**June**

- Submits program proposal description(s), if accepted, to the BLL-SIS’s webmaster to update the BLL-SIS Programs web page.

**July**

- Submits Vice-Chair’s/Program Committee Annual Report to the BLL-SIS Chair by May 30.
Grants & Awards Committee

Charge
● Soliciting and evaluating nominations and applications for BLL-SIS grants and awards.

Committee Composition
● The GAC shall consist of a chair (or co-chairs) and members appointed by the BLL-SIS Chair.

Duties and Responsibilities
● Selecting and publicizing the winners of all BLL-SIS grants and awards.
● Completing other relevant tasks and projects as deemed appropriate by the BLL-SIS Executive Board.
● Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’s respective folders/subfolder.

NOTE: Members of this Committee shall not be eligible for BLL-SIS grants or awards while serving on this Committee. Similarly, members of the BLL-SIS Executive Board shall not be eligible for BLL-SIS grants or awards while serving on the BLL-SIS Executive Board.

Important Dates for GAC Chair

July/August
● Contacts GAC members to welcome them to the committee and provide an anticipated date for the committee to convene.
● Communicate with BLL-SIS Executive Board about availability of grant funds for the year.
● In consultation with BLL-SIS Executive Board, determine whether grant funds will be offered for the AALL annual meeting, Leadership Academy/Management Institute, and/or a general call for other educational/professional grant funding requests.

September/October
● Watch Members Open Forum for Leadership Academy/Management Institute registration announcement.
● Solicit Grant applications for Leadership Academy/Management Institute registration/travel costs.
  ○ Send out call for applications shortly after registration for event opens; set deadline 1-2 weeks before early bird registration closes.
  ○ These educational events are offered in alternate years.
  ○ Dates of actual events are usually mid-March to mid-April.
  ○ Send reminder as deadline approaches.

November/December
● Solicit Award nominations:
  ○ Set deadline in February.
  ○ Send reminder as deadline approaches.
- Review Grant applications for Leadership Academy/Management Institute registration/travel costs.
  - Submit recommendations to BLL-SIS Executive Board.
  - Notify applicants before early bird registration deadline.
  - Provide recipients with instructions for payment/reimbursement (Treasurer can provide details).

February
- Watch Members Open Forum for AALL annual meeting registration announcement.
- Solicit Grant applications for AALL annual meeting registration/travel costs.
  - Send out call for applications shortly after registration for event opens; set deadline at least 1-2 weeks before early bird registration closes.
  - Send reminder as deadline approaches.
- Review Award nominations and submit recommendations to BLL-SIS Executive Board.
  - Notify nominators and recipients.
  - Confirm how name/title/affiliation should appear in annual meeting program.

March/April
- Review Grant applications for AALL annual meeting registration/travel costs.
  - Submit recommendations to BLL-SIS Executive Board.
  - Notify applicants before early bird registration deadline.
  - Provide recipients with instructions for payment/reimbursement.
- Submit Award and Grant recipient names for inclusion in annual meeting program.
  (AALL HQ will set a firm deadline for this information to be submitted via a form to HQ.
  – BLL-SIS Chair & Vice Chair will receive instructions.)

May/June
- Submit Grants and Awards Committee Annual Report to BLL-SIS Chair.
- Prepare certificates/plaques for Award recipients.
- Coordinate presentation of Awards at BLL-SIS annual general meeting.
Marketing & Public Relations Committee

Charge
- Explores all opportunities to publicize and promote the activities and goals of the BLL-SIS.

Committee Composition
- The Marketing Committee shall consist of a chair and members appointed by the BLL-SIS Chair.

Duties and Responsibilities
- The Marketing Committee Chair communicates with the BLL-SIS Chair to set preliminary goals for the committee.
- Committee members communicate regularly via conference call and/or email to coordinate a marketing strategy to promote BLL-SIS activities to the law library and greater law and library communities and to library and information science students who may be interested in pursuing a career in law librarianship.
- Oversees, maintains, and regularly updates the BLL-SIS’s social media pages.
- Revises and updates the BCAALL Exploring Law Librarianship e-brochure.
- Sends the BLL-SIS Exploring Law Librarianship e-brochure to ALA-accredited programs. The committee may also choose to target only those programs that offer training in legal research or a dual JD/MLIS course of study.
- Encourages ALA-accredited library and information science programs to share details about the George A. Strait Minority Scholarship with their student body.
- Performs other duties as assigned by the BLL-SIS Chair or Executive Board.
- Provides regular progress reports to the Board Liaison or Ex-Officio committee member.
- Writes annual report on the committee’s marketing efforts to be presented at the BLL-SIS Annual Business Meeting and included in the BLL-SIS Annual Report.
- Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

Important Dates for Marketing Committee
July/August
- Contacts Marketing Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.

September/October
- Contacts committee members to brainstorm new ideas and submits those ideas to the Board Liaison or Ex-Officio member for approval by the BLL-SIS Executive Board.
- Sends assignments and timelines to committee members.
- Sends the current BLL-SIS Exploring Law Librarianship e-brochure to ALA-accredited programs. Encourages ALA-accredited library and information science programs to share details about the George A. Strait Minority Scholarship with their student body. These activities may continue through November/December.
• Evaluates whether social media pages are being adequately overseen, maintained, and regularly updated.

February
• Revises and updates the BLL-SIS *Exploring Law Librarianship* e-brochure for distribution in the upcoming fall.
• Follows up on committee assignments.

July
• Submits the Marketing Committee Annual Report to the BLL-SIS Chair by May 30.
Membership Committee

Charge
- Working with AALL to identify potential new members for BLL-SIS.

Committee Composition
- The Membership Committee shall consist of a chair (or co-chairs) and members appointed by the BLL-SIS Chair.

Duties and Responsibilities
- Creating, maintaining, and disseminating a virtual “Welcome Kit” for new BLL-SIS members in collaboration with the BLL-SIS Marketing and Public Relations Committee.
- Developing a recruitment and retention plan to recruit new BLL-SIS members and to ensure that current BLL-SIS members continue to remain members in future years.
- Regularly spotlighting new BLL-SIS members through the BLL-SIS listserv and other BLL-SIS social media outlets in collaboration with the BLL-SIS Marketing and Public Relations Committee.
- Responsible for posting any job openings to the BLISS My Communities Page and BLISS LinkedIn in collaboration with the BLL-SIS Marketing and Public Relations Committee.
- Completing other relevant tasks and projects as deemed appropriate by the BLL-SIS Executive Board.
- Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

Important Dates for Membership Chair

July/August
- Contact Membership Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.
- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.

October
- Ask AALL for a list of new members. Send welcome kit to new members.

October/November
- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.

December/January
- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets. Plan second committee meeting.

January
- Ask AALL for a list of new members. Send welcome kit to new members.
January/February

- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.

February

- Send reminder to BLL to renew their membership, timed with AALL renewal period.
- Publicize with Marketing & Public Relations Committee.

March/April

- Ask AALL for a list of new members. Send welcome kit to new members.
- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.
- Plan third committee meeting if needed.

May

- Submit Membership Committee Annual Report to BLL-SIS Chair.

June

- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.

July

- Meeting of incoming committee after annual meeting and conference.
- Contact Membership Committee members to welcome them to the committee and provide an anticipated date for the committee to convene.
- Choose a member to spotlight. Ask Marketing & Public Relations Committee to post member spotlight to BLL social media outlets.
Nominations Committee

Charge
• Selects a slate of candidates among the BLL-SIS members for the offices of Vice-Chair/Chair-Elect, Secretary, and two Members-at-Large.

Committee Composition
• The Nominations Committee shall consist of a chair (or co-chairs) and at least two members appointed by the BLL-SIS Chair.

Duties and Responsibilities
• Nominates eligible BLL-SIS members as candidates for open BLL-SIS Executive Board positions.
• Nominations Committee members are ineligible to run for the BLL-SIS’s Executive Board during their tenure on the committee.
• If the current Secretary is nominated for Vice-Chair/Chair-Elect, the Chair must be informed immediately so that the Chair can assign the Vice-Chair/Chair-Elect to perform the Secretarial election duties.
• Writes the Nominations Committee annual report by July 1 to be presented at the BLL-SIS Annual Business Meeting and included in the BLL-SIS Annual Report.
• Maintains records of the Committee’s work to be saved in BLL-SIS Google Drive’ respective folders/subfolder.

Elections
• Selects candidates for the following positions during each election year, at the indicated intervals:
  1. Vice Chair/Chair (annually)
  2. One Member-at-Large (annually, staggered terms): there are two Member-at-Large positions.
     a. One Member-at-Large candidate shall be elected in odd number years.
     b. One Member-at-Large candidate shall be elected in even number years.
  3. Secretary (biannually): elected once every two years in even numbered years.
• The Nominations Committee must do all it can to nominate multiple candidates for each position. If that is impossible then one candidate for a position is acceptable.
• Notifies the BLL-SIS Chair of the names of the candidates and their acceptances by March 15.

Ballots
• Works with the BLL-SIS Secretary to prepare the official election ballot. The ballots should include: the candidate's name, title, institution and explanatory statement of their
interest in running for the office. Statements of interest should not exceed 500 words and are vetted by the chair or co-chairs of the Nominations Committee. Statements in need of any changes should be returned to the candidates for editing.

- Voting is by secret ballot. Ballots are distributed electronically by the BLL-SIS Secretary to the members no later than March 30. The deadline for the results to be returned is April 21.

**Important Dates for Nominations Committee**

**July/August**
- Contacts Nominations Committee members to welcome them to the committee, provide an anticipated date for the committee to convene, and explain duties and responsibilities.

**February**
- Call for Nominations.

**February/March**
- Seeks acceptances from nominees.

**March 15**
- Notifies the BLL-SIS Chair of the candidates and acceptance of nominations.

**March 15 – March 30**
- Assists the BLL-SIS Secretary in preparing ballots and ensures that the Secretary distributes ballots no later than March 30.

**April 21**
- Deadline for election results.

**April**
- Ensures that the BLL-SIS Secretary notifies the Board of election results.

**July**
- Submits the Nominations Committee Annual Report to the BLL-SIS Chair by June 30.
Appendices

BYLAWS ......................................................................................................................... Error! Bookmark not defined.
SAMPLE MEETING AGENDA FOR EXECUTIVE COMMITTEE..... Error! Bookmark not defined.
SAMPLE MEETING MINUTES FOR EXECUTIVE COMMITTEE.... Error! Bookmark not defined.
SAMPLE BUSINESS MEETING AGENDA FOR CHAIR ............... Error! Bookmark not defined.
SAMPLE IN-PERSON COMMITTEE SIGN-UPS FOR CHAIR ........ Error! Bookmark not defined.
SAMPLE RATINGS FORM FOR COMMUNITY SERVICE COMMITTEE .... Error! Bookmark not defined.
BLL-SIS SOCIAL MEDIA POLICY ................................................................. Error! Bookmark not defined.
BYLAWS

ARTICLE I: NAME

The name of this Special Interest Section of the American Association of Law Libraries (AALL) shall be the Black Law Librarians-Special Interest Section. It may also be known as the BLL-SIS and shall be referred to in these bylaws as the Section.

ARTICLE II: OBJECT

SECTION 1.

The object of this Section shall be as follows:

1. To provide a forum for the professional development, exchange of ideas and information on recruitment and social interests of Black law librarians;
2. To represent its members’ interests and concerns within the AALL, and
3. To work in cooperation with similar special interest groups in the organization.

SECTION 2.

The Section shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries.

ARTICLE III: MEMBERSHIP

Membership shall be open to any AALL member requesting affiliation with the Section as provided in the AALL Bylaws. Membership shall be renewable each year.

ARTICLE IV: ANTIDISCRIMINATION

Membership in the Section or participation in any activity of the Section, shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation, or gender identity.

ARTICLE V: MEETINGS

SECTION 1. ANNUAL MEETING

There shall be an annual business meeting of the Section, preferably held in connection with, or during the annual meeting of AALL. The format of the meeting may be by electronic means or in-person. The scheduling of the section’s annual business meeting during the annual meeting of AALL shall be cleared with AALL’s annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of AALL, but no person may vote in any meeting who is not a Section member in good standing.

SECTION 2. QUORUM

Attendance at meetings may be by physical presence or by virtual attendance through electronic communication, when the Executive Committee has authorized the latter mode. A quorum for the transaction of business shall be fifteen (15) members in good standing. If less than a quorum is present at
a meeting, it is the duty of the presiding officer to adjourn the meeting without conducting any official business.

SECTION 3. SPECIAL MEETINGS

At the discretion of the Executive Committee, special meetings can be called should the need arise. Such meetings can be physical or virtual and must meet the same quorum requirements as the Annual Business Meeting to conduct official business.

SECTION 4. VOTING

The affairs of the Section shall be conducted by the majority vote of members voting unless otherwise provided in these bylaws.

ARTICLE VI: OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. OFFICERS

The officers shall consist of a Chair, Vice-Chair/Chair Elect, Immediate Past-Chair, Secretary and Treasurer. Officers shall serve without compensation but shall be reimbursed for any approved or budgeted expenditures in the discharge of their duties.

SECTION 2. EXECUTIVE COMMITTEE

There shall be a duly elected Executive Committee consisting of seven (7) members including the officers named above and two Members-at-Large.

SECTION 3. TERMS OF OFFICE

A new Vice-Chair/Chair-Elect shall be elected each year and shall serve a three-year term, the first year as Vice-Chair, the second year as Chair and the third year as Immediate Past-Chair.

The Secretary and Treasurer shall serve a two-year term and shall be elected every other year.

The Members-at-Large shall serve a staggered two-year term with election taking place every other year. The first Member-at-Large shall be appointed by the Executive Committee to serve until the next regular election.

SECTION 4. DUTIES OF OFFICERS

The officers shall perform the duties usually pertaining to their offices and such other duties as may be assigned by the Executive Committee or the membership or with duties as specified in the current Black Law Librarian - Special Interest Section Procedures Handbook.

ARTICLE VII. EXECUTIVE COMMITTEE

SECTION 1.

There shall be an Executive Committee consisting of:

a. the Chair,

b. the Vice-Chair/Chair-Elect,
c. the Immediate Past-Chair,  
d. the Secretary,  
e. the Treasurer, and  
f. two (2) Executive Committee Members-At-Large

SECTION 2.

All officers and members of the Section’s Executive Committee shall serve until the adjournment of the annual Section Business Meeting.

SECTION 3.

The Executive Committee shall meet during each AALL Annual meeting and may also hold additional meetings by electronic means or in-person.

ARTICLE VIII. COMMITTEES AND GROUPS

There shall be such standing or special committees as the Executive Committee, or the membership, shall create. Other groups such as task forces and working committees may be established by the Executive Committee as necessary. Unless otherwise provided, committee chairs shall be designated by the Chair of the Section.

ARTICLE IX. NOMINATIONS AND ELECTIONS

SECTION 1. ELECTION

A. The nominating committee shall nominate at least one candidate for each office.  
B. All candidates must be members in good standing. Voting will be by secret ballot. The Secretary and Nominating Committee will prepare the official ballot. Ballots should include the candidates’ names, titles, institutions, and statements explaining their interest in running for the office.  
C. All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the AALL annual meeting.  
D. The Secretary is charged with counting and tabulation of all votes cast.  
E. The candidate receiving the majority of votes shall be declared elected to the office. In the case of a tie vote, the winner shall be decided by a majority vote of members in attendance at the business meeting, both physically and virtual, held during the AALL Annual meeting. The vote at the business meeting will be by secret paper/virtual ballot. The Secretary will count the paper/virtual ballots at the business meeting and declare the winner. In the case of a tie vote at the business meeting, the winner shall be determined by lot conducted by the tellers. The Chair shall appoint at least one teller who with the Secretary shall be charged with counting and tabulating all votes cast.  
F. The Secretary shall notify all candidates of the results of the election. The results of the election will be made known to the members after all candidates have been informed of the results.

SECTION 2. TERMS OF OFFICE

A. Terms of office shall begin at the end of the annual SIS meeting.  
B. If a position becomes vacant, the Chair shall:  
i. Appoint a previous Past-Chair to the vacant Immediate Past-Chair position. If the previous Past-Chair is unwilling or unable to continue to serve, the Chair should ask a previous Black Caucus (BCAALL) or BLL-SIS Board member;
ii. Appoint a prior BLL-SIS Board member to serve in a vacant Secretary, Treasurer or Member-at-Large position, until the next annual BLL-SIS business meeting held during the AALL annual meeting.

C. In the case of the death or resignation of the Chair of the Section, the Vice-Chair/Chair-Elect shall become Chair and shall serve until the end of the Vice-Chair/Chair-Elect’s elected term.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

The Section shall conduct its affairs in conformity with the AALL Bylaws. The rules of order mandated by AALL bylaws shall govern all deliberations of the Section.

**ARTICLE XI: AMENDMENTS**

**SECTION 1.**

Members shall submit proposed Bylaws amendments to the Bylaws Committee before the annual business meeting. Proposed amendments to the Bylaws shall be submitted to the AALL Bylaws & Resolutions Committee by the Secretary for approval before the membership votes on them at the business meeting. After receiving approval of proposed Bylaws amendments from the AALL Bylaws & Resolutions Committee, if time permits, the Bylaws Committee shall notify the membership of proposed amendments prior to the business meeting. Amendments must be approved by a two-thirds vote of Section members attending the business meeting.

**SECTION 2.**

Notice of proposed amendments shall be provided to the Section’s members, by electronic means at least 30 days in advance of the business meeting.

*Adopted: February 16, 2021*
SAMPLE MEETING AGENDA FOR EXECUTIVE COMMITTEE

BLL-SIS EXECUTIVE BOARD MEETING
NOVEMBER 09, 2021
AGENDA

CALL TO ORDER

ATTENDANCE

APPROVAL OF THE MINUTES
A. Minutes of last month’s regular Board’s meeting

MATTERS ARISING FROM THE MINUTES
A. BLL-SIS Education Fund – November 30th Giving Day Campaign Launch
B. Grants – Approve Education Fund criteria
C. Marketing and Public Relations - Approve Canva Account
D. PLLIP Diversity Summit

TREASURER’S REPORT
A. 2021 – 2022 Budget

COMMITTEES
A. Education & Annual Programs
   a. Annual Meeting program proposals
   b. In-Person conference event
B. Membership
   a. BLL-SIS Pamphlet
C. Committees – any other reports
ANY OTHER BUSINESS

A. Data Science Program
B. Black History Month Program – Critical Race Theory

ADJOURN
SAMPLE MEETING MINUTES FOR EXECUTIVE COMMITTEE

BLL-SIS EXECUTIVE BOARD MEETING
OCTOBER 12, 2021
MINUTES

CALL TO ORDER
At 11:03AM/EST; 12:03PM/CST

ATTENDANCE
Andre Davison, John Campbell, Angela Mason, Miriam Childs, Le'Shawn Turner, Yolanda Jones

APPROVAL OF THE MINUTES
A. Minutes of last month’s regular Board’s meeting
B. Corrections to the minutes – Misspelled names – the correct spellings are: “Vani”, “Khelani”, “Marjorie”.
C. Motion to approve minutes with corrections by Miriam and seconded by John. Unanimous vote.

MATTERS ARISING OUT OF THE MINUTES
A. BLL-SIS Education Fund – Andre talked to Vani... about
B. Committees’ website – the committees....

TREASURER’S REPORT
Last report, discussed last meeting, was from June.

COMMITTEES
A. Education
   a. Annual Meeting Program proposals – (see d below...)
   b. PLLIP Diversity Summit – Andre had a meeting
c. Bloomberg CPE Grant – we will attempt
d. BLL-SIS coffee chat to discuss

B. Community Services
   a. Theme for Denver meeting –

C. Membership
   a. Call for volunteers –
D. Committees – any other reports
   a. Marketing and Communications – Khelani asked i

ANY OTHER BUSINESS

A. Data Science Program – 8 people attended the last one. Marjorie wants to get that number up to 12 for the next class. So
B. BLL-SIS Operations Handbook –
C. Access to Justice initiative – Yolanda discussed that she and Marjorie were in a meeting with Pres..

ADJOURN

Adjourned at 11:50AM/EST; 12:50PM/CST.
Motion by Miriam and seconded by John. Unanimous vote.
SAMPLE BUSINESS MEETING AGENDA FOR CHAIR

2015 Annual Meeting – Philadelphia

Monday, July 20th, 2015 5:00pm - 6:00pm PCC-Room 102B

Call to Order
Approval of Minutes from San Antonio
Moment of Silence for Ruth J. Hill, Director of Library Services, Southern University Law Center

Old Business

• Committee Reports
  o Chair’s Report, Prepared by Michelle Cosby, Chair, mcosby@nccu.edu
  o Program Committee, Richelle Reid Chair rreid@emory.edu
  o Nominations Committee, Druet Klugh, Chair druet-klugh@uiowa.edu
  o Marketing Committee, April M. Hathcock, Chair april.hathcock@nyu.edu
  o Members-at-Large Report, Trezlen Drake, Co-Chair tdrakel@nd.edu & Janice Henderson, Co-Chair janiceehenderson@att.net
  o Community Service, Lisa Goodman, Co-Chair lisa.goodman@law.lsu.edu & Tiffany Camp, Co-Chair tiffany.camp@law.uconn.edu
  o Web Master, Betty Wright, bwright@sgrlaw.com
  o Job Search Liaison, Brittany Persson, Brittany.persson@shu.edu

• Executive Board Changes
  o Election Results
    ▪ Lisa Goodman elected Vice-Chair/Chair-Elect
    ▪ Betty Wright elected Member-at-Large
  o Other Changes
    ▪ Richelle Reid will assume the position of Chair.
    ▪ Michelle Cosby will assume the position of Immediate Past Chair.
    ▪ Janice Henderson will continue as Member-at-Large.
    ▪ Janeen Williams will continue as Secretary.
    ▪ Thank you to Trina Holloway. Trina has completed her three-year term serving the Caucus, most recently as Immediate Past Chair.
    ▪ Thank you to Trezlen Drake. Trez has completed her two-year term as Member-at-Large.

• Certificates

[Insert Passing the Gavel if both the Chair and Vice-Chair will be able to attend the Business Meeting.]

New Business

• New Committee Assignments
• [Other topics may include Bylaws Amendments, call for volunteers for specific committees, and other topics.}
• Chair’s Goals

Adjourn
SAMPLE IN-PERSON COMMITTEE SIGN-UPS FOR CHAIR

The incoming BLL-SIS Chair may use the BLL-SIS Google Forms to create the Committee Sign Up...See form here: https://docs.google.com/forms/d/1MQScH3sFpmoSXHGpeKNMoXX6DqN6fJPXfWs6OLehXE/edit?usp=sharing
SAMPLE RATINGS FORM FOR COMMUNITY SERVICE COMMITTEE

2016 BLL-SIS Community Service Project Organization Ratings Form

Please submit by Tuesday, January 5, 2016.

Please rate the nominees based on a scale of 1-5, with 5 being the highest rating, using the following criteria:

1. Meets the charge of BCAALL: "The Community Service Committee identifies and promotes opportunities for BCAALL members to donate or volunteer services to the law, library and greater community, with a particular focus on organizations serving minority needs."


3. Easy to Make Donations (Monetary or In-Kind):
   - Monetary Donations: Donations, in particular monetary donations, are easier than volunteering in person (which would involve arranging transportation). Many members may not be able to travel with items or even travel to Chicago for the conference. We’d like these members to feel encouraged to support our chosen organization by making a donation online. Does the organization’s website clearly display a link for making online monetary donations? Is the link active (meaning, does it function properly)?
   - In-Kind Donations: If in-kind donations are sought by the organization, you may consider items suitable for travelling that can be easily packed in a suitcase. Is a wish list posted on the organization's website? Would it be easy for BCAALL members visiting this website to determine what to donate? Are in-kind donations easy to drop off?

4. Flexible factors:
   Consider other factors that would make the organization perfect for BCAALL’s outreach efforts. For example, does the organization have a mission you strongly believe in, is it easy to find the organization’s financial or annual report, or has the organization had a high success rate, etc.?

Mission: A nonprofit social venture that provides literacy experiences for thousands of readers each year through inspiring programs and creative capitalization of books.
2) Chicago Legal Aid to Incarcerated Mothers (CLAIM), http://www.cgla.net/claim
Mission: Provides legal and educational services to incarcerated mothers, formerly incarcerated mothers, and the caretakers of their children.

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3) One Million Degrees, http://www.onemilliondegrees.org/
Mission: One Million Degrees empowers low-income, highly motivated community college students to succeed in school, in work, and in life. One Million Degrees believes that when given a solid system of support, every student has the ability to reach his or her full personal and professional potential.

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4) Chicago City Wide Literacy Alliance, http://www.chicagocitywideliteracy.org/
Mission: The Chicago Citywide Literacy Coalition helps Chicago’s Adult Education organizations secure resources and training so that underserved adult learners can become economically successful.

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Mission: Within the walls of our state-of-the-art BBF Center, we have created a solid foundation of holistic programming to address the various needs of the North Lawndale community. Beginning from infancy through adulthood, we provide wrap-around services to nurture hope, build confidence and give people the strength, support and skills they need to build a brighter future.

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6) **Year Up**, http://www.yearup.org/
Mission: Year Up’s mission is to close the Opportunity Divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. We achieve this mission through a high support, high expectation model that combines marketable job skills, stipends, internships and college credits. Our holistic approach focuses on students’ professional and personal development to place these young adults on a viable path to economic self-sufficiency.

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7) **Youth Guidance**, http://www.youth-guidance.org/
Mission: Youth Guidance creates and implements school-based programs that enable at-risk children to overcome obstacles, focus on their education and, ultimately, to succeed in school and in life.

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8) **Chicago Child Care Society**, http://www.cccsociety.org/
Mission: Chicago Child Care Society provides innovative, community-based education and social service programs that address the current and emerging needs of vulnerable children and their families.

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9) **Literacy Chicago**, http://literacychicago.org/mission/
Mission: In 1968, two organizations—Literacy Volunteers of Chicago and Literacy Council of Chicago—separately formed to address the needs of Chicago adults in the areas of language and literacy. Both successful in their missions to connect tutors and students, the groups merged in 1992 to establish a larger and stronger single organization called Literacy Chicago. For more than four decades, literally thousands of area adults have participated in the broad range of programs Literacy Chicago has developed, including basic literacy, GED preparation, and English as a Second Language. Literacy Chicago continues its learner-focused programming by relying heavily on the efforts of volunteer tutors, and frequently offers ancillary classes such as health literacy, computer literacy, and financial literacy, to support the language/literacy options.

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10) **Chicago Scholars**, http://www.chicagoscholars.org/
Mission: We uniquely select, train, & mentor academically ambitious students from under-resourced communities to complete college & become the next generation of leaders who will transform their neighborhoods & our city.

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11) **iMentor**, https://imentor.org/chicago
Mission: iMentor builds mentoring relationships that empower students from low-income communities to graduate high school, succeed in college, and achieve their ambitions.

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12) **Working in the Schools**, http://www.witschicago.org/
Mission: Working in Schools is a 501(c)3 organization that promotes literacy and the love of reading among Chicago's youth by providing one-on-one tutoring and mentoring.

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13) **Reading in Motion**, http://readinginmotion.org/
Mission: Reading in Motion's goal is to get every student reading at grade level or above during their early years, especially students whose environment or other circumstances put them in greater need of support. To accomplish this, the organization partners with schools and teachers to deliver an engaging and innovative reading curriculum, in both English and Spanish, together with our on-site specialized coaches to inspire students to learn and teachers to grow.

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14) **Literacy Works**, http://www.litworks.org/
Mission: Literacy Works' mission is to strengthen adult literacy, parent education, and workforce development programs by developing and providing innovative training and knowledge-sharing opportunities for professionals and volunteers.

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15) **Cluster Tutoring**, http://www.clustertutoring.org/
Mission: Cluster Tutoring is a nonprofit, community-based organization that provides free one-to-one tutoring to more than 100 students primarily in the Austin neighborhood of Chicago's West Side. The program was founded in 1990 by a 'cluster' of local churches and community groups in response to the disturbing statistic that less than half of Chicago Public School students graduate from high school. Each tutor is matched with a student, and the tutor-student pair works together during the school year to prepare the student for a successful academic career.

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BLL-SIS SOCIAL MEDIA POLICY

This is the policy for social media use on behalf of the Black Law Librarians –Special Interest BLL-SIS of the American Association of Law Libraries (BLL-SIS). This policy is based on and in part comports with the social media policy of the American Association of Law Libraries. [1]

Social Media is defined as any web site or application that enables individuals to post and share content that others can view and also share. Social Media tools include, but are not limited to, social-networking sites, social sharing sites, social bookmarking, microblogging tools, wikis, and blogs, among other tools.

Scope

This policy applies to all administrators of BLL-SIS social media accounts and any and all posts published therein.

Guidelines:

The prevalence of Social Media has blurred the lines between public and private, personal and professional. We expect all who participate in social media on behalf of BLL-SIS to understand and follow this policy. This policy only applies to the extent that BLL-SIS members are using social media to promote BLL-SIS, its events, programs, or publications in a public forum.

1. If you publish content related to BLL-SIS, you need to ensure that the content is not proprietary or confidential to BLL-SIS. Ask permission to publish or report on conversations that are meant to be private or internal to BLL-SIS.

2. If you see misrepresentations made about BLL-SIS, contact a member of the Marketing/Publicity committee. They will work with the leadership of BLL-SIS to get inaccurate content about the Association corrected. Be the first to correct your own mistakes, and do not alter previous posts without indicating that you have done so. BLL-SIS social media administrators have the right of final review if posts contain questionable content.

3. Accurately attribute material that is not your own. Respect copyright, fair use and financial disclosure laws.
4. If you are responsible for posting to Social Media on behalf of BLL-SIS, make your scheduled posts in a timely fashion. How often posts are made, and how current they must be, should be agreed upon when anyone takes on the duty of posting to Social Media for BLL-SIS.

5. Make sure it is easy for people to contact you by providing your email or phone number should viewers wish to connect with BLL-SIS.

6. Posting relevant images especially as relates to postings of other BLL-SIS committees, and standard BLL-SIS events or activities such as a request for grant applicants are encouraged and preferred.

7. If designated hash tags or other social media indicators have been agreed upon with respect to a particular event or publication, be sure to use them as designated. As a courtesy, also use any other hashtags or other social media indicators designated by AALL for particular events or publications. The following hash tags are considered standard and should be used as indicated:
   A. For the AALL Annual Meeting: #BLL-SISAAALL(Year)
   B. For the BLL-SIS Annual Dinner: #BLL-SISDinner(Year)