

# GLL-SIS Handbook for Officers and Committees

GLL-SIS Handbook for Officers and Committees - Updated October 2025

This Handbook contains timelines and / or procedures for GLL-SIS officers and committees. Each committee is given discretion in determining the content and format of an individual section. Originally compiled in 2015, this Handbook provides continuity to our organization and allows future members to benefit from the experiences of those who served previously.

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## Terminology used in the handbook

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### GLL-SIS Board, Board

Under GLL-SIS Bylaws, the term for the governing organization of the SIS is “Executive Committee.” We have found that membership of the SIS and of the governing organization itself more commonly refers to the Executive Committee as the “Board.” This handbook will hereafter refer to the Executive Committee as the GLL-SIS Board or Board.

### Speaker

The keynote speaker at the GLL-SIS Breakfast, coordinated by the Awards Committee. This is a distinct role from the VIP, discussed below. They cannot be the same person.

They will need to be registered for the Annual Meeting at least for the day of the Breakfast and in most cases, GLL-SIS can cover that expense and pay for their registration.

GLL-SIS cannot provide:

- Honoraria

GLL-SIS may be able to provide:

- Travel, hotel, and meal reimbursements. Travel must be arranged 21 days prior to event.
- In order for expenses to be reimbursed, the non-AALL member speaker must have an agreement on file and receipts must be submitted.

Upon request, AALL HQ may be able to provide:

- Complementary conference registration for non-member speakers. Non-member speakers at non-educational programs typically do not receive complementary registration, but it's possible exceptions could be made. Please check with HQ about deadlines for this request.

## Webmaster

The chair of the Technology committee, responsible for liaising with AALL

## VIP

A conference VIP is someone outside of the law library profession who our SIS believes will find value from attending the conference. SISs are allowed to invite two VIP guests. The invitations are coordinated by the Chair and Board.

Per previous memos from AALL HQ:

The guest(s) selected by your SIS to be a VIP cannot be a former or current AALL member. Also, this person cannot be a law librarian or legal information professional. The program is designed to attract attendees who are not in the law librarianship and legal information community.

While AALL will provide free conference registration, it is at GLL-SIS's discretion whether to provide transportation and lodging. However, to keep the SIS's expenditures comparable with its revenue, it is strongly recommended to:

- Only invite VIPs who are local to the host city
- Only reimburse travel expenses for VIPs who would have a national impact for law librarianship

## Advocacy Committee

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### Charge

Advocacy Committee Actions should be updated to reflect the current needs of the GLL-SIS.

Determine from the GLL-SIS Strategic Planning Committee's direction:

- The annual strategic plan for GLL-SIS advocacy
- Top priorities for GLL-SIS advocacy
- Member survey initiatives; we would like to poll members regarding how they feel best suited for being involved in advocacy efforts and what priorities members have for GLL advocacy (a 3 year polling cycle would be useful).

### Main tasks

1. GLL/LISP/SR Roundtable on Services for Pro Se patrons and Prisoners

- Chair of the GLL-SIS Advocacy Committee usually participates in programming this Roundtable with co-chairs from LISP and SR
  - Chair has Roundtable working documents on file
2. AALL Advocacy activities coordinated with the AALL Government Relations Committee:
    - AALL Advocacy webinars
    - AALL Day on the Hill
    - AALL Advocacy Week usually in March or April
  3. Annual committee report
    - Submitted to the GLL-SIS Board annually in June. Will contain efforts and activities the committee was involved in throughout the year.

## Timeline

Month	Task
November	Committee call to introduce committee members, discuss advocacy priorities, and explain the AALL annual meeting Roundtable.
May	Committee call to provide feedback from the better part of the year, discuss and finalize any Annual Meeting Roundtable efforts, and share advocacy education news prior to the Annual Meeting.
June	Annual report due to GLL-SIS Board.

## Awards Committee

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### Board Liaison note

The Secretary/Treasurer is typically liaison to this committee.

### Charge

Solicit from the membership and other peers recommendations for recipients of the five section awards:

1. Bethany J. Ochal Award for Distinguished Service to the Profession
2. Connie E. Bolden Publication Award
3. Law Library Advocate Award
4. Dr. Joel Fishman Professional Publication Award
5. O. James Werner Award for Distinguished Service to Persons with Disabilities

Review criteria and schedule of all awards, consider whether additional awards should be developed, and make recommendations to Board for action.

Nominate SIS members for miscellaneous AALL Awards, when appropriate.

Nominate SIS members for Spirit of Law Librarianship Award, when appropriate.

### Main tasks

Determine nominations and winners for above-named awards.

In addition, the Awards Committee is responsible for locating an appropriate speaker to provide a brief keynote address at the GLL-SIS Breakfast during the AALL Conference. An appropriate speaker might be a

notable member of the legal profession, especially those interested in Access to Justice, government law libraries, and so forth. The Chair can seek assistance in locating a speaker from GLL-SIS Board members, Award Committee members, or other GLL-SIS librarians in the city where the conference is held.

### Special rules, procedures, resources

The [Awards Committee page on AALLNET](#) contains many of the documents needed during the year.

### Timeline

Month	Task
September	Chair submits budget to GLL-SIS Board liaison to the committee. This typically includes a request for Awards plaques and potentially mileage, parking, and lunch for GLL-SIS Breakfast speaker.
September/October	<p>Chair contacts committee and asks members to review all of the Awards Committee information on the GLL-SIS website. In particular, check the date for receipt of Awards nominations and change, as needed. Nominations are typically received on or close to March 1. The GLL-SIS Technology Committee chair is contacted to make any required updates to the website.</p> <p>Chair contacts law librarians located in or near the conference host city or other librarians with potential speaker connections to assist in locating a potential speaker for the GLL-SIS Breakfast.</p>
December	Chair sends out a brief message in the GLL-SIS MyCommunities forum reminding members that the Awards nominations will be sought beginning in January.
January	<p>Chair or a member of the committee posts a call for nominations to the GLL-SIS MyCommunities forum and the AALL News and Announcements Forum. Deadline for receipt of nominations is on or close to March 1. Committee members may also send Award nominations emails to Chapter listservs.</p> <p>Potential speakers can be approached to see if willing and available to provide keynote address.</p>
February	Depending on number of nominations received, send a reminder message to GLL-SIS MyCommunities and AALL News and Announcements Forum.
March	<p>Nominations close on or close to March 1. As soon as practical after March 1, chair forwards nomination materials to committee members.</p> <p>Members review nominations, discuss via email, and decide on recipients by March 30. Note: Ochal award has been given to up to five recipients in one year.</p> <p>Chair notifies GLL-SIS Board of the committee’s recommendations for award recipients. The Board reviews the nominations and approves (or not). Chair or a committee member notifies award recipients after approval by the Board. When notifying recipients ask for the exact spelling and format of the recipient’s name to be used on the award plaque (i.e., include middle name or initial, etc.). Request a photo of each award winner to be used in the GLL Newsletter.</p>
April	Chair contacts award company directly to produce the crystal or plaque. Language is available on committee’s page. Chair provides information to Headquarters to be included in AALL’s Awards Brochure distributed at the Annual Meeting. When submitting the names on a form available for this purpose on AALLNET, be aware that there is space for entering recipients’ supervisors’ information to notify them

	<p>of the award. Ask the recipient for that information when notifying them about the award. Typically, the recipient can only notify (by this channel) three supervisors.</p> <p>Ask the award recipient about their preference for receiving the Award: direct shipment or award in person at the GLL-SIS Breakfast. If they would like, obtain their mailing address and arrange the direct shipment of the Award.</p> <p>Chair or committee member should be in closer contact with the speaker by this time. Review past articles in the GLL-SIS Newsletters about the speaker to determine how to interview the speaker. The Chair will submit an article interviewing the speaker both to inform membership about the speaker as well as to generate interest in their keynote address.</p> <p>GLL-SIS will pay for some limited travel and dining expenses for the speaker – mainly mileage and parking, plus possibly lunch on the day that speaker provides the keynote address. Provide speaker with information about AALL and the conference.</p>
May	Chair submits interview article about speaker, including a photo, to the GLL-SIS Newsletter. Make sure that the speaker reviews and approves of the article.
June	Committee submits information on awards and recipients to GLL-SIS Newsletter. Chair submits annual report on activities to GLL-SIS Board.
July	<p>Committee collects plaques, if necessary, from AALL office at Annual Meeting and brings to GLL-SIS Breakfast. Chair presents the Awards to the recipients. A committee member may be drafted to assist in handing out the awards.</p> <p>Chair arranges to meet the speaker to escort to the GLL-SIS Business meeting and sits with them at the breakfast. GLL-SIS Board Chair introduces the speaker for the keynote address. Keynote typically lasts 20 minutes and starts close to 8 am.</p> <p>Chair either spends some time with the speaker at the conference or arranges for others to do so, if the speaker is interested. If interested, Chair and/or Board members may take the speaker to lunch on the day of the speaker’s keynote address.</p> <p>After the conference, collect any mileage or parking information from the speaker and process this for reimbursement via GLL-SIS. After the conference, send the speaker a thank you note, plus a copy of the GLL-SIS Newsletter with the speaker’s article.</p> <p>Committee sends any photos to the GLL-SIS Newsletter of Award recipients and/or the speaker for inclusion in the next Newsletter.</p>

## Best A2J Practices Committee

### Charge

Explore ways of encouraging our member GLL-SIS libraries to develop, establish, and enhance A2J best practices for services to self-represented litigants;

Spotlight initiatives that demonstrate important examples of A2J best practices;

Collaborate with the Access to Justice Network (A2JN), especially the Law Librarian Working Group;

Engage with programs presented at the ABA/NLADA Equal Justice Conference and encouraging attendance and support among GLL-SIS members;

Assess ways to restore the functions previously designated for the AALL representative to A2JN;

In cooperation with the Publicity and Public Relations Committee, update the GLL-SIS Resources Guides to ensure accuracy of Best Practices to assist self-represented litigants; and

Create a timeline and procedures for the committee.

## Main tasks

The primary focus for the committee is awareness of issues that commonly arise and provide barriers to the public’s ability to access the justice system. Topics of concern are the digital divide, the justice gap, best practices for changing times, and outreach, including the building of community partnerships and necessary training for those community partners.

## Timeline

Month	Task
TBD	Send reminder to GLL-SIS about A2JN Conference and encourage members to attend. Annual schedule is not yet solidified for this conference, so timing of this task is yet to be determined.
August – October	<p>Make initial contact with committee members.</p> <p>Solicit ideas from committee members for project(s) or resource guide to collaborate on in the coming year.</p> <p>Schedule a committee meeting.</p> <ul style="list-style-type: none"> <li>• Identify committee goals.</li> <li>• Discuss status of any pending projects.</li> <li>• Identify topics for project/resource guide based upon submissions made by Committee members. Past topics included: hiring a state or county law librarian, the value of a public law library, management essentials in the public law library, self-represented litigants, and best practices for public law libraries.</li> <li>• Create and update a list of community partners, such as A2JN, ABA, LSC, and other organizations devoted to providing equal access to justice.</li> <li>• Gather suggestions for possible topics for presentations at the AALL Annual Meeting or for webinars throughout the year.</li> </ul>
November – January	<p>Schedule a committee meeting.</p> <ul style="list-style-type: none"> <li>• Finalize project/resource guide ideas and develop plan to move forward with the chosen project.</li> </ul> <p>Send reminder to GLL-SIS about Equal Justice Conference typically held in May of each year and encourage members to attend.</p>
February - April	<p>Schedule a meeting with committee members for an update on the status of the chosen project.</p> <p>Identify tasks still to be completed on the project.</p>
May – July	Finalize chosen committee project.

	<p>Prepare and present committee report at the GLL-SIS Business Meeting held during the AALL Annual Meeting</p> <p>Submit committee annual report to GLL-SIS Board by deadline.</p>
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## Bylaws Committee

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### Charge

Review GLL-SIS Bylaws each year for compliance with AALL Bylaws.

Recommend any changes, as needed, to comply with current AALL Bylaws.

Review and modify as needed the Committee's timeline or procedures. Pinpoint areas for revision to better reflect the GLL-SIS Strategic Directions.

Solicit suggestions for changes to the Bylaws from GLL-SIS Committee Chairs and the SIS membership.

Draft appropriate language for any proposed Bylaw changes.

Present changes to the Board for consideration. Provide redlined version of proposed language along with proposed Amendments.

### Timeline

Month	Task
August	Send budget request to Board.
September	Send out links to appropriate documents to Bylaws Committee: <ul style="list-style-type: none"> <li>• Charge to Bylaws Committee</li> <li>• Current Bylaws</li> <li>• AALL Model SIS Bylaws <a href="https://www.aallnet.org/community/special-interest-sections/sis-formation-membership/model-sis-bylaws/">https://www.aallnet.org/community/special-interest-sections/sis-formation-membership/model-sis-bylaws/</a></li> <li>• AALL Tips for Revising Bylaws <a href="https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/chapter-bylaws-guidelines/">https://www.aallnet.org/community/chapters/chapter-leadership-toolkit/chapter-bylaws-guidelines/</a> (While this Tip is primarily directed toward Chapters, there is also explanatory language relevant to SIS's.)</li> <li>• AALL Bylaws <a href="https://www.aallnet.org/about-us/what-we-do/bylaws/">https://www.aallnet.org/about-us/what-we-do/bylaws/</a></li> </ul>
October – November	Review Bylaws, propose changes, begin drafting.
December	Submit proposed changes to Board.
January	Submit Board-approved changes to the AALL Bylaws and Resolutions Committee.
February	After review by AALL Bylaws and Resolutions Committee, submit changes to members. 30-day notice to members is required before vote.
March	Include proposed amendments with officer election materials.
June	Prepare committee annual report.

# Education Committee

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## Board Liaison note

The GLL-SIS Board Chair is typically liaison to this committee.

## Charge

Develop program proposals and submit to Annual Meeting Program Committee.

Investigate options for presenting educational webinars.

Prepare a list of GLL-SIS-sponsored and GLL-SIS-member-featured AALL Annual Meeting programs for distribution at the GLL-SIS board displayed at the Annual Meeting exhibit hall, Conference of Newer Law Librarians (CONNELL) Marketplace, and the GLL-SIS Business Meeting.

Consider offering other educational options, e.g., coordinated online discussions.

Review and modify as needed the committee's procedures.

Committee page available at <https://www.aallnet.org/gllsis/about-us/committees/education/>

## Main tasks

Develop program proposals and submit to Annual Meeting Program Committee.

Prepare a list of GLL-SIS-sponsored and GLL-SIS-member-featured AALL Annual Meeting programs for distribution at the CONELL Marketplace and the GLL-SIS Business Meeting.

Review and modify the committee's timeline or procedures, as needed.

## Optional tasks

Develop an educational webinar on a topic relevant to GLL-SIS members.

Develop a coordinated online discussion in collaboration with another Special Interest Group (SIG).

## Special rules, procedures, resources

### Annual meeting proposals

- Annual Meeting Program Committee Rubric for Proposal Review: <https://www.aallnet.org/conference/resources/proposing-a-program/proposal-evaluation-criteria/>
- Program Design: <https://www.aallnet.org/conference/resources/proposing-a-program/program-design/>
- Developing a Great Proposal: <https://www.aallnet.org/conference/resources/proposing-a-program/developing-a-great-proposal/>

### Webinars

- AALL guidelines for webinar proposals: <https://www.aallnet.org/education-training/elearning/upcoming-webinars/request-webinar-proposals/>
- Previous webinars
  - Security Issues in Law Libraries (2014-2015)
  - A2J: Who's Your Partner & Where Are You Going? co-sponsored by Self Represented Litigation Network (2014-2015)

- A2J: Best Practices for Court, County, and Government Libraries co-sponsored by Self Represented Litigation Network (2014-2015)
- A Few Common Misconceptions about AI (November 2024)

Coordinated online discussions

- Previous discussions
  - Service Limits to Patrons, co-sponsored by LISP, RIPS, and SR SISs
  - Mental Health Issues in Law Libraries, co-sponsored by LISP RIPS, and SR SISs (2014-2015)
  - Five Topics in Five Days (2013-2014 and 2016-2017)

Timeline

Month	Task
August – September	Solicit program proposals from GLL-SIS members. Brainstorm ideas for program proposals by the committee.
September – October	Solicit and review AALL program proposals from GLL-SIS members for GLL “sponsorship.”
Flexible	Brainstorm webinar topics.
Flexible	Finalize webinar topic, speakers, and audience.
Flexible	Write webinar proposal draft and submit to AALL. Approval process takes place on a monthly basis.
June	Prepare a list of GLL-SIS-sponsored and GLL-SIS-member-featured AALL Annual Meeting programs for distribution at the CONELL Marketplace and the GLL-SIS Breakfast <ol style="list-style-type: none"> <li>a. Create list of programs</li> <li>b. Review list with the Publicity and Public Relations Committee</li> <li>c. Submit list to the edition of the GLL-SIS Newsletter that leads up to the Annual Meeting</li> <li>d. Print out copies for distribution at the CONELL Marketplace and the GLL-SIS Breakfast (the Publicity and Public Relations Committee may do this on behalf of the Education Committee)</li> </ol>

Grants Committee

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Board Liaison note

The Secretary/Treasurer is typically liaison to this committee.

Charge

The Government Law Libraries (GLL) Special Interest Section (SIS) of the American Association of Law Libraries (AALL) allocates funds for educational grants for its members on an annual basis. The committee’s charge is:

Recommend to the Board how many grants should be offered this year (which conferences, number of grants, and monetary amount of each grant).

Solicit member applications for approved travel/conference grants. Utilize Newsletter, website, and MyCommunities to communicate information. Recognize all awardees.

Solicit member contributions to the GLL-SIS Grant Fund. Utilize Newsletter, website and listserv to communicate information. Recognize all donors.

Conduct an annual fundraising campaign to raise funds for travel/conference grants. The event may be promoted virtually, in-person during the AALL Annual Meeting, or a hybrid of both formats.

Maintain a manual of procedures and/or timeline for the committee.

Update and revise the grant application.

## Special rules, procedures, resources

### Rules for awarding grants

1. There is no guarantee that the committee will make grants available every year.
2. Membership in the GLL-SIS is a prerequisite to applying for a GLL-SIS grant.
3. Grants should be awarded based on: financial need, proven potential ability, promise of future contributions to the GLL-SIS, and permanence in the law library profession.
4. Grants may be withdrawn for sufficient cause by unanimous action of the committee.
5. Should circumstances prevent use of the grant by the recipient, the funds allocated to the grant are to be handled at the discretion of the committee.
6. Recipient is required to provide receipts of expenses. Receipts and a completed AALL Expense Report Form are to be sent to the Grants Committee Chair within one week of the conference's conclusion.
7. First time applicants will take priority over previous recipients. Individuals who have received a GLL-SIS grant in the current or previous two Association fiscal years will not be eligible. However, an award may be presented to a previous recipient if there are fewer qualified applicants than awards available.
8. All members of the GLL-SIS are eligible to apply for grants regardless of number of years of membership. However, the committee reserves the right to designate certain grants to newer librarians (less than 5 years in the profession) or to experienced librarians (more than 5 years in the profession).
9. Applicants must submit a copy of their current resume with their application.
10. Applicants must submit 1 signed letter of recommendation from their employer, an immediate supervisor, or a person who has first-hand knowledge of the applicant's work responsibilities. The recommendation should include information about the applicant's potential contribution to the field of law librarianship and AALL, and should also address the nature of the financial need.
11. Those receiving an AALL Annual Meeting grant will be required to attend both the GLL-SIS Business Meeting and the GLL-SIS breakfast, and attend at least 1 GLL-SIS sponsored program during the AALL Annual Meeting.
12. Anyone who receives a GLL-SIS grant will be required to write an article about the conference, academy, or institute that they attended for the GLL-SIS Newsletter.
13. Anyone who receives a GLL-SIS grant will be required to serve on a GLL-SIS Committee for one year.

- 14. Applications that are received after the designated date and time will be discarded.
- 15. The monetary amount of a grant may be split between grant applicants at the discretion of the committee.

Sample email to confirm receipt of grant application

Dear \_\_\_\_\_,

Thank you for applying for a GLL grant to attend the AALL Management Institute. The committee will evaluate applications early next week and we will let applicants know of our decision by Friday, October 30th.

Christine Morton, Committee Chair

Sample ranking matrix

<i>GLL Applicants for AALL Leadership Academy</i>					
	Applicant A	Applicant B	Applicant C	Applicant D	Applicant E
Com. Mbr A	4	2	5	3	1
Com. Mbr. B	5	3	2	4	1
Com. Mbr. C	2	1	4	3	5
Com. Mbr. D	3	1	4	5	2
Com. Mbr. E	2	1	3	5	4
Com. Mbr. F	3	1	2	5	4
<b>TOTAL SCORE</b>	<b>19</b>	<b>9</b>	<b>20</b>	<b>25</b>	<b>17</b>

Sample email to applicants not selected

Hi \_\_\_\_\_,

Thank you for applying for a grant to attend the AALL Management Institute. We received 5 applications from GLL members and wish we could have awarded a grant to each one. Unfortunately, we were unable to do so and the grant was awarded to another applicant.

Do not give up as there are still 3 grant opportunities remaining for the year: 1 to the Equal Justice Conference, and 2 for the AALL Annual meeting.

My best regards,

Christine Morton, GLL Chair, Grants Committee

## Timeline

Year at a glance

Month	Task
August – September	Look at AALL’s and other professional association’s educational offerings for the year and decide the educational programs for which to offer grants. The Committee Chair

	<p>will notify the Board Liaison of the number and amounts of each grant that it ideally would like to award. The Board Liaison will inform the Committee Chair regarding the Board’s decision.</p> <p>Review the Rules for Awarding Grants and have it posted to the GLL-SIS webpage. See <i>Special rules, procedures, resources</i> (above) for Rules.</p>
June – July	<p>To ensure that there is future funding for the grants, the Chair organizes a Fundraising Campaign in which GLL-SIS members are asked to consider making a monetary donation. The Fundraising Campaign is first advertised in June via MyCommunities posting and an article in the GLL Newsletter. The postings and the GLL-SIS Newsletter article should indicate that any donation, no matter the amount, is appreciated and will help to advance the educational and professional development of the GLL-SIS members.</p> <p>In July a reminder MyCommunities posting soliciting contributions should be published. GLL-SIS members that donate to the Fundraising Campaign are acknowledged in the Fall issue of the Newsletter by listing their names as donors.</p>
August – September	<p>Continue to track funds which may be submitted after the Annual Meeting.</p> <p>Prepare “thank you” messages for those who made monetary contributions to the fundraising campaign.</p> <p>Final tally of monies received for GLL Treasurer.</p> <p>Report of fundraising proceeds to GLL MyCommunities and GLL Newsletter.</p>

Per grant

Month	Task
Upon Board approval	<p>The Chair with the assistance of the committee should revise the grant application for the upcoming year and then work with the GLL-SIS webmaster to have it posted on the website.</p> <p>The Committee Chair should also submit an article to the GLL-SIS Newsletter announcing the available grants for the upcoming year.</p>
One month before grant application deadline	<p>The Chair will post information about the grant on GLL-SIS MyCommunities and on the GLL-SIS webpage.</p> <p>The applications should be emailed to the chair of the committee. Upon receipt of an application, the Chair will reply to the applicant that the application was received. In this reply email, a timeframe for decision on the application should be included. Generally, the timeframe for decision on a grant application is 10-14 days after the grant deadline. See <i>Special rules, procedures, resources</i> (above) for sample email.</p>
One week before grant application deadline	<p>The Chair will post a reminder on MyCommunities regarding the upcoming deadline. All postings should state the day, date, and time (list time zone) for the deadline. The Chair will notify those who send in late applications that the committee is unable to accept them.</p>
Grant submission deadline	<p>Each grant application should be stored as a pdf file on the Chair’s computer. A hard copy of each application may also be printed. Once the grant application deadline</p>

	occurs, an email is sent to each of the Grants Committee members with the grant applications attached to the email.
7 to 10 days after receiving applications	<p>Committee members should review and rank each application. Each committee member is also responsible for providing an explanation for their first choice to receive the grant.</p> <p>A matrix for ranking the applicants has been created. The matrix lists the candidate's names and rankings, with 1 being the highest ranking, from each committee members. The person with the lowest ranking number receives the grant. After all of committee members rankings have been tabulated, the Chair will share the matrix with the committee members. See <i>Special rules, procedures, resources</i> (above) for details.</p> <p>The grant awardee is then notified via email that he/she has been selected to receive the grant. The email will state the amount of the grant, that the grant recipient is expected to file expense forms within the week after the conference, and remind the recipient that he/she has an obligation to write an article for the GLL-SIS Newsletter and serve on a GLL-SIS Committee. Add the following sentence - "Attached to this email is a copy of the Tips for Reimbursement. This document explains the types of expenses which are reimbursable."</p> <p>Once the grant awardee has accepted the grant, the Chair will notify those who applied but were not awarded a grant. See <i>Special rules, procedures, resources</i> (above) for sample email.</p> <p>The Chair will draft a short article for the GLL-SIS Newsletter announcing the grant recipient and submit it to the GLL-SIS Newsletter Editor.</p>
After event	Once the Chair receives receipts from a grant recipient, the Chair reviews the expense form and receipts and forwards it via email to the GLL-SIS Treasurer. The GLL-SIS Treasurer then works with AALL for the reimbursement.
When?	The Chair will instruct committee members to shred paper copies of grant applications and delete digital copies after the Annual Meeting.

## Membership & Mentoring Committee

### Charge

Explore and implement creative techniques and outreach strategies designed to increase membership and participation among various government library types. This includes but is not limited to:

- Communicate to the membership information about the GLL-SIS Mentorship Program and how they might benefit from it, both as users and as volunteers.
- Contribute material to the GLL-SIS Newsletter that supports the membership's professional engagement and development. Engage in MyCommunities promotions outreach through posts to the listserv.

Establish, maintain, and promote a web-based mentorship skills resource for members.

Monitor due dates and submit board reports as determined by the Board, noting activities, projects, outreach and membership-related statistics as obtained from the membership liaison and IT at AALL headquarters.

Award 20-year pins and continue to generate documentation for maintaining membership longevity lists.

Review and modify, as needed, the committee's timeline and procedures.

## Main tasks

Communicate to the membership information about the GLL-SIS Mentorship Program and how they might benefit from it, both as users and as volunteers.

Engage in outreach through posts to MyCommunities and by contributing material to the GLL-SIS Newsletter that supports the Membership's professional engagement and development.

Monitor due dates and submit board reports as determined by the board, noting activities, projects, outreach and membership statistics.

Arrange and execute committee planning meetings as needed.

## Special rules, procedures, resources

Methodology for creating date lists to determine when a longevity pin should be awarded

After the Membership List is received from Headquarters create and maintain a clean copy for a historical record. Always work from a copy.

When you have identified the new members, send each an email letter requesting any date changes.

There are also three other lists that need to be updated each year:

1. Master alphabetical date list. The names of the new members and their dates need to be added. It is suggested that copies of prior lists be maintained for historical purposes. [Make a working copy before making the changes]. After sending the email letter, adjust to show any changes that members have provided.
2. Future pin date list. It is organized by year and shows when each member is scheduled to be recognized with the pin and certificate. Again, the names of the new members and their dates need to be added. It is suggested that copies of prior lists be maintained for historical purposes. [Make a working copy before making the changes]. Most go in as a group in the next open year. After sending the new member letter, adjust this list as needed after calculating when each person who sent adjusted dates would qualify.
3. Received pin list. This is arranged by year and show who received their pins in each year. After updating the future pin date list, cut and paste the current year.

There is a template for the certificates. The certificates themselves are available at office supply stores such as Office Depot or Office Max.

## Timeline

Month	Task
September	Budget due to GLL-SIS Board liaison.

	<p>Meet with committee members and determine outreach programming for the year and dates, if applicable. Update any existing programming and revamp as determined by the committee.</p> <p>Send outreach related articles, flyer advertising the GLL Mentorship Program, book reviews, professional development and support related articles, etc., to the GLL Newsletter editor for inclusion in the fall newsletter.</p>
October	<p>Begin the planning process for hosting the GLL-SIS newer law librarians' gathering (members who have been in law librarianship for five or less years.) Consider inviting and coordinating event with additional SISs (e.g., PEGA-SIS).</p>
December	<p>Host a law librarians' gathering for GLL-SIS and other SISs (if applicable) members who have been in law librarianship for five or fewer years.</p>
January	<p>Request a current membership list (including year of joining) from the membership manager at AALL headquarters. Forward list to committee member managing the GLL-SIS Longevity Pin recipient program.</p>
February	<p>Send outreach-related articles, flyer advertising the GLL-SIS Mentorship Program, book reviews, professional development and support related articles, etc., to the GLL-SIS Newsletter editor for inclusion in the spring newsletter.</p> <p>Determine who is to be awarded a twenty year pin and certificate at the AALL annual meeting. Prepare the Certificates. Order additional pins, if needed.</p> <p>Send announcement of longevity pin awards and recipients to the current GLL-SIS Newsletter editor with the names and congratulations to post in the spring GLL-SIS Newsletter edition.</p>
May	<p>Send outreach-related articles, flyer advertising the GLL-SIS Mentorship Program, book reviews, all professional development and support related articles, etc., to the GLL-SIS Newsletter editor for inclusion in the summer / conference Newsletter edition.</p>
June	<p>Chair submits committee's annual report to the GLL-SIS Board.</p>
July	<p>If any committee member is attending the annual meeting, a member of the committee attends CONELL, if possible, as a volunteer to staff the GLL-SIS display board in the activities area of the exhibit hall and introduce the GLL-SIS Mentorship program.</p> <p>If attending the Annual Meeting, a member of the committee attends the GLL-SIS breakfast meeting, if possible, representing the Membership and Mentoring Committee. Award longevity pins and certificates.</p>

## Newsletter Committee

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### Charge

Continue publication of content rich, electronic only, Newsletter three times a year.

Through efforts of the Newsletter co-editors, solicit and write newsworthy articles, event news, stories, and photographs for each issue. Highlight new roles and innovative "best practices" among membership libraries.

Editor will ask authors to submit headshots/individual pictures to be published with the article.

Create and maintain a manual of procedures and/or timeline for the committee.

## Special rules, procedures, resources

### Issue Contents

Each issue contains:

- The Chair's column;
- A brief note from the Editors;
- Member News; and
- GLL-SIS Board meeting minutes.

Each issue also includes AALL announcements, obtained from the Council of Newsletter Editors (CONE) Committee and from emails directly from AALL. The Editor should join the CONE Committee to keep abreast of what is being published in other AALL newsletters and to share each GLL-SIS Newsletter with the group.

The last or back page of each Newsletter issue is the list of GLL-SIS Executive Board and committee members (with links to board members' and committee chairs' email). Ask the Chair for updated committee member lists. Ask the Secretary for Board terms after an election.

### Fall Issue Contents

- Essays from the Annual Meeting grant recipients.
- Photos from the Annual Meeting.
- Fundraising Campaign Results.
- Treasurer's Fiscal Report.
- Meeting minutes from prior year's Annual Business Meeting.

The Fall issue may also include information on professional and educational travel grants available for the upcoming year from the Grants Committee

### Winter/Spring Issue Contents

This issue usually includes:

- The GLL-SIS election nominee bios and personal statements.
- If bylaws changes are proposed, the proposed changes can also be published in the Winter/Spring issue provided that the issue is published 30 days before the ballots are distributed.
- Information on travel grants for the AALL Annual Meeting and other professional conferences.

### Summer Issue Contents

This issue usually includes:

- Important information for the Annual Meeting, including information on the Silent Auction, Fundraising Campaign, and other GLL-SIS events at the meeting.
- An article or interview with the person providing the keynote address at the GLL-SIS Business Meeting and Breakfast.
- The GLL-SIS Election Results.
- The Equal Justice Conference, AALL Management Institute, or AALL Leadership Academy grant recipients' essays.
- Information on members who have retired during the year and longevity award recipients.

## Edition and publication procedures

A draft Newsletter should be sent to the Newsletter Committee members to be reviewed for edits and revisions. The Newsletter Committee is usually provided approximately 7-12 days for review and comment.

When an issue is ready for publication, the pdf file is sent to the AALL Director of Information Technology for posting on the GLL-SIS webpage. Then the Editor sends a publication message to GLL-SIS members using the My Communities page.

## Timeline

Submission deadline and publication announcement messages are sent to the GLL-SIS list through AALL My Communities page.

Time	Task
Third Friday in September	Submission deadline for Fall issue.
Mid-October	Publication of Fall issue.
Third Friday in February	Submission deadline for Winter/Spring issue.
Mid-March	Publication of Winter/Spring issue. (Must wait until nominations' deadline of March 15th to publish.)
First Friday in June	Submission deadline for Summer issue.
Early July, before Annual Meeting	Publication of Summer issue.

## Nominations Committee

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### Note about committee membership

According to the GLL-SIS Bylaws (Article VII, section 1), members of the Nominations Committee cannot be members of the GLL-SIS Board.

### Charge

Present slate of officer candidates for annual election.

Follow established timeline for announcing candidates and coordinating ballot process.

Communicate, promptly, with incoming Nominations Committee, with a review of solicitations made for all elected office positions.

Be prepared to respond to solicitation from AALL Nominations Committee for a list of suggested SIS members with strong leadership qualities.

Review and modify as needed the committee's timeline or procedures.

### Main tasks

The committee will produce a slate of candidates for the GLL-SIS Board per the committee charge and [GLL-SIS Bylaws](#) ARTICLE VII: ELECTIONS:

SECTION 2.

The Committee shall nominate at least one (1) candidate for the position of Vice-Chair/Chair-Elect, Member-at-Large and Secretary/Treasurer (for the years that position is on the ballot.) All candidates shall be members in good standing of the Section.

**SECTION 3.**

Names of candidates, together with their written acceptances, shall be presented by the Nominating Committee to the Chair in sufficient time to enable the Chair to inform the members of the nominations, by mail, in the newsletter, or electronically as the Chair decides.

**Timeline**

Month	Task
September or before	Email committee introductions.
October	Meet with committee to discuss charge and process. Determine deadline for nominations, coordinating with the Newsletter editors.
Mid-November	Call for nominations – email membership via MyCommunities.
Early December	Committee members will make suggestions for possible candidates to contact if nominations have not been submitted by the membership. Committee will make a plan to contact suggested candidates and will contact suggested contacts.
Mid-December	Email reminder about nominations to membership.
Early January	Deadline for submission of nominations.
Late January	Slate, candidate biographies, photos and personal statements due to editor for publication in the Winter edition of SIS Newsletter.  Once slate is finalized, notify chair of the Board. With the chair’s approval and consent from nominees, announce the slate via MyCommunities.
Mid-March	Elections - ballot distributed by the Secretary/Treasurer by April 1.

**Publicity & Public Relations Committee**

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**Membership & liaison composition**

Potential Subcommittees

AM: Annual Meeting

MM: Marketing Mavens

RG: Resource Guides

**Charge**

Prepare GLL-SIS promotional table for CONELL Marketplace and GLL-SIS display board in the Exhibit Hall Activities Area for AALL’s Annual Meeting; coordinate handouts, giveaways, and arrange staffing.

Explore options for promoting GLL-SIS members, their libraries, and their successful marketing endeavors to the AALL membership; investigate non-AALL publications (print and online) as potential recipients of the same information.

Review, revise, and assess continued value of existing GLL-SIS Resource Guides. Revisions may be made in cooperation with other GLL committees.

Review GLL-SIS “Who We Are” promotional flyer and update as appropriate.

## Special rules, procedures, resources

### Annual Meeting

Funds beyond the annual budget allocation to be spent on printing/shipping, display board materials, or promotional giveaway items must be approved by GLL-SIS Board before items are purchased.

On the day before CONELL Marketplace, Chair facilitates transfer of materials from where they’ve been stored at GLL-SIS member’s library to convention site.

At the conclusion of Annual Meeting, Chair must ensure promotional table/display board supplies and leftover materials are shipped to the library of the GLL-SIS member who’s agreed to receive it for the next Annual Meeting.

### Marketing Mavens

Launched in Spring 2017, Marketing Mavens highlights unique and successful library promotion efforts by GLL-SIS members. In 2025, to expand the pool of nominees, eligibility criteria were revised to include non-GLL members, institutional members of AALL, and non-member government libraries.

Presented in interview format, each article features background and implementation information, and tips for success. Ideally, brochures/flyers or other marketing tools are included.

Goal is to feature a minimum of 2 profiles each year. (Winter/Spring [Feb/Mar/Apr]; Summer [Jun/Jul]).

### Resource Guides

In 2001, GLL-SIS applied for and was awarded a \$25,000 grant from Lexis with the goal of creating a series of “Resource Guides” on topics of relevance to public law libraries. (NOTE: In early 2020s, all remaining funds from this award were transferred out of its restricted budget line into GLL’s general budget.)

Since 2002, there have been 5 “Law Library Insights” guides written and published by GLL-SIS:

- “How to Hire a State or County Law Librarian” (2003)
- “The Value of a Public Law Library” (2004)
- “Management Essentials in the Public Law Library” (2005)
- “Self-Represented Litigants: A Guide for Government and Court Decision-Makers” (2010, Revised 2016)
- “Access to Justice: Best Practices for Public Law Libraries” (2016)

Historically, Guides were primarily made available in print format at GLL-SIS promotional table/display board in Annual Meeting Activities Area and to members upon request. In 2025, this committee embarked on new effort to collaborate with Best A2J Practices Committee to review, revise, and assess continued value of existing Resource Guides.

## Timeline

Month	Task
July – August	<p><b>Chair:</b> Receive listing of committee members as provided by GLL-SIS Chair. Members may be new or returning. A roster of approximately 4-8 individuals is optimal. Solicitation for new members by committee Chair may be necessary.</p> <p><b>Chair:</b> Reach out to committee members, introduce self, provide charge and previous year’s annual report; set the year’s work agenda; resume or establish subcommittees including but not limited to (1) Annual Meeting, (2) Marketing Mavens, and (3) Resource Guides.</p> <p><b>Chair + Board Liaison:</b> Review committee charge as provided by GLL-SIS Board Chair. Rarely, but if deemed relevant, discuss and propose additions/deletions to charge in consultation with Board Liaison and GLL-SIS Board.</p>
September	<p><b>Chair + Committee:</b> Review current projects, brainstorm potential new projects, and assign initial roles to subcommittees.</p> <p><b>Chair + Board Liaison:</b> Confirm budget for GLL-SIS promotional materials, and any other budgets for special projects such as Resource Guides.</p>
October – December	<p><b>Chair + Committee:</b> Conduct comprehensive review of all existing GLL-SIS brochures, flyers, and other materials for content, to ascertain variety and quantity; begin research to identify needed updates, as well as methods for publishing materials (e.g. print vs. electronic)</p> <p><b>Chair + AM subcommittee:</b> Begin coordinated discussion of GLL-SIS promotional materials specifically intended for Annual Meeting, and craft strategy to edit for additions or changes.</p> <p><b>Chair + RG subcommittee:</b> Initiate collaboration with Best A2J Practices Committee to articulate goals (such as to edit, update, and/or disseminate existing Guides) for the year.</p>
January – February	<p><b>Chair + AM subcommittee:</b> Begin discussion and exploration of focus, theme, and/or design layout of GLL-SIS promotional table/poster board display at Annual Meeting.</p> <p><b>Chair + AM subcommittee:</b> Create electronic file of all handouts to be provided at GLL-SIS promotional table/poster board display. Continue on-going review, update, and edits.</p> <p><b>Chair + RG subcommittee:</b> Begin Resource Guide project tasks as defined and prioritized by joint committee discussions.</p> <p><b>Chair + MM subcommittee:</b> Begin solicitation or review previous MM submissions, select Winter/Spring Marketing Maven profile.</p>
March	<p><b>Chair + AM subcommittee:</b> Investigate promotional item/giveaway for Annual Meeting; confirm quantity of giveaway items leftover from prior year(s) and decide whether or not to purchase new items. Request samples from vendors.</p>

	<p><b>Chair + AM subcommittee:</b> Review GLL-SIS “Who We Are” promotional flyer and update as necessary.</p> <p><b>Chair + RG subcommittee:</b> Continue defined project tasks and document progress.</p> <p><b>Chair + MM subcommittee:</b> Publish Winter/Spring Marketing Maven profile by March/April.</p>
<p>April - May</p>	<p><b>Chair + AM subcommittee:</b> Confirm existing quantities of Annual Meeting promotional table/display board print materials and estimate print jobs for new and additional copies.</p> <p><b>Chair + Board Liaison:</b> Notify Board Liaison of impending expenditures, notably those that may require funds above and beyond GLL-SIS’s annual budget allocation for this committee.</p> <p><b>Chair + RG subcommittee:</b> Continue defined project tasks and document progress.</p> <p><b>Chair:</b> Communicate with GLL Chair regarding invitation to take part in CONELL Marketplace, which is typically sent to SIS Chairs in early April; confirm GLL-SIS’s participation and who will staff.</p> <p><b>Chair:</b> Communicate with GLL Chair regarding Annual Meeting Activities Area Display Board Reservation Form, which is typically sent to SIS Chairs in early April; confirm GLL-SIS’s participation; deadline to apply generally first week of June.</p> <p><b>Chair + AALL HQ:</b> If needed, identify commercial printer in city of upcoming Annual Meeting.</p> <p><b>Chair:</b> Edit (and print, if appropriate) the GLL-SIS “Who We Are” flyer.</p> <p><b>Chair + AM subcommittee:</b> Identify committee member(s) to staff CONELL Marketplace table; determine if call for additional GLL-SIS volunteer(s) is necessary.</p> <p><b>Chair + AM subcommittee:</b> Initiate and coordinate creation of Annual Meeting ‘GLL-SIS-related educational programs’ handout with Education Committee Chair.</p> <p><b>Chair + RG subcommittee:</b> Complete any outstanding tasks and document progress. Determine whether to include one or more Guides at Annual Meeting and promotional methods.</p> <p><b>Chair + MM subcommittee:</b> Begin solicitation or review previous MM submissions, select Summer Marketing Maven profile.</p> <p><b>Chair:</b> Prepare committee’s Annual Report and have ready to submit to GLL-SIS Executive Committee by early June. Arrange for publication on P&amp;PR website.</p>
<p>June</p>	<p><b>Chair:</b> Communicate with GLL Chair regarding message from AALL staff on instructions to ship items to Annual Meeting warehouse. Make careful note of approved shipment delivery period and mailing instructions, as well as contacts’ emails and phone numbers.</p>

	<p><b>Chair + Board Liaison:</b> Identify and work together with GLL-SIS member in city of next year’s Annual Meeting to act as recipient of promotional table/poster board display supplies and leftover materials at conclusion of this year’s Annual Meeting.</p> <p><b>Chair + AM subcommittee:</b> Select giveaway for GLL-SIS promotional table/poster board display in Annual Meeting Activities Area and purchase. If prudent, coordinate purchase and delivery of item to coincide with Annual Meeting warehouse delivery shipment period.</p> <p><b>Chair + AM subcommittee:</b> Send out first announcement to GLL-SIS membership regarding call for volunteers to fill shifts at GLL-SIS promotional table/poster board display.</p> <p><b>Chair + MM subcommittee:</b> Publish Summer Marketing Maven profile by late June (to coincide with GLL News issue published right before Annual Meeting).</p>
July	<p><b>Chair + AM subcommittee:</b> Continue solicitation and schedule volunteers for GLL-SIS promotional table/poster board display.</p> <p><b>Chair + AALL HQ:</b> Confirm coordination and verify delivery of all promotional materials to Annual Meeting convention site or warehouse as appropriate.</p>

## Standards Committee

### Charge

Determine time frame for the next revision of “[County Public Law Library Standards](#)” and “[Appellate Court Law Library Standards](#).”

Review and modify as needed the committee’s timeline or procedures.

### Timeline

Month	Task
August	Committee membership selected by GLL-SIS Chair with input from Committee Chair.
September - October	<p>Committee charge sent to committee members.</p> <p>Comments solicited from GLL-SIS members regarding current standards.</p> <p>Committee members study current standards and comments.</p> <p>Conference calls to discuss potential changes.</p> <p>Draft of proposed changes discussed via email.</p>
January	Final draft of proposed changes sent to GLL-SIS Board for consideration and submission to GLL-SIS members for comment.
February	<p>Final draft amended (if needed) by GLL-SIS Board, approved by GLL-SIS Board or returned to Standards Committee with further direction.</p> <p>If approved, final draft is sent to AALL Executive Board for consideration and adoption</p>

# Strategic Planning Committee

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## Charge

Review [Strategic Direction for GLL-SIS](#) and determine whether any revision/updating is necessary.

Review and modify as needed the committee’s timeline or procedures.

## Main tasks

The Strategic Planning Committee is responsible for developing Strategic Directions for the Section which are then approved by the GLL-SIS Board, and for assisting the GLL-SIS Board by monitoring the Section's progress on reaching its goals and making recommendations for specific actions the Section might take to reach them.

## Work of the Committee

The work of the committee will vary significantly depending on whether or not new Strategic Directions are needed. Beginning with the 2021-2026 Strategic Directions, the Board plans to update existing Strategic Directions or adopt new ones every five years.

## Timeline

Year 1: Developing new strategic directions

Month	Task
July	Committee chair reports to membership at AALL Annual Meeting about progress towards implementing the current Strategic Directions and plans for developing new Strategic Directions. Also, consider holding a session to seek member input on ideas for new Strategic Directions.
August – September	Review current plan and those of AALL and other SISs (at least the other "type of library" SISs), plan approach to member input.
October – December	Solicit, review and analyze member input.
January – February	Develop draft based on member input.
March	Send Draft to GLL-SIS Board.
April – May	Receive GLL-SIS Board input, revise or seek additional member input as needed.
June	Finalize and circulate new Strategic Directions to membership. Prepare annual report for GLL-SIS Board.

Years 2 and 3: Assist GLL-SIS Board with implementation

Month	Task
July	Committee chair reports to membership at AALL Annual Meeting about progress towards implementing the current Strategic Directions and where we are in the timeline.
July – August	Meet with GLL-SIS Chair and Board liaison (at AALL Annual Meeting or by conference call) to discuss possible implementation activities and to develop a communication

	plan to inform Committee Chairs and others who may have responsibility to implement parts of the Strategic Directions.
September – March	Assist as needed with interpretation of Strategic Directions or other responsibilities as assigned by Board.
April – May	Solicit information from Committee Chairs and others on their progress so far on implementation activities.
June	Develop a report for the GLL-SIS Board summarizing progress on each Strategic Direction and making recommendations for priorities for the year ahead.
July (Year 3 only)	Consider holding a session at AALL Annual Meeting to get member input for development of new Strategic Directions.

## Technology Committee

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### Membership & liaison composition

Technology Committee chair liaises with AALL’s Director of Information Technology.

### Charge

Annually evaluate web site design.

Consider additional content for website

Review and modify as needed the committee’s timeline or procedures.

### Special rules, procedures, resources

#### Updating the website

Amendments to the GLL-SIS website are sent the Chair of the Technology Committee. The chair will communicate any updates to the AALL Director of Information Technology, Chris Siwa, who updates all SIS websites. Submit updates via email to [csiwa@aall.org](mailto:csiwa@aall.org), include the URL of the page(s) to be updated and the complete and final set of changes. Simple changes can be included in the email. If there are many changes, copy content into a Word document and attach to the email.

#### GLL-SIS branded templates

Each SIS should use branded templates for documents such as reports, awards applications, minutes, etc. GLL-SIS branded assets can be found at <https://aallhq.app.box.com/v/SISassets/folder/38963259153>.

### Timeline

Month	Task
June	Upload committee reports as you receive them.
May – July	Create pages for/upload any program-related material as requested by GLL-SIS program presenters.
June – July	Prepare annual report for Annual Meeting.
July	If available, upload Business Meeting agenda, prior year’s minutes, and any other Business Meeting material.

July – August	Upload (or move) Business Meeting Agenda, prior year’s Minutes, and any other Business Meeting material.
August	Change Officers page to reflect new officers, webmaster, Newsletter editor, etc. Add prior year’s officers to the Listing of Officers and Committee Members from 1999 to present (Taken from GLL-SIS Newsletter) by adding officer and committee page of most recent Newsletter.
Throughout the year	Update committee pages as members and any changes to Charges become known.

## Executive Committee (Board)

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### Meeting schedule

In the 2024-25 term, the Board met on the third Wednesday of every other month.

### Oath

#### Long version

"I, \_\_\_\_\_, do solemnly swear that I will support and defend the American Association of Law Libraries and the Government Law Libraries Special Interest Section of the American Association of Law Libraries against all enemies, foreign and domestic; that I will bear true faith and allegiance to the American Association of Law Libraries and the Government Law Libraries of the American Association of Law Libraries; that I bear true faith and allegiance to the American Association of Law Libraries and the Government Law Libraries Special Interest Section of the American Association of Law Libraries; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

(Often, the official who administers the oaths adds: "I, further agree to stop whatever I am doing for AALL to perform legal research for [the official administering the oath]").

Note: A judge or library trustee chosen by the incoming chair of the section usually administers this oath.

This oath is based on the Oath of office in Article XX section 3 of the California Constitution. Originally used by Justice George Nicholson to swear in the 1998-1999 State, Court, and County Law Libraries Special Interest Section.

Shirley H. David, Director, Sacramento County Law Library

#### Short version (approved June 2019)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will faithfully and impartially perform, to the best of my skill and judgment, the duties of a Board Member, according to the bylaws and standards promulgated by the Government Law Libraries - Special Interest Section and the American Association of Law Libraries.

(This text paraphrases and combines oaths of office listed in the U.S. Code and the Maryland Code.)

## Vice Chair/Chair/Immediate Past Chair

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### Charge

*Article VI: Officers of the [GLL-SIS Bylaws](#)* describes the three-year commitment of an elected Chair. First, the individual serves one year as Vice Chair (Chair-Elect), which provides time to acclimate to GLL-SIS Board procedures and to become familiar with the annual cycle of events. The Vice Chair serves in a support capacity to the current Chair, assists with special projects, serves as a board liaison to one or more GLL-SIS committees, and usually plans the happy hour or reception at the AALL Annual Meeting & Conference.

After one year as Vice Chair, the individual assumes the position of Chair at the end of the AALL Annual Meeting & Conference in July. The Chair assumes primary responsibility for all of the events listed in the timeline below, though that person may delegate tasks as needed.

### Main tasks

Serves as the board liaison for the GLL-SIS Education Committee.

Provides a column to the editor of the GLL-SIS Newsletter for each issue (usually three) that is published.

Holds GLL-SIS Board meetings multiple times per year, usually providing a schedule in the fall to the Committee. These meetings generally are held every other month, either as a conference call or online meeting.

Schedules and plans an annual meeting of the GLL-SIS Board, which is now held online prior to the Annual Meeting.

Serves as the primary organizer, with assistance from the Board and GLL-SIS Committee Chairs, of the GLL-SIS Annual Meeting Breakfast.

Locates an appropriate VIP to attend the AALL Conference as a guest of the SIS. Appropriate VIPs include notable members of the legal profession, especially those interested in Access to Justice, government law libraries, and so forth. They must NOT be an AALL member and cannot be the same person as the speaker at the GLL-SIS Breakfast.

Keeps the GLL-SIS membership apprised of announcements through MyCommunities, and redistributes messages from the SIS Council Chair.

After one year as Chair, the individual serves an additional year on the GLL-SIS Board as Immediate Past Chair. The duties include coaching new officers as they execute their duties, and serving as a board liaison to one or more committees.

### Special rules, procedures, resources

AALL parliamentary procedures are *The Standard Code of Parliamentary Procedure* by Alice Sturgis.

### Timeline

Month	Task
August	AALL headquarters begins to solicit vendor sponsorships for events at the Annual Meeting of the next year. Chair will provide a list of suggested events to headquarters. Populate the GLL-SIS committees and select chairs. Appoint members of the GLL-SIS Board as liaisons to committees. Notify chairs of Newsletter and

	Technology Committees of all committee rosters for publication in the newsletter and website respectively.
September	Announce GLL-SIS committee rosters (including chairs, members, and liaisons) on My Communities. Attend virtual trainings provided by AALL headquarters.
October	Planning begins for Joint Roundtable for Services to Pro Se Patrons and Prisoners, which is co-sponsored by LISP-SIS, SR-SIS, and GLL-SIS. Leadership for the event rotates among the three SISs. Establish time slot within Annual Meeting and determine program content.
November	Submit GLL-SIS events for SIS Matrix of Annual Meeting events to AALL headquarters.
December	Sponsor holiday fundraiser, as determined by GLL-SIS Board. Contact GLL-SIS Nominations Committee about posting a “call for candidates” for the upcoming GLL-SIS election.  Sponsorship requests for SIS events are typically due to HQ.
January - February	Upon confirmation of a completed slate of nominees from the Nominations committee, ask Chair of Nominations committee to announce via MyCommunities.  Sponsorship brochure should be sent out to vendors by AALL HQ in early January. SISs will not receive notice.
February	Begin process of VIP selection with GLL-SIS Awards Committee.
April	Confirm that Awards Committee will notify AALL headquarters of awards by deadline, and will send letters to employers of the award recipients.  RSVP for CONELL Marketplace. Coordinate with Board and Pub & PR Committee to see who will be available to table. GLL cannot reimburse expenses for someone to come a day early just for CONELL.  Submit A/V Request Form to AALL headquarters for GLL-SIS programs at the upcoming AALL Annual Meeting.  Contact any vendors who will provide GLL-SIS event sponsorship at the upcoming annual meeting, and invite a representative to attend breakfast meeting.  When GLL-SIS election results are announced, thank all candidates for willingness to serve.
May	Contact committee chairs to request committee reports.
June	Schedule online GLL-SIS Annual Business Meeting just prior to AALL Annual Meeting. Contact AALL for use of online meeting platform.  Ensure that Speaker is registered for conference. Registration is required to reimburse expenses.  Plan gifts for GLL-SIS committee chairs and Board members.  Contact committee chairs for updates to GLL-SIS handbook. Compile updates and send to GLL-SIS Technology Committee chair for posting on AALL website.  Prepare agenda for GLL-SIS Annual Business Meeting, and make arrangements for installment of new officers.  For GLL-SIS Breakfast, confirm conference hotel food order.

	<p>Activities Area Space Reservation Form due to AALL headquarters.</p> <p>Submit SIS Annual Report to AALL headquarters by deadline (as of 2025, June 30). The report is authored by the new Immediate Past Chair.</p>
July	<p>AALL Annual Meeting &amp; Conference, AALL Leadership Training, Council of SIS Chairs meeting, GLL-SIS Annual Business Meeting, GLL-SIS Breakfast. If the GLL-SIS Breakfast speaker is interested, take them to lunch on the day of the speaker's keynote address.</p> <p>Send thank you notes to VIPs.</p> <p>Chair ships or gives the GLL-SIS gavel (a Hawaiian poi pounder) to the new, incoming Chair.</p>

## Secretary/Treasurer

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### Awards

This position is board liaison for the Awards Committee.

See awards history on AALLNET at: <https://www.aallnet.org/gllsis/about-us/committees/awards/>

### Grants

This position is board liaison for the Grants Committee.

Grant information and application form are available on AALLNET at: <https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/>

Reimbursements are requested from AALL headquarters using the SIS Reimbursement Form available on AALLNET at: <https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/finances/>

See grants history and current grants information on AALLNET at: <https://www.aallnet.org/gllsis/awards-grants/scholarships-grants/>

### Elections

The Secretary/Treasurer oversees distribution of ballots (see Article VI of bylaws; ELECTIONS)

Instructions and information is available on AALLNET at: <https://www.aallnet.org/community/special-interest-sections/sis-leadership-toolkit/online-elections/>

### Reimbursements

Reimbursements must be approved by the GLL Executive Board.

Review all reimbursement requests for errors, amend as necessary or contact requestor as needed.

Submit complete and correct reimbursements to AALL, with supporting documentation including receipts and Board approval.

### Financial Statements

Receive and review quarterly from AALL; forward to GLL-SIS Board Chair.

Contact AALL if there are any errors or discrepancies.

## Annual Meeting

### Fundraiser

Fundraising is primarily accomplished using the AALL donation platform at <https://www.aallnet.org/community/donate/>. Donors select SIS donation and mark GLL in the Comments box.

All checsubmitted to AALL using the SIS Deposit Form available online at <https://www.aallnet.org/wp-content/uploadsFundr/2019/09/AALL-SISDepositForm.pdf>.

Request weekly donation updates from AALL; forward to the Grants Committee chair and the Fundraising volunteer.

### Treasurer's Report

Complete a Treasurer's Report prior to the Business Meeting (see Example A)

Post the Treasurer's Report in the GLL My Community and notify the GLL membership

### Annual Business Meeting Minutes

Provide a copy of prior year's Business Meeting Minutes for approval at this year's Annual Business Meeting to in advance of meeting (see Example B).

Post the minutes in GLL-SIS MyCommunities and notify the GLL-SIS membership.

Take meeting minutes at Business Meeting.

### Board Meeting Minutes

Take meeting minutes at bi-monthly GLL-SIS Board meetings.

Update the Board meeting minutes with interim actions by email.

Provide a copy of prior meeting's Board meeting minutes for approval at current Board meeting to Chair in advance of Board meeting (see Example C).

### Awards & Recognition Ceremony

For the past several years, the sponsor has requested a list of attendees. We can only pass along names who have opted-in with AALL HQ to allow sponsor contact. To arrive at this list:

- Ask all breakfast/Awards & Recognition Ceremony attendees to sign an attendance list
- After the conference, send the list to AALL HQ to have them cross-reference the attendance list with the list of those opted-in for sponsor conduct
- Pass the remaining names to the sponsor

Example A – Treasurer's Report

## Government Law Libraries – Special Interest Section

American Association of Law Libraries

### 2018 – 2019 Financial Report

#### Beginning Balance (January 1, 2019)

Restricted Funds (Resource Guides)	\$11,360.58
Unrestricted Funds	<u>\$23,498.00</u>
Total Fund Balance (@ 1/01/2019)	\$34,858.58

**Income (October 1, 2018 – May 31, 2019)**

Contributions (donation to GLL Grants Committee)	\$100.00
Dues	\$2,100.00

**Expected Income (May 2019 – September 2019)**

Dues	TBD
GLL Business Meeting Registrations 2019	TBD
GLL Online & Silent Auction 2019 (and related donations)	TBD

**Expenditures (October 1, 2018 – May 31, 2019)**

AALL Management Institute Grant	\$1,500.00
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**Expected Expenses (May 2019 – September 2019)**

AALL Annual Meeting – Three \$1,500.00 Grants	\$4,500.00
Awards Committee Expenses (estimate)	\$1,000.00
Education Committee - Annual Conference Programs (estimate)	\$2,500.00
GLL Breakfast Meeting 2019 (estimate)	\$6,000.00
Publicity Expenses (estimate)	\$400.00
Survey Monkey Subscription	\$288.00
VIP Sponsorship for Annual Meeting (estimate)	\$100.00

**Balance (May 31, 2019)**

Restricted Funds (Resource Guides)	\$11,360.58
Unrestricted Funds	<u>\$24,608.00</u>
Total Fund Balance (@ 5/31/2019)	\$35,968.58

*Respectfully submitted,  
James G. Durham, Secretary/Treasurer*

Example B – Business Meeting minutes

## **Government Law Libraries – Special Interest Section (GLL-SIS) American Association of Law Libraries**

***Business Meeting***

**112<sup>th</sup> AALL Annual Conference & Meeting – Washington, D.C.**

**Marriott Marquis Ballroom Salons 1 & 2**

**Sunday, July 14, 2019, at 7:35 a.m.**

*Minutes recorded and submitted by James Durham, Secretary – Treasurer*

Joan Bellistri (Chair) called the meeting to order at 7:35 a.m.

The agenda for the business meeting was approved unanimously, with a motion from Larry Meyer, seconded by Robert Mead.

The GLL business meeting minutes from 2018 were approved unanimously with a motion from Larry Meyer, seconded by Robert Mead. The approval included a date amendment within the text of the minutes, submitted by Larry Meyer.

Gail Warren encouraged members to participate in the silent auction or to submit donations to the GLL travel grants fund, which is administered by the GLL Grants Committee.

Jean Willis introduced the GLL VIP and keynote speaker, Martha Bergmark of Voices for Civil Justice, who provided an address to the membership about access to justice efforts.

James Durham presented the annual Treasurer's Report. As of May 31, 2019, the total fund balance was \$35,968.58. The Restricted Funds (Resource Guides) totaled \$11,360.58. The Unrestricted Funds were \$24,608.00. James thanked the GLL Grants Committee and Gail Warren for their fundraising efforts. The Treasurer's Report was approved unanimously, with a motion from Larry Meyer, seconded by Robert Mead.

Joan Bellistri recognized the 2018 – 2019 committee chairs:

- Advocacy: Anna Russell
- Awards: Jean Willis
- Best A2J Practices: Miriam Childs
- Bylaws: Maryruth Storer
- Education: Julia Viets
- Grants: Susan Falk (Silent Auction: Gail Warren)
- Membership & Mentoring: Malinda Muller
- Newsletter: Sara Pic & Christine Morton (co-editors)
- Nominations: Coral Henning
- Publicity & Public Relations: Marcia Hannon
- Standards: Larry Meyer
- Strategic Planning: Dan Cordova
- Technology: Mary Jo Lazun

Kathy Carlson announced the 2019 longevity awards: Luis Acosta, Tonya E. Baroudi, Traycee A. Davis, Teresa Carreiro Farley, Ruth Gervais, Janice Litten, Catherine I. McGuire, Liz Reppe, Maria Sosnowski, Gretchen Van Dam, and Karen Westwood.

Jean Willis announced GLL awards, which were distributed by Chi Song.

- Bethany J. Ochal Award for Distinguished Service to the Profession: Coral Henning (in memoriam / accepted by Judge Rene Roman), Carol Ebbinghouse, Terry Long, and Mariann Sears.
- Connie E. Bolden Publication Award: Stefanie Pearlman for "Persuasive Authority and the Nebraska Supreme Court: Are Certain Jurisdictions or Secondary Resources More Persuasive than Others?" *The Nebraska Lawyer Magazine*, March / April 2018, pp. 35 – 39.
- Dr. Joel Fishman Professional Publication Award: Harris County Law Library staff for *Pro Se Litigant Handbook* and *Manual para Litigantes Pro Se*.

- Annual meeting VIPs: Martha Bergmark (Executive Director of Voices for Justice) and Steven Schultze (attorney, Hogan Lovells).

Susan Falk announced GLL grant recipients.

- AALL Management Institute: Emily Bergfeld
- AALL Annual Meeting: Leslie Greenwood, Francis Norton, and Stephen Parks

Judge Rene Roman (CA) administered the oath of office to the 2019 – 2020 GLL-SIS Board:

- Jenny Silbiger, *Chair*
- James Durham, *Vice Chair / Chair-Elect*
- Joan Bellistri, *Immediate Past Chair*
- Karen Westwood, *Secretary / Treasurer*
- Robert Mead, *Board Member*
- Joseph Lawson, *Board Member*
- Liz Reppe, *Board Member*
- Sara Pic, *Newsletter Co-Editor*
- Christine Morton, *Newsletter Co-Editor (in absentia)*

Gail Warren announced the end of the silent auction.

Joan Bellistri distributed thank you gifts to committee chairs and board members.

Jenny Silbiger presented Joan Bellistri with a thank you gift for her service as GLL-SIS Chair.

Joan Bellistri adjourned the meeting at 8:45 a.m.

Example C – Board meeting minutes

**Government Law Libraries – Special Interest Section**

**Executive Board – Meeting Minutes**

<b>Date and Time: Sunday, July 14, 2019, 3:00 p.m. Eastern</b>			
<b>In Attendance :</b>	J. Silbiger	E. Reppe	K. Westwood
J. Lawson	R. Mead	S. Pic	J. Durham
J. Bellistri			
<b>Meeting leader:</b>	<b>Scribe:</b>	<b>Date of Next Meeting:</b>	
J. Silbiger	K. Westwood	Sept. 25, 2019, @ 2:00 p.m. Eastern	

## Meeting Minutes and Agenda

### Preliminary Items:

- Rob Mead moved to approve the agenda. Seconded by Liz Reppe. Approved unanimously.
- The meeting minutes from the previous GLL Board meeting on June 26, 2019, were approved unanimously, with a motion from Rob Mead, seconded by Joan Bellistri.

### Other Business:

- James provided the Secretary / Treasurer's Report. Between the silent auction and donations made during the GLL breakfast and at AALL so far, \$4,067 has been received in support of GLL Grants. This amount represents approximately 2/3 of what GLL has been spending on grants, so is to be celebrated. A few more checks are expected to be sent to new treasurer, Karen Westwood, and will be reported at the next meeting.
- Jenny Silbiger reported that most committee chairs are interested in continuing in their roles. Steve Anderson will take over the committee formerly chaired by Coral Henning and Julie Tessmer Robinson has agreed to chair the Strategic Planning Committee.
- Joe Lawson moved to extend the strategic direction until 2020. This will give the Strategic Planning Committee time to recommend changes. Rob Mead seconded the motion and it passed unanimously.
- GLL Board Liaisons will continue with the committee assignments they currently have. New board member Liz Reppe will receive new appointments from Chair Silbiger.
- General discussion about whether the GLL Standards are still useful. Sense of the group was that they are still useful and the committee should remain intact.
- Several board members have investigated the most recent version of the SCCLL/GLL Handbook, which is thought to be 2016. Each board member and committee chair will receive the section of the handbook that applies to their role and will update it throughout the year. James Durham will facilitate this.
- Chair Silbiger will pursue vendor sponsorship of the GLL Breakfast, as had been done in the past. AALL is moving towards more coordinated requests for vendor sponsorships and asks that SIS's work through headquarters to get sponsorships for events. While board members appreciated the sponsored happy hours of the past, the consensus was to focus on the breakfast and business meeting at this time.

<ul style="list-style-type: none"> <li>• Chair Silbiger proposes meeting every other month as was done in the 2018-19 year. She will send out a proposed meeting schedule at a later date.</li> <li>• The meeting was ended with a motion from Joe Lawson, seconded by Joan Bellistri, with unanimous approval from the Board.</li> </ul>		
<u>Action Items from This Meeting:</u>	<u>Assigned To:</u>	<u>Date Due:</u>
Committee chairs & board liaisons confirmed	Chair Silbiger	Next conference call
SCCLL/GLL Handbook Update	James Durham and all board members and committee chairs	Throughout year
Explore sponsorship for GLL breakfast at AALL Annual Meeting 2020 in New Orleans	Chair Silbiger	Spring 2020?

**Upcoming GLL-SIS Board Conference Calls:**

- Wednesday, September 25, 2019, @ 8:00 a.m. HST (2:00 p.m. Eastern)

## Members-at-Large

*Article VI: Officers of the [GLL-SIS Bylaws](#)* describes the three-year commitment of an elected Member-at-Large. At any one time, the GLL-SIS Board has three Members-at-Large, all of whom are serving three-year, staggered terms. Thus, during each GLL-SIS election, one Member-at-Large position is listed on the ballot.

Each Member-at-Large serves as a board liaison to one or more GLL-SIS committees. In that role, the Member-at-Large serves as an advisor to committee chairs and members, and delivers regular updates, suggestions, and formal motions to the GLL-SIS Chair and Board. Although Members-at-Large may contribute time and effort to committee projects, they remove themselves when the committee votes on formal actions.

Members-at-Large will participate in the regular meetings (usually every other month) of the GLL-SIS Board, which usually are convened by conference call or online meeting. The Members-at-Large also will participate in the annual Business Meeting of the GLL-SIS Board, online just prior to the AALL Annual Meeting & Conference. Occasionally, the Board conducts business between meetings, such as e-mail votes on SIS expenditures or motions requiring immediate action.

Members-at-Large provide counsel and support to the Chair, Vice Chair, Immediate Past Chair, and Secretary / Treasurer. They provide feedback during discussions, and vote on formal motions. They frequently assist

with the projects and activities described in the timetable listed in the section above for Vice Chair / Chair / Immediate Past Chair.

## Out-dated or Historical Information by Committee

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### Grants Committee

#### Silent Auction Subcommittee

One of the many responsibilities of the GLL-SIS Grants Committee is to conduct the annual GLL Silent Auction, both online and at the GLL-SIS Breakfast and Business Meeting, as a method of raising funds for travel/conference grants for GLL members.

The annual auction features two components, a “virtual” auction running on a WordPress blog, which closes prior to the annual meeting, and the “live” auction which takes place at the GLL Breakfast and Business Meeting. Final bidding for any items designated as “online only” concludes at the end of the online auction, while bidding for all other items continues at the “live auction” during the section’s business meeting.

The timing of some of the below activities may shift from year to year depending on the date of the AALL Annual Meeting.

#### March

Determine who will be serving as the auction blog master, confirm participation and finalize the upcoming auction timeline. [During the past four-five years, the auction coordinator has also served as the auction blog master, but this position was filled by a different individual in prior years.]

#### June

- Early June - send an email to the GLL listserv asking for donations and sharing instructions for making donations - see below “Instructions for Donation of Items”
- Early June - send a companion announcement to the GLL Newsletter Editor for publication in the next issue of the Newsletter
- As donation messages are received, forward them to the Silent Auction blog master
- Late June - open the online auction for bidding
- Send an announcement of the opening of the online auction to the GLL listserv
- Send weekly reminders about the auction to the GLL listserv until the virtual auction closes
- Solicit members to assist with the collection of monies at the “live auction”
- Begin preparing bid sheets for the “live” auction at the GLL Breakfast and Business Meeting

## July

- Send last reminder of online auction and encourage GLL members to bring items to the annual meeting if they have not had a chance to provide an online auction item
- Online bidding closes
- Contact winning bidders of “online only” auction items, requesting payment be sent to the GLL Treasurer (cc: GLL Treasurer on each message)
- Track receipt of funds for “online only” items, notifying those who donated items that payment has been received and they can now ship to the winning bidder
- Ensure all bid sheets for use at the “live auction” have been prepared
- Prepare additional blank bid sheets for last minute donations
- Prepare Excel spreadsheet for entry of winning bids and receipt of funds
- Set up tables at GLL Breakfast and Business Meeting - see “Supplies List for Live Auction” below
- Monitor bidding during the Breakfast and Business Meeting – close bidding at least 30 minutes prior to the conclusion of the business meeting
- Collect bid sheets and payments from winning bidders at the conclusion of the business meeting – return any items not bid on to individual who donated (a rare occurrence)
- Complete bottom of each bid sheet as a receipt for monies received, and provide auction log and all funds received to GLL Treasurer. GLL Treasurer will provide separate receipts for all outright cash/check donations.

## August

Continue to track funds received for “online only” auction items, if necessary

Prepare “thank you” messages for those who donated items

Final tally of auction monies received for GLL Treasurer

Report of Silent Auction proceeds to GLL listserv

Support any “challenge” bids that may be issued by GLL members

## November

Confirm the GLL Chair or Vice-chair/Chair-elect will include extra tables for next year’s silent auction on their AALL Annual Meeting Preliminary Scheduling Form, generally due December 1st.

## Instructions for Donation of Items

Send a *\*separate\** email message for each item to the Silent Auction Coordinator.

Include the following in the email message:

1. a picture of the item
2. brief description
3. the value of the item
4. the minimum opening bid

If you are not attending the AALL Annual Meeting and would like to designate any items you are donating as “online only” for the virtual segment of the auction, please indicate this in the message. For “online only” items, the Silent Auction Coordinator will contact you once payment has been received for your donation, so shipment/delivery of the item to the winning bidder can be arranged.

If items are for the “live” auction to be conducted at the annual meeting location, please bring your items to the GLL Breakfast and Business Meeting, or arrange for a colleague to deliver them on your behalf.

Supplies List for Live Auction

Display tables – minimum of 5

Preprinted bid sheets for items from online auction (each bid sheet includes a receipt section at the bottom)

Blank bid sheets for last minute donations

Generous supply of ink pens

Multiple copies of Silent Auction Spreadsheet – for logging winning bids and monies received

## Strategic Directions

The Strategic Directions therefore were scheduled to be reviewed and re-written or updated in 2017-18. There was no action taken until the 2019-20 Committee, who requested that the GLL-SIS Board extend the 2015-18 Strategic Directions through the end of 2020. Committee activity in 2020-21 will focus on developing the 2021-23 Strategic Directions and 2021-22 is expected to focus primarily on assisting the Board with implementation.