



**PRIVATE LAW LIBRARIANS
& INFORMATION PROFESSIONALS
SPECIAL INTEREST SECTION**



PROCEDURES MANUAL

REVISED APRIL 2021

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I. INTRODUCTION AND HISTORY

The Private Law Librarians & Information Professional-Special Interest Section of AALL as we know it today was borne out of a round-table discussion at the 1959 Annual Meeting entitled “The Problems of the Private Law Librarian.” AALL established the Private Law Libraries Committee, which was the immediate predecessor of the PLL-SIS, which became PLLIP-SIS in June of 2015.

The PLLIP-SIS itself came into existence after the reorganization of the AALL committee system in 1976-1977. It was one of the eight original special interest sections approved at the Annual Meeting in Toronto, Ontario, and held its first meeting as an SIS on June 26, 1977.

The SIS is one of AALL’s largest, with a membership of over 1,300 firm, corporate, independent, and affinity law librarians.

Activities of the PLLIP-SIS include: sponsoring a substantial number of programs and workshops at the AALL Annual Meeting; working closely with AALL to promote law librarianship using materials such as the AALL Body of Knowledge; sponsoring educational programming for and exhibiting at the Annual Meeting of the Association of Legal Administrators; underwriting the costs associated with the AALL Representative to the American Bar Association Law Practice Management Section; and funding scholarships and grants to assist members in need.

In addition to these projects, the Section created its first Strategic Plan in 1996. This plan was updated by the 2006-2009, 2011-2012, and 2012-2014 Strategic Directions. The Section is governed by Bylaws (see Appendix A).

Standing Committees currently include: Awards, Bylaws, Communications, Education, Education for the Annual Meeting, Grants, Membership, Nominations, and Summit. Presently, the PLLIP-SIS sponsors these caucuses: Competitive Intelligence, Intellectual Property, Knowledge Management, Small and Medium Libraries, Records/Conflicts Management. The Elevation Task Force was created during the economic downturn of 2009 to advocate for and inform law firm leadership of the value of legal information professionals. The Task Force is appointment by the Executive Committee as needs for such activity arise. Each of these caucuses convenes during the Annual Meeting.

The Section issued its own quarterly newsletter from 1978 to 1982, from 1985 to 1987, and from 1989 to 2012. PLL Perspectives was discontinued in the fall of 2012, and replaced by the E-Newsletter. The E-Newsletter was discontinued in 2016, and now members rely on My Communities, PLLIP Member News, the On Firmer Ground blog, LinkedIn, and Twitter for current information.

The Section's webpage was first created in 1997 and was completely redesigned and rebranded with the new name and logo in June of 2015; it continues to be updated on a regular basis.

II. DUTIES OF OFFICERS

A. CHAIR

GENERAL

1. Terms of office. Three year commitment. The Vice Chair/Chair-Elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. In the third year, the Chair sits on the board as the Past Chair.
2. Read the SIS's and AALL's Constitution, Bylaws, and this Manual to become familiar with the operation and procedures of the SIS. In the absence of requirements in the Bylaws or Manual, Robert's Rules of Order govern.
3. The SIS Chair may not express SIS opinions as being those of the American Association of Law Libraries unless so directed by the Executive Board; bind AALL or its treasury without express authority from the AALL Executive Board; or solicit funds from publishers or outside groups for SIS activities without prior permission from the AALL Executive Director.

DUTIES PERTAINING TO PLLIP

4. Serves as official spokesperson in any matter affecting the formal affairs of the SIS.
5. Signs all letters of understanding for the SIS or any part of it.

DUTIES PERTAINING TO AALL

6. Acts as liaison officer between the SIS and AALL, reporting as necessary between the two organizations. Prepares proposals, requests, or information items to be submitted to the AALL Executive Board for consideration or action at board meetings.
7. The PLLIP-SIS Chair is automatically a member of the AALL SIS Council and works in close cooperation with them. Attends council meetings.
8. Attends the "President's" luncheon during the AALL Annual Meeting at the invitation of the AALL President.

MEETINGS / ADMINISTRATIVE

9. Performs such duties as are specified in the PLLIP-SIS Bylaws. Presides at all meetings of the PLLIP-SIS membership and of its Executive Committee and enforces all regulations relating to the administration of the SIS.

10. Coordinates scheduling of SIS functions during the Annual Meeting to avoid conflicts among SIS-related activities.

11. Mails to AALL Headquarters, immediately following the AALL Annual Meeting, the annual report of the Officers which incorporates all the committees' and groups' annual reports. The Chairperson's Annual Report should be published on the PLLIP-SIS web site.

12. Informs AALL Headquarters immediately following the election of the name and address of the newly-elected Treasurer and incoming PLLIP-SIS Chair so that both start to immediately receive the monthly financial statement of the PLLIP-SIS.

13. Along with the Executive Board, approves any extraordinary expense incurred by committees. Requests additional funds from AALL in extraordinary circumstances, using established funding request procedure.

14. When term as Chair ends, the Officer forwards current files to the incoming Chair; forwards completed files to AALL archives at the University of Illinois Law Library; and sends letters of appreciation to institutions whose employees served as members of the PLLIP-SIS Executive Board or Committee Chairs, at the end of their terms.

MANUAL / BYLAWS

15. Oversees the amending of the Bylaws and forwards the amended Bylaws to AALL Headquarters.

16. Works with the Secretary and Vice-Chair to maintain the content of this manual. Requests additions and changes to each section of the manual as needed.

17. Provides copies of this manual and other relevant materials to newly elected officers and to committee chairs when appropriate.

COMMITTEES

18. Appoints all committee members and designates chairs of each committee, except the Nominating committee*, so that all may perform the functions outlined in this Manual and the Bylaws. Also appoints all chairs of special projects. Solicits committee plans for the year.

* Per PLLIP Bylaws, the Nominations Committee is appointed annually by the Executive Committee.

19. Appoints Executive Committee members to act as liaisons with the PLLIP-SIS caucuses and committees.
20. Appoints members to fill vacancies on all committees and the Executive Committee as they occur.
21. Serves as liaison with the PLLIP-SIS Education Committee and hence approves the roster of PLLIP-sponsored programs during their tenure.

OTHER ROLES & RESPONSIBILITIES

22. Provides necessary administrative support for PLLIP publications.
23. Submits news of the PLLIP-SIS to the AALL Newsletter.
24. Serves as content provider for the SIS website, along with the committee chairs and webmaster.

B. VICE CHAIR/CHAIR-ELECT

1. Terms of office. Three year commitment. The Vice Chair/Chair-Elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. In the third year, the Chair sits on the board as the Past Chair.
2. Attends all meetings of the PLLIP-SIS Executive Committee and the SIS and acts as PLLIP-SIS Chair in their absence.
3. Assumes any duty or special project at the request of the PLLIP-SIS Chair.
4. In the event that the Chair resigns prior to the completion of the regular term of office or, in the judgment of the Executive Committee, is unable to perform the duties of the office, the Vice Chair/Chair-Elect shall assume the role of Chair for the remainder of the term.
5. Joins the Chair in attending the Annual Meeting of the SIS Council at the AALL Annual Meeting.
6. In recognition of their service to the Private Law Librarians & Information Professional/Special Interest Section, the outgoing PLLIP Chairperson is presented a plaque, gavel, or other appropriate item by the incoming Chair at the annual business meeting.
7. Reviews and updates the PLLIP Strategic Directions as needed in consultation with the Chair and Past Chair. The proposed plan may be presented to the PLLIP Board for approval. Our Strategic Directions should be regularly compared and contrasted to the Strategic Plan that is developed by AALL (which is on a different planning cycle) to make certain that the Section's activities both flow from, and inspire, our parent organization's planning.

8. Serves as liaison with one or more of the PLLIP-SIS committees or caucuses. In this capacity, serves as a means of communication with the committee or caucus and the PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.

C. MEMBERS-AT-LARGE

1. Terms of office. The Members-At-Large shall serve two-year terms, with the terms staggered so that one new Member-At-Large assumes office each year. Officers shall serve until the adjournment of the annual business meeting.

2. Must be familiar with membership and operation of the SIS and must attend all of the PLLIP-SIS Executive Committee and SIS meetings.

3. Serves as liaison with one or more of the PLLIP-SIS committees or caucuses. In this capacity, serves as a means of communication with the committee or caucus and the PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.

4. Assumes any duty or special project at the request of the PLLIP-SIS Chair.

D. PAST CHAIR

1. Serves as a member of the PLLIP-SIS Executive Committee and participates in discussion, deliberations and projects.

2. Provides appropriate assistance to the incoming Chair to ensure a smooth transition of responsibility and effective continuation of SIS activities.

3. Weeds all files and sends relevant material to the incoming Chair and AALL Archives.

4. Serves as liaison with one or more of the PLLIP-SIS committees or caucuses. In this capacity, serves as a means of communication with the committee or caucus and the PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.

E. SECRETARY

1. Terms of office. The Secretary shall serve a two-year term.

2. Takes minutes of PLLIP-SIS business meetings and Executive Committee meetings.

- The incoming secretary records the minutes of the annual SIS business meeting. If a PLLIP-SIS sponsored program is held in conjunction with the business meeting, the incoming secretary shall summarize the content of this program as well as the remarks of any luncheon speakers. The outgoing

secretary will bring past minutes to the Annual Meeting for reference.

- The secretary publishes the annual SIS business meeting minutes and speaker summaries to the PLLIP-SIS web site.
- The minutes of the Executive Committee meetings shall be reviewed, and the approved version shall be published on the PLLIP-SIS website throughout the year.

3. Handles all general correspondence of the SIS and answers all general inquiries.

4. Coordinates annual elections of officers with the Nominations Committee, and executes the following tasks:

- Announces candidates to the PLLIP Membership at least 30 days prior to the start of the election. This communication is sent out via My Communities.
- Working with AALL Director of Information Technology, registers the election on the AALL Online Election System at least 30 days prior to the election start date. Posts candidates' information, including statements, bios, and photos, on the election site 15 days prior to the election start date.
- Notifies membership of the upcoming election 7 days prior to election start date.
- Working with AALL Director of Information Technology, uploads the membership list (including names and email addresses) into the election system five days prior to the election start date. See the AALL Electronic Balloting Service Agreement for complete instructions and deadlines:
<https://vote.aallnet.org/AALLElectronicBallotingServiceAgreement.pdf>
- Coordinates announcements by the SIS Chair and via notice on My Communities of the opening of the election and at least three reminders about the election during the open period.
- Once the election closes and the results are available, the Secretary notifies the Board and the Nominations Committee, and contacts all candidates to inform them of the election outcome, followed by notification to the PLLIP membership

5. Maintains document listing past officers of PLLIP-SIS Executive Committee. Posts past officers list to the PLLIP-SIS website annually after new officers have been added to the Executive Committee

6. Maintains the PLLIP Procedures Manual and works with the Chair and Chair-Elect to review and update the content on an ongoing basis. The Secretary makes additions and changes to each section the Manual as requested by the Chair and Chair-Elect.

7. Serves as liaison with one or more of the PLLIP-SIS committees or caucuses. In this capacity, serves as a means of communication with the committee or caucus and PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.

F. TREASURER

1. Terms of office. The Treasurer shall serve a two-year term.
2. Responsible for receiving an accurate and current record of all of the financial transactions of the PLLIP-SIS from AALL Headquarters. Contacts Headquarters to be sure he/she is on the mailing list to receive copies of the regular PLLIP-SIS financial reports. (Headquarters staff performs all bookkeeping and actual disbursement of funds.)
3. Authorizes disbursement of monies as instructed by the PLLIP-SIS Executive Committee and keeps receipts and/or documentation of all expenses. Retains copies of disbursement requests for permanent PLLIP files.
4. 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 which have taken place since the last Executive Committee meeting. (This information can be obtained from AALL Headquarters.)
5. Presents a financial report at the annual PLLIP-SIS business meeting. Also presents the membership count at annual PLLIP-SIS business meeting. (This information can be obtained from AALL Headquarters.)
6. Serves as liaison with one or more of the PLLIP-SIS committees or caucuses. In this capacity, they serve as a means of communication with the committee or caucus and the PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.

III. DUTIES OF STANDING COMMITTEES

A. AWARDS COMMITTEE

The Awards Committee is charged with soliciting nominations and choosing recipients of the PLLIP-SIS awards given at the AALL Annual Meeting during the PLLIP-SIS Luncheon. The Committee is made up of the chair and the winners of the prior year's awards, if possible. The PLLIP-SIS Chair appoints the Awards Committee chair and members. Nominations for the awards are solicited in January and February and a decision should be reached by April 1.

The awards and criteria are as follows:

1. DISTINGUISHED LIBRARIAN

The PLLIP Distinguished Librarian Award is designed to recognize a long-time active member whose contributions to the profession, their organization, and service to the Private Law Librarians SIS have been significant, substantial, and long-standing.

Selection Criteria:

- The nominee must be an active member in good standing of AALL and PLLIP 15 years or more.
- The nominee must have made significant contributions to PLLIP and their organization.

2. HALL OF FAME

The PLLIP Hall of Fame award is designed to recognize a retired member who over the entire course of their career made significant contributions to the private law library profession, their organization, and the Private Law Librarians SIS.

Selection Criteria:

- The nominee must be a member in good standing of AALL and PLLIP.
- The nominee must have been a law librarian for at least 15 years.
- The nominee must have made significant contributions to PLLIP and their organization.

3. ADVOCATE OF THE YEAR

The PLLIP Advocate of the Year Award is designed to recognize a member who has been a strong advocate of private law librarianship and provided meaningful service to the Private Law Libraries SIS, their organization, and the larger legal community and who demonstrates outstanding potential for continued service and leadership within the SIS and the profession. The award includes a plaque as well as a registration grant for the AALL Annual Meeting or the PLLIP Summit, to be used within two years of the award.

Selection criteria:

- The nominee must be an active member in good standing of AALL and PLLIP.
- The nominee must have made significant contributions to PLLIP and their organization.
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession.
- The nominee must not have previously received the Advocate of the Year Award.

- The nominee must not be a current or immediate past officer of PLLIP.

4. INNOVATIVE PROFESSIONAL OF THE YEAR

The PLLIP Innovative Professional of the Year award is designed to recognize a member who has demonstrated significant innovation to the private law library profession, their organization, and the Private Law Librarians SIS, and who demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection Criteria:

- The nominee must be an active member in good standing of AALL and PLLIP and/or be a chapter member.
- The nominee must have made significant contributions to PLLIP and their organization.
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession.

5. BEST BLOGGER/WRITER OF THE YEAR

The PLL Best Blogger/Writer award is designed to recognize a member who has made significant blogging/writing contributions to the private law library profession, their organization, and the Private Law Librarians SIS and demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection Criteria:

- The nominee must have created blog posts or articles that contribute to topics relating to librarianship, law librarianship, and practical applications for library work or to an understanding of legal materials, legal systems legal information, or to professional and staff training and development.
- The nominee must demonstrate a high quality of writing and effectiveness of the communication technique utilized for the information sought to be conveyed.
- The nominee must be an active member in good standing of AALL and/or PLLIP.
- The nominee must have made significant contributions to PLLIP and their organization.
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession.

6. EMERGING LEADER OF THE YEAR

The PLLIP Emerging Leader of the Year award is designed to recognize a member in the early stages of his/her career who has made significant contributions to the law library profession, their organization, and the Private Law Librarians SIS and demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection criteria:

- The nominee must be an active member in good standing of AALL and PLLIP.
- The nominee must be in the first 2-5 years of their law library career.
- The nominee must have made significant contributions to PLLIP and their organization.
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession.
- The nominee must not have previously received the PLLIP Emerging Leader Award.

7. VENDOR/OUTSIDE CHAMPION AWARD

The PLLIP Vendor/Outside Champion Award is designed to recognize activities or initiatives by outside vendors which promote the value of information professionals to the broader legal community. Initiatives could include advertising campaigns, surveys or articles which highlight or demonstrate the value of information professionals; inviting or facilitating opportunities where information professionals speak or write for an audience of law firm partners and executive directors. Specifically excluded are initiatives paid for by AALL or PLLIP and traditional sponsorship of conferences and educational activities.

Selection Criteria:

- The nominee must have initiated programs or activities that promote the value of information professionals to the broader legal community.
- The nominee must not have received payment for the activity or initiative by AALL or PLLIP.
- The nominee must not be a current or immediate past officer of PLLIP.

B. BYLAWS COMMITTEE

This committee is charged with the responsibility of reviewing the SIS Bylaws annually, making sure that the SIS Bylaws are in compliance with AALL's Constitution and Bylaws, soliciting input for changes from the Executive Committee, drafting appropriate language for any proposed revisions to the Bylaws, and recommending any changes it deems necessary to the Executive Committee.

The Committee Chair shall submit an annual report to the PLLIP-SIS Chair by May 1st and shall give a report at the PLLIP business meeting at the AALL Annual Meeting. The recommended committee size is three to five members.

C. COMMUNICATIONS COMMITTEE

The Communications Committee is charged with keeping PLLIP members updated on section news, events, and opportunities; helping to facilitate communication among section members; and promoting the value of law firm librarians and information professionals to the broader legal community.

Committee activities include:

- Posting member news and upcoming events to My Communities on a monthly basis. A committee member solicits news and events from the Board, other committees and caucuses, and the PLLIP list on My Communities. Committee members may also incorporate news found through alerts, newsletters, and internet searches.
- Working with other PLLIP committees to disseminate news and announcements and to submit section news and member resources for inclusion on the website.
- Encouraging PLLIP members to share information via My Communities. Pursuing options for keeping communications channels between section members open, and encouraging member sharing of knowledge and information (i.e. publishing resource guides/webinar or Annual Meeting summaries, facilitating article writing).
- Facilitating the publication of member articles via internal and external communications vehicles.
- Promoting the value of law firm librarians and information professionals to external audiences by keeping the On Firmer Ground blog and PLLIP Twitter feed active and relevant. The On Firmer Ground blog team edits the On Firmer Ground blog and solicits posts as needed. The team works with the PLLIP Board to ensure the blog is pertinent to external audiences. The Twitter feed is connected to the On Firmer Ground blog. The committee maintains documents with current login information for social media such as WordPress and Twitter.

D. EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

The general purpose of the Educational and Professional Development Committee is to provide educational programs, speakers, seminars, and classes to the membership via webinar. The committee is responsible for suggesting webinar-based educational programming sponsored by the PLLIP-SIS to the Vice-Chair/Chair-Elect

All programming is geared to accomplish the following:

- Amplify or focus on substantive areas of law or library science
- Provide a forum for discussion of techniques, skills, and problems in the workplace
- Offer opportunities to discuss new techniques and/or developments in librarianship and information science
- Provide general interest programs that are not directly related to law libraries, such as financial planning, stress management, etc.
- Develop program content of particular relevance to PLLIP-SIS members.

In addition, the Education and Professional Development committee works to support presentation opportunities for PLLIP members.

The Webinar Subcommittee helps coordinate webinars throughout the year, especially encouraging each of our PLLIP Committees or Caucuses to conduct at least one webinar.

E. EDUCATION FOR THE ANNUAL MEETING COMMITTEE

The general purpose of the Education for the Annual Meeting Committee is to foster and develop education programs at the AALL Annual Meeting. This includes soliciting and encouraging program ideas among the SIS, guiding proposals through the AALL process, and recommending speakers both externally and from PLLIP membership.

In addition, the Committee is tasked with reviewing PLLIP programs for consideration as SIS Sponsored programs at the Annual Meeting. Each SIS has the option of sponsoring one program independently. If the SIS opts to have an independently sponsored program at the Annual Meeting they must submit two different proposals from which the AMPC can select the one which will be produced by the SIS. The SIS will be responsible for the costs associated with the selected program.

Procedure:

1. Review current AMPC selection criteria and process for choosing programming for upcoming Annual Meeting.
2. Solicit the PLLIP-SIS community to submit proposals to the Committee for guidance and evaluation through various methods, including hosting webinars on the process, advertising in My Communities and PLLIP Member News.

3. Select two programs as candidates for SIS sponsorship at the Annual Meeting. The programs should strongly reflect the interests of private law librarians. At least one proposal member should be a member of PLLIP.
4. Submit recommended programs to the PLLIP Board for approval at least one week prior to AMPC submission deadline.
5. Submit Board-approved proposals to AMPC.
6. Communicate to Proposers when their programs have been approved for submission to the AMPC as recommended PLLIP-SIS sponsored programs. Proposers may indicate this status on their proposals to AMPC. **NOTE:** selection by PLLIP-SIS as a proposed SIS sponsored program does not guarantee acceptance by the AMPC, as the AMPC is required to select only one of the two proposed programs.
7. Ensure all proposals, regardless of recommendation status, are submitted directly to AMPC by the proposers, prior to the AALL submission deadline.
8. Promote accepted programs by PLLIP members in various communication methods, such as My Communities and Member News.

F. GRANTS COMMITTEE

1. ACTIVITIES

The Grants Committee is responsible for overseeing the awarding of grants to PLLIP members to cover the cost of transportation to the Annual Meeting. The committee develops criteria used to award grants, creates appropriate application forms for requesting such grants, and handles advertising the availability of this money to members who might otherwise be unable to attend. The committee will notify members through the appropriate communication channels when the application process begins.

The application can be amended for any additional grants that the committee might be responsible for awarding, such as the PLLIP Summit grant or the AALL Management Institute grant.

The Committee Chair shall submit an annual report to the PLLIP-SIS Chair by May 1st and shall give a report during the PLLIP business meeting at the AALL Annual Meeting.

2. GRANTS COMMITTEE CALENDAR

DATE	ACTIVITY	PERFORMED BY
July – August	Appoint Chair and committee members	PLLIP Chair

August	Chair will contact Committee members for introductions, conference call schedule, etc.	Committee Chair
October	Review webpage for coming year's conference information; modify application form as needed (conference city, "mail to" address, etc.)	Committee Chair/member
January – February	Review application form to determine if there are any substantive changes to be made; send copy to web master as appropriate	Committee
	Review evaluation criteria and scoring method	Committee
February – April	Send out application forms as requested; field inquiries Post announcements regarding the application.	Committee Chair
April 1	Applications due	Committee Chair
April	Receive completed applications; at deadline: 1. e-mail applications to all committee members, include "scorecard" if you wish 2. Check AALL directory to determine that all applicants are current PLLIP members	Committee Chair
	Review and evaluate applications; compare scores and discuss any major differences among members; determine grant awards	Committee
	Report grantees names to PLLIP Chair	Committee Chair
May 1	Contact grantees and confirm award, explain procedures for reimbursement of funds used for travel, solicit commitment to write item for On Firmer Ground	Committee Chair
May – July	Present report to PLLIP Chair; review documentation for inclusion in PLLIP Procedures Manual	Committee Chair/members

June	Make plans to meet at conference.	Committee and/or Grantees
	Submit materials for update of PLLIP Procedures Manual as needed	Committee Chair
July	Document issues/topics for next year's committee as needed	Committee

Announcement to Send Out Notifying Members of PLLIP Grant:

PLLIP TO AWARD GRANTS TO ATTEND AALL CONVENTION

PLLIP will award grants to assist individuals in attending the annual AALL Conference. Grant recipients will be reimbursed the cost of transportation to the conference. Applicants must be members of PLLIP at the time of application. Individuals chosen to receive a grant hold promise of future involvement with AALL and especially with PLLIP. The decision to award a grant will be based upon the following factors:

- A. Degree of financial assistance required
- B. Active participation in and commitment to the profession
- C. Demonstrated need and benefits to be gained from attending conference
- D. Involvement with PLLIP

The application form is available on the PLLIP-SIS website or by contacting the Committee Chair.

Completed application forms should be forwarded no later than April 1st to the Grants Committee Chair.

Basis for Awarding PLLIP Grants to Attend AALL Conference

Each committee member will score the applicants subjectively with a total score of 100 points.

- 1. Degree of Financial Assistance Required: -Application Form -Expenses – Consider financial need.
- 2. Active Participation in Professional Organizations and Activities - Application Form – Professional Activities

Consider involvement in and commitment to profession, and specifically to PLLIP.

- 3. Personal Statement

The purpose of the personal statement on the application form plays an important role. We are looking for individuals who hold promise of future involvement with AALL and especially with PLLIP-SIS. Focus upon an applicant's interest and motivation in attending the conference, any special efforts made to attend the conference.

4. Overall Impression

Assess the particular qualities and characteristics of the applicant that may benefit our profession in future, and because of which the candidate will especially benefit from attending convention.

Conflict of Interest Guidelines

A member of the Committee shall not participate in the evaluation of an applicant if any of the following occur,

1. The applicant was employed by the same institution as the member within the last 12 months.
2. A member believes that he or she cannot be objective for either personal or professional reasons when evaluating a particular applicant.

In these situations of a recusal of a member, the evaluation of the remaining members of the Committee shall be counted in such a way as to compensate for the absent member.

Choosing Recipients

Applications are evaluated and scored by Committee members individually. Committee then discusses and reviews applications for unique considerations. Decisions of the Committee are based on discussion and evaluations by each individual on the committee. The Committee will award as many transportation grants as possible given the allocation of the PLLIP Executive Board and the transportation needs of the recipients in order of the Committee's selection. Recipients will be notified by the Chair by phone.

PLLIP Travel Grant Evaluation

Applicant's Name:

CATEGORIES/POINTS	POINTS AWARDED
Financial Need	25
Participation in Professional Organizations and Activities	25

Personal Statement	25
Overall Impression	25
TOTAL (100)	100

COMMENTS:

PLLIP Grants Committee Rejection Letter

Date

Re: PLLIP Grants

Dear _____:

Thank you for applying for a PLLIP _____ grant for the AALL Annual Meeting in Boston. We had so many qualified applicants vying for the award that making a decision was difficult. Unfortunately, after reviewing all of the submissions, you were not chosen this year.

We appreciate your interest and invite you to apply again next year.

Sincerely,

PLLIP Grants Committee Chair

G. MEMBERSHIP COMMITTEE

1. MISSION

Attract law librarians to the SIS by encouraging all AALL private and corporate law librarian members to join PLLIP-SIS and increase PLLIP visibility and influence within AALL.

2. ACTIVITIES

- Invite new AALL members to join PLLIP-SIS
 - AALL Membership Services manager to provide list of new AALL private and corporate law librarians each month.
 - Committee members send email invitation to join PLLIP-SIS to new members
- Welcome new PLLIP-SIS members
 - Review list of new PLLIP-SIS members provided by AALL Membership Services Manager
 - Committee members send welcome email to new members

- Increase participation by PLLIP-SIS at CONELL
 - Send Committee member or representative to the dine-around event
 - Send Committee member or representative to CONELL career roundtable sessions
 - Provide a PLLIP-SIS “swag bag” for CONELL attendees.
- Review and analyze new membership data to make decisions about communication, outreach, and strategic planning
 - Provide new member data to PLLIP-SIS Chair for annual report
- Prepare plan to work with other PLLIP-SIS committees, such as Communications, to promote the SIS

H. NOMINATIONS COMMITTEE

1. PURPOSE

The purpose of this Committee is to nominate two candidates for the positions that will become vacant in the following term. These are:

- Vice-Chair/Chair-Elect – serves one year as Vice-Chair followed by a second year as Chair; and a third year as Past Chair.
- Secretary or Treasurer – each serves a two year term with the positions elected in staggered years
- One Member-At-Large – each of the two Members-At-Large serves a two year term, with the terms staggered so that one new Member-At-Large assumes office each year.

See Article IV, Section 4 of the Bylaws for a full description of the nomination process.

2. COMPOSITION

The Committee consists of three members. Appointment and terms are governed by Bylaws Article IV, Section 4.

3. IDENTIFYING CANDIDATES

Use a variety of methods to identify potential candidates.

- **REQUIRED:** Solicit names via an announcement on the PLLIP-SIS My Community list-serv. Sample language:

The PLLIP-SIS Nominations Committee seeks the names of candidates for the offices of [list]. Please consider nominating PLLIP-SIS members who have been active in the work of the organization for

these leadership roles. PLLIP is committed to creating a diverse slate of candidates across demographic categories, geographic locations, organization size, level of career experience, and role within the employer's organization. If interested, please do not hesitate to nominate yourself. Send the names to [Committee Chair's email address] by [date].

- Solicit names by calling leaders and other respected members of PLLIP for their recommendations.
- Contact other current PLLIP Committee Chairs as possible candidates or for their recommendations for candidates among their committee members.
- Review the Excel spreadsheet listing people who were contacted and expressed an interest in running in past elections. (Note: this list is maintained by the Nominations Committee and passed from Committee Chair to Committee Chair).

4. COMMITTEE ACTIVITIES – PLLIP BOARD ELECTIONS

The activities of the Committee relating to the PLLIP Board Election are outlined below in chronological order.

- September – November
 - Meet with Committee members (via telephone or online) to review the nomination process which includes identifying the positions to be filled, setting certain deadlines, confirming guidelines for soliciting potential nominees, and any other Committee goals.
 - Post a “Call for Nominations” to the PLLIP My Communities list-serv (see Identifying Candidates, above) no later than October 1st.
 - Identify PLLIP-SIS members who demonstrate leadership qualities and compile a list of potential candidates. (See Identifying Candidates, above).
- December – January
 - Contact potential candidates to ask them to run for the nominated position:
 - Respond to any questions. Brief summaries of each position, as described in the PLLIP Procedures Manual.
 - Track people contacted, their responses, and update the Excel spreadsheet (kept by the Committee Chair). Make note in the spreadsheet of those candidates who would like to be considered in the future for Board positions.
 - Select two candidates for each open position based on factors including suitability for the position

and encouraging diversity.

- Once the candidate agrees to run, the Committee Chair will send the candidate the PLLIP-SIS Nominations Acceptance Form. The candidate will complete this form and return it to the Committee Chair. The Committee Chair will submit these signed forms to the Board Secretary. The Committee Chair will also at this time advise the candidate to prepare the following:

- A brief bio and statement must be submitted in pdf format.

The statement of up to 150 words should cover why PLLIP is important or the candidate's agenda or theme that will be their focus while in office.

- A digital photograph.

- For the format and examples, refer candidates to those of the previous slate of candidates. Prior examples will be available on the website and available from the Nominations Committee Chair.
- Contact others who were willing to run to thank them for their interest and willingness; let them know that their names will remain on a list for future consideration.

- February – early March

- The final slate is submitted to the PLLIP-SIS Executive Board and shared with the candidates.
- The Committee Chair works with the PLLIP Secretary to coordinate electronic voting with AALL Headquarters Staff. AALL HQ should be contacted no later than 30 days in advance of the start of the voting period.
- The Committee Chair works with the PLLIP Secretary to coordinate electronic voting with AALL Headquarters Staff. AALL HQ should be contacted no later than 30 days in advance of the start of the voting period.

- June – July

- The Committee Chair will submit a Committee report to the PLLIP Chair, summarizing the committee's work over the past year. For examples, see the reports of past years posted on the PLLIP web page.
- The Committee Chair (or other committee member depending on availability) will present a report on the Committee's activities at the annual PLLIP business meeting, dependent on the meeting agenda and available time.

5. SUMMARY OF ELECTION PROCESS

- Early October: Call for Nominations is posted to the PLLIP-SIS My Communities list-serv.
- Late January: Final slate of candidates is determined.
- Late February/Early March: Election dates set and details coordinated with AALL Headquarters Staff.
- March: Announce slate of candidates prior to election.
- Late March/Early April: Start the election (to be held a minimum of 3 weeks).
- Late April: Announce the election results.

6. OTHER COMMITTEE ACTIVITIES

- June – July
 - The Committee will work with the PLLIP-SIS Executive Board to recommend at least one candidate among their membership to run for the AALL Executive Board, utilizing the AALL nominations process.

I. SUMMIT COMMITTEE

The PLLIP Summit committee is responsible for organizing and conducting the PLLIP Summit, which is usually held on the Saturday before the AALL Annual Meeting, if the PLLIP Board and AALL approve a summit for that year.

The PLLIP Summit Chair and Co-Chair are appointed by the PLLIP Chair. Each serves a two year term. The Co-Chair shall serve a two-year term, the first year as Co-Chair, and the second year as Chair. A new Co-Chair shall be appointed each year. In the third year, the Past Chair returns to the full committee.

Each year, the summit Co-Chair advancing into the Chair role may recommend a new Co-Chair to the PLLIP Board from existing committee members or from new volunteers.

The PLLIP Chair shall submit an annual report to the PLLIP-SIS Chair.

Summit planning calendar:

July / August	• Incoming Chair recommends new co-chair to the PLLIP Board for approval
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	<ul style="list-style-type: none"> • Invoices and reimbursement requests from Summit speakers forwarded to PLLIP Treasurer for payment
August	<ul style="list-style-type: none"> • Committee debriefs on past summit and reviews program evaluations
September	<ul style="list-style-type: none"> • Committee develops content ideas and theme for next Summit
October	<ul style="list-style-type: none"> • Committee identifies possible Keynote and other speakers
November	<ul style="list-style-type: none"> • Chair & Co-chair develop draft budget and set registration fee and registration cap for next Summit. • Chair & Co-chair submit meeting request forms and requests for vendor sponsorships to AALL headquarters.
December	<ul style="list-style-type: none"> • Start speaker/keynote outreach.
January	<ul style="list-style-type: none"> • Continue speaker outreach. As speakers start to confirm, have agreements and copyright forms drafted by Chair or Co-Chair, signed by speaker and then forwarded to AALL Executive Director for signature.
February	<ul style="list-style-type: none"> • Thank vendor sponsors and confirm complimentary registrations. • Start drafting session titles & descriptions
March	<ul style="list-style-type: none"> • Update Summit Blog and begin promotion efforts. • Work with speakers on travel and hotel booking.

April	<ul style="list-style-type: none"> • Local arrangements sub-committee develops A/V and food & beverage recommendations • Chair & Co-chair submit A/V and menu order to AALL headquarters. • Continue promotion of sessions and speakers.
May	<ul style="list-style-type: none"> • Continue promotion of sessions and speakers. • Chair & Co-chair submit sign order to AALL headquarters
June	<ul style="list-style-type: none"> • Draft Summit evaluation survey in Survey Monkey • Announce Friday night Opening Reception (if sponsored) • Enlist student volunteers for registration table
July/August	<ul style="list-style-type: none"> • Distribute an evaluation survey to all attendees. • Prepare report of the Summit Committee and submit to PLLIP Chair for inclusion in the SIS Annual Report.

IV. PLLIP CAUCUSES

A. COMPETITIVE INTELLIGENCE

The Competitive Intelligence Caucus serves to guide and support information professionals working or generally interested in competitive intelligence.

The group develops educational programming for PLLIP and the AALL Annual Meeting, among others. The group also partners with other professional organizations (ALA, LMA, SLA) with competitive intelligence interests in presenting educational programs of interest to the groups. The Competitive Intelligence Caucus members contribute relevant articles to a wide variety of publications and blogs. The group helps members who want to publish articles or present programs assistance in finding potential outlets and opportunities.

The Competitive Intelligence Caucus has its own area in My Communities, a LinkedIn Group, a blog, and a web site.

B. INTELLECTUAL PROPERTY

Formed in 1996, the PLLIP/SIS Intellectual Property Librarians' caucus is a community of librarians who support IP practices or have an interest in patent, trademark and copyright issues. Since its founding, the Intellectual Property (IP) Caucus has provided education, collaboration and networking opportunities for AALL members, from the most experienced IP researcher to the newbie librarian.

With the emergence and consistent growth of IP as a focus for businesses and the law firms that support them, it remains vital for law firm librarians to stay in tune with the resources available to support those practices and to build a network of like-minded professionals who can share experiences and expertise. Law firm information professionals are not only tasked with managing the right combination of IP research resources for the firm, but also with arming our lawyers with knowledge of what may be used by clients, counsel and R&D departments. This delicate balance can only be maintained by leveraging our collective knowledge of the IP information landscape, by connecting and sharing with our peers.

The Caucus Chair shall submit an annual report to the PLLIP-SIS Chair by May 1st and shall give a report at the PLLIP business meeting at the AALL Annual Meeting.

The Chair of the caucus keeps members informed through announcements to the IP Member Community and may be required to submit a column to the PLLIP newsletter. The Chair works with AALL and PLLIP leadership to plan and organize IP events at the Annual Meeting. The Chair-Elect shall assist the Chair with planning programs and Annual Meeting events.

Prior to the Annual Meeting, a message is sent to the IP Member Community looking for new members, committee members and a Chair-Elect. An IP Caucus business meeting and breakfast is held every year at the Annual Meeting, where the new Chair provides a recap of IP events, brainstorms for programming ideas and leads an open discussion on IP topics.

C. KNOWLEDGE MANAGEMENT

Formed in 2011, the KM Caucus is a community of librarians and information professionals interested in advancing Knowledge Management principles and practices within their organizations environment. Since its founding, the Knowledge Management (KM) Caucus has fostered knowledge-sharing best practices related to connecting our users with the people, information and knowledge they need to deliver superior client service.

Our objectives include promoting KM as a discipline within the law library profession and establishing law librarians and information professionals as uniquely qualified information professionals to support KM initiatives.

The caucus Chair shall submit an annual report to the PLLIP-SIS Chair by May 1st and shall give a report at the PLLIP business meeting at the AALL Annual Meeting.

The Chair of the caucus keeps members informed through announcements to the KM Member Community and LinkedIn group and may be required to submit a column to the PLLIP blog, On Firmer Ground. The Chair works with AALL and PLLIP leadership to plan and organize KM events at the Annual Meeting. The Chair-Elect shall assist the Chair with planning programs and Annual Meeting events.

Prior to the Annual Meeting, a message is sent to the KM Member Community looking for new members, committee members and a Chair-Elect. A KM Caucus business meeting may be held every year at the Annual Meeting, where the chair provides a recap of KM events, brainstorms for programming ideas and leads an open discussion on KM topics.

D. ELEVATION TASK FORCE

PLLIP actively advocates for law firm librarians and knowledge professionals by understanding and effectively promoting the strategic value, contributions, advanced services, and capabilities of members to the legal industry. The Elevation Task Force is appointment by the Chair of the Executive Committee as needs for advocacy arise.

To that end, a diverse group of PLLIP volunteers (Elevation Task Force) developed a plan to help *e/levate* the voice and value of private law firm librarians and knowledge professionals within the legal industry, and specifically the law firm C-suite. The resulting thought-leadership plan, presented at the AALL Annual Meeting, was launched and includes targeted presentations at national and regional legal industry conferences, a full series of powerful articles and blogs published on the website OnFirmerGround.com, and a stronger presence on social media, including Twitter. The caucus distributes content to section members via a listserv to keep them abreast of activities, educate them, and enlist their support in helping spread the word. This is just the start.

The message is simple and consistent: “With our unique skills, institutional and cultural knowledge, and expertise, today’s law librarians go beyond traditional knowledge management and legal research to lead the way on **discovery and adoption of technology** and provide the **authentic human insight** necessary to drive **practice innovation, operational efficiencies, and the business/legal intelligence** that the law firm C-suite requires to remain competitive.

Efforts have resulted in almost doubling website visits to 16,000 per year, growing Twitter followers and engagement, and successfully connecting with the C-suite at relevant industry conferences.

E. SMALL AND MEDIUM LAW LIBRARIES

1. MISSION

The Caucus was formed to provide a discussion and support group of like-minded librarians in similarly sized firms to share experiences, vendor issues and educate and help each other. The Caucus encourages knowledge sharing and networking opportunities for law librarians working in small and mid-size law firms and corporate organizations who serve fewer than 250 attorneys, although all are welcome to participate in the discussions.

This caucus meets once a year at the AALL Annual Meeting and shares information throughout the year that is of interest to its members. Everyone is encouraged to participate on the AALL My Communities discussion board.

<http://community.aallnet.org/communities/community-home?CommunityKey=5df30367-60b3-40b9-94af-13ba081eee7a>

2. ACTIVITIES

- Co-chairs coordinate a roundtable meeting at the AALL Annual Meeting.
- Promote the existence of this support group through word of mouth, social media and PLLIP communications throughout the year.
- Submit educational program ideas that are of interest to this caucus.
- Identify members who are in this size organization and send email correspondence quarterly to remind them of this resource.
- Encourage discussion on AALL My Communities.

APPENDIX A

PLLIP-SIS BYLAWS

AMERICAN ASSOCIATION OF LAW LIBRARIES

PRIVATE LAW LIBRARIANS & INFORMATION PROFESSIONAL-

SPECIAL INTEREST SECTION

BYLAWS

Article I: NAME

Section 1. The name of this special interest section of the American Association of Law Libraries (AALL) shall be the Private Law Librarians & Information Professionals-Special Interest Section. It may also be known as the PLLIP-SIS.

Article II: OBJECTIVES

Section 1. The objectives of the Private Law Librarians & Information Professionals-Special Interest Section shall be:

- Promote the value of members and their professional expertise
- Advocate for members' professional growth and leadership opportunities
- Provide professional development and continuing education (CE) opportunities for members
- Enhance members' awareness of trends in technology, knowledge management, and the business of law through timely maintenance of the SIS websites, and other available communication media
- Represent members' interests and concerns within AALL and to collaborate with other special interest sections on issues of common interest

Section 2. The Section shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries.

Article III: MEMBERSHIP

Section 1. Membership shall be open to any AALL member requesting affiliation with the Special Interest Section as provided in the AALL Bylaws. Membership shall be renewable each year.

Section 2. Dues will be established, collected and dispersed/disbursed by the Treasurer of AALL in accordance with AALL Bylaws.

Section 3. The fiscal year will be the same as that of AALL, October 1st through September 30th.

Article IV: OFFICERS

Section 1. The officers shall consist of a Chair, a Vice-Chair/Chair-Elect, a Secretary and a Treasurer. Officers shall serve without compensation, but shall be reimbursed for any approved or budgeted expenditures in the discharge of their duties.

Section 2. Duties of Officers

The Chair, Vice-Chair/Chair-Elect, Secretary and Treasurer shall perform the duties usually pertaining to their respective offices, and such other duties as may be assigned by the Executive Committee or the membership.

Section 3. Terms of Office

The Vice-Chair/Chair-Elect shall serve a two-year term, the first year as Vice-Chair, and the second year as Chair. A new Vice-Chair/Chair-Elect shall be elected each year. The Secretary and the Treasurer shall serve a two-year term, and shall be elected every other year with the terms staggered so that either the Secretary or Treasurer assumes office each year. The Members-At-Large shall serve two-year terms, with the terms staggered so that one new Member-At-Large assumes office each year. Officers shall serve until the adjournment of the SIS annual business meeting.

Section 4. Nominating Committee

There shall be a nominating committee appointed by the Executive Committee to consist of three (3) members, none of whom shall be a member of the Executive Committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve a term of one year. The chair of the committee shall be designated by the Executive Committee.

- (a) The nominating committee shall nominate at least one candidate for each office.
- (b) All candidates must be members in good standing of the Special Interest Section.
- (c) 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 electronically inform the members of the nominations; this may be done via an announcement in the Section's e-Newsletter, emailed to the members, posted on the SIS website or via the ballot announcement, or through the then current and usual

means of communication of the SIS with members.

(d) Further nominations may be made upon written petition of five (5) members. Such petitions, with the written consent of the nominees, should be filed with the Secretary, who prepares an official ballot, including nominations by petition.

(e) The Secretary shall send an electronic ballot to each member of the Special Interest Section. Marked ballots shall be returned to the secretary by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the Special Interest Section's annual meeting. All candidates shall be notified of the results of the election at the earliest possible time.

(f) 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.

(g) In case of a tie vote, a run-off election shall be held at the annual business meeting. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.

(h) All vacancies in offices shall be filled by the Executive Committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except that the Vice-Chair/Chair-Elect shall automatically become Chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which that person was originally elected to serve as Chair.

Article V. MEETINGS

Section 1. Annual Meeting.

There shall be an annual meeting of the Special Interest Section, preferably held in connection with, or during, the annual meeting of the AALL.

Section 2. Quorum

A quorum for a business meeting of the Special Interest Section shall consist of fifty (50) SIS members.

Article VI: 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 Board Members-At-Large

Section 2. All officers and members of the SIS Executive Board shall serve until the adjournment of the annual SIS 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 VII: 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 Special Interest Section.

Article VIII: PARLIAMENTARY AUTHORITY

The rules of order mandated by AALL's Bylaws shall govern all deliberations of this Special Interest Section.

Article IX: AMENDMENTS

Section 1. These bylaws may be amended by a majority of votes cast by an electronic ballot conducted by the Secretary. Any amendment must be presented to the AALL Bylaws Committee for review.

Section 2. Notice of proposed amendments shall be distributed electronically and posted on the website to the Section's members or through the then current and usual means of communication of the SIS with members, at least thirty (30) days in advance of the meeting, or of the distribution of ballots.

Article X. ANTIDISCRIMINATION

Membership in the SIS, or participation in any activity of the SIS, 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.