

**NOTE: Due to changes in the structure of the TS-SIS website on aallnet.org some links in this Handbook will not work correctly.**

**This Handbook is superseded by the 2017 and later versions.**

2015

# TS-SIS Handbook

Last updated December 21, 2015

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## Introduction

The purpose of this handbook is to offer guidelines to the officers, committee chairs, and other members of the Technical Services Special Interest Section (TS-SIS). TS-SIS is one of the largest special interest sections in the American Association of Law Libraries (AALL). TS-SIS has five standing committees, plus a varying number of administrative committees, ad hoc committees, and roundtables. In addition to their activities during the year, TS-SIS entities meet during the AALL annual meeting.

The Executive Board consists of the [Chair](#), the [Vice Chair/Chair-elect](#), the [Past Chair](#), the [Secretary/Treasurer](#), two [members-at-large](#), and the chairs of the five standing committees ([Acquisitions](#), [Cataloging and Classification](#), [Preservation](#), [Professional Development Committee](#), and [Serials](#)).

The following pages contain the responsibilities of the elected officers and committee chairs of TS-SIS. These responsibilities are not inclusive and may be amended in the future. A copy of the current TS-SIS Bylaws (revised June 2012 by TS-SIS members) and more specific policies, practices or projects related to section activities are included.

## Elected Officers

### *Chair*

The TS-SIS Chair is elected to a three-year term, serving as [Vice-Chair/Chair-Elect](#), then Chair, and finally [Past Chair](#). The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

AALL's SIS Handbook provides information about the relationship between special interest sections and AALL. It is the chair's responsibility to read the handbook and to see that SIS actions are in compliance with AALL policy.

### AALL Responsibilities

- Serves as the TS-SIS contact with AALL headquarters, with the chair of the SIS Council, and with the AALL Board's liaison to TS-SIS.
- Serves as the spokesperson for information requested about TS-SIS from both within and outside AALL.
- Prepares agenda items relevant to TS-SIS for the fall and spring AALL board meetings, including requests for special funding (fall) or the appointment of official representatives (spring).
- Represents TS-SIS at the SIS Council meeting.
- Represents TS-SIS at the CONELL Marketplace just prior to the AALL annual meeting, or delegates another officer to do so, if necessary.
- Submits an annual report on TS-SIS activities to the AALL Executive Director.

### General SIS Responsibilities

- Serves as chair of the TS-SIS Executive Board.

- Communicates during the course of the year with TS-SIS officers and committee chairs on the business of the SIS.
- Monitors the content and activity of the TS-SIS electronic discussion forum (ts-sis@aallnet.org), and advises the forum manager on any issues or possible improvements.
- Appoints ad hoc committees with the approval of the TS-SIS Executive Board.
- Together with the Secretary/Treasurer, reviews SIS budget statements received from AALL headquarters.
- Approves section expenditures, following the guidelines in the TS-SIS "Policy on Expenditures" (see Related Documents II).
- Notifies the membership of TS-SIS candidates for office and calls for nominations by petition via email by February 1.
- Notifies all candidates of TS-SIS election results via phone by May 8.
- Announces TS-SIS election results to the membership and to AALL via email, the TS-SIS website, and *TSLL* by May 15.
- Assists in the periodic revision of the TS-SIS brochure.
- Coordinates or assigns special projects of the SIS (e.g., strategic planning).
- Sends thank you letters to donors who have contributed money for education grants.

### *TSLL* Responsibilities

- Together with the chair of OBS-SIS, monitors the issuance of [TSLL](#).
- Writes a column for each issue of *TSLL* published during the year.

### Annual Meeting Responsibilities

- Upon becoming TS-SIS Chair at the end of the TS-SIS Business Meeting, prepares the agenda and presides over the incoming TS-SIS Executive Board meeting.
- Prepares the time schedule for all TS-SIS-sponsored activities at the AALL annual meeting, including section-sponsored substantive programs, business and board meetings, standing and ad hoc committee meetings, and roundtables.
- Prepares the agenda and presides over the outgoing TS-SIS Executive Board meeting.
- Prepares the agenda and presides over the TS-SIS Business Meeting.

### Appointments

- May recommend candidates to become AALL official representatives to outside bodies, after consulting with the current chairs of the appropriate TS-SIS committees.
- Appoints TS-SIS liaisons to AALL committees or other special interest sections as needed.
- Confirms the appointments of the chairs of the standing and administrative committees with formal letters of appointment (see Sample Appointment Letter: [Word version](#) (23 KB) | [PDF version](#) (21 KB))

## *Vice-Chair / Chair-Elect*

The Vice-Chair/Chair-Elect is elected to a three-year term, serving as Vice-Chair/Chair-Elect, then [Chair](#), and finally [Past Chair](#). The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

### General Responsibilities

- Serves as a member of the TS-SIS Executive Board.
- Works with the TS-SIS Chair to oversee the operation of the section, including being consulted on decisions affecting the section.
- Assumes the duties of the TS-SIS Chair should the Chair leave office before his/her term expires.

### Annual Meeting Responsibilities

- Attends the TS-SIS Business Meeting and the outgoing TS-SIS Executive Board meeting.
- Prepares the agenda for and presides over the incoming TS-SIS Executive Board meeting after becoming Chair at the end of the TS-SIS Business Meeting.
- Attends the AALL SIS Leadership Workshop and the SIS Council Business Meeting.

### Biennial Membership Survey

- In conjunction with the first-year member-at-large, prepares and distributes the biennial membership survey in even-numbered years, and compiles survey responses in time to share them with the TS-SIS Executive Board by mid-membership year (January or February).
- Disseminates survey responses to TS-SIS officers, committee chairs, and others as appropriate by March 1.
- Notes program and workshop ideas and sends them to the [TS-SIS Education Committee](#) Chair.

### Annual Volunteer Form

- Prepares and distributes the annual volunteer form and compiles the responses.
- Forwards to the appropriate committee chairs the names of respondents interested in joining their committees.
- Notifies the chair of the [TS-SIS Nominating Committee](#) of any survey respondents who express an interest in running for elected office in TS-SIS.
- Notes other potential volunteers.

### Appointments

The TS-SIS Vice-Chair/Chair-Elect prepares a list of names of potential candidates for positions within the TS-SIS. The list is prepared in consultation with and the approval of the TS-SIS Executive Board with the exceptions noted below. It is the responsibility of the Vice-Chair/Chair-Elect to see that all appointments are made.

Unless explicitly stated below, all appointments are for a term of one year and may be renewed. Also, unless explicitly stated, appointments are made by the TS-SIS Vice-Chair/Chair-Elect with the approval of the TS-SIS Executive Board.

The list should consist of the following positions:

*Administrative Committees:*

#### [Awards Committee](#)

- Chair
- Members (minimum 2 positions)

#### [Bylaws and Handbook Committee](#)

- Chair (TS-SIS Past Chair is committee chair)
- Members (minimum 2 positions appointed by TS-SIS Vice-Chair/Chair-Elect)

#### [Education Committee](#)

(1 Committee appointed to oversee programming at a single AALL annual meeting, from initial planning through the actual meeting)

- Chair (1 1/2 year term); appointed by December 1
- Chairs of the TS-SIS Standing Committees
- TS-SIS Members (minimum 3 positions); appointed in December
- TS-SIS Vice-Chair/Chair-Elect (later TS-SIS Chair) making the Education Committee appointments is ex officio and remains on the committee after assuming the office of TS-SIS Chair
- First Year Member-at-Large is ex officio
- The newly-elected TS-SIS Vice-Chair/Chair-Elect joins the committee ex officio after the TS-SIS elections

#### [Membership Committee](#)

- Chair
- Members (4 positions, appointed by Membership Chair); Second Year Member-at-Large is ex officio

#### [Nominating Committee](#)

- Chair
- Members (2 positions)
  - Note: All three committee members should be from different regions and library types

#### [Professional Development Committee](#)

- Chair (2 year term)
- Members (4 positions, 2 year term); staggered terms, two positions appointed each year

*Standing Committees:*

[Acquisitions Standing Committee](#)

- Chair (2 year term); appointed in even-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

[Cataloging and Classification Standing Committee](#)

- Chair (2 year term); appointed in odd-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

[Preservation Standing Committee](#)

- Chair (2 year term); appointed in even-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

[Serials Standing Committee](#)

- Chair (2 year term); appointed in odd-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

[AALL Official Representatives:](#)

*AALL Representative to MARBI*

(3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended jointly by TS-SIS and OBS-SIS Chairs to AALL Vice-President in spring when open

*AALL Representative to SAC*

(3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended by TS-SIS Chair to AALL Vice-President in spring when open

*AALL Representative to CC:DA*

(3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended by TS-SIS Chair to AALL Vice-President in spring when open

*Other Positions:*

[Joint Research Grant Committee](#)

- Chair (2 year term); appointed in consultation with OBS-SIS Chair; should be a member of TS-SIS and OBS-SIS

- Members (2 positions, 2 year term); staggered terms, one position appointed each year; must be a member of TS-SIS

#### [Listserv Manager](#)

(2 year term, 1-2 positions)

#### [TSL](#)

- Editor (2 year term, renewable); appointed jointly by Executive Boards of TS-SIS and OBS-SIS
- Board members (2 positions, 2 year term); staggered terms, one position appointed each year

#### [Webmaster](#)

(2 year term, 1 position)

The list of appointment candidates for administrative committee chairs, AALL official representatives, standing committee chairs, and other positions should be presented to the TS-SIS Executive Board by June 1 each year to be discussed and voted on. The only exception is the appointment of the [TS-SIS Education Committee](#) Chair, which must be made by December 1.

After approval, the Vice-Chair/Chair-Elect notifies the TS-SIS membership of the appointments for the upcoming year via email.

#### *Past Chair*

The Past Chair is elected to a three-year term, serving as [Vice-Chair/Chair-Elect](#), then [Chair](#), and finally Past Chair. The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

#### Responsibilities

- Serves as a member of the TS-SIS Executive Board.
- Soon after the AALL annual meeting, sends thank you letters to TS-SIS officers and the officers' library directors acknowledging their contributions to TS-SIS during the previous year.
- Chairs the TS-SIS [Bylaws and Handbook Committee](#).
- Acts in an advisory capacity to the TS-SIS Chair, assisting in the transition in leadership.
- Attends the TS-SIS Business Meeting and the TS-SIS Executive Board meetings at the annual meeting. In the year that the Chair becomes Past Chair at the end of the business meeting, attends the incoming Executive Board meeting as Past Chair. In the following year, attends the outgoing Executive Board meeting.
- Assists in any other way as needed or requested by the TS-SIS Chair.

## *Secretary / Treasurer*

The Secretary/Treasurer is elected for a two-year term.

### Minutes and Other Documentation

- Takes minutes at both the TS-SIS Executive Board meetings and at the annual TS-SIS Business Meeting after installation.
- Verifies quorum at the annual TS-SIS Business Meeting and certifies to the TS-SIS Chair that a quorum has been reached.
- Is responsible for distributing Executive Board minutes to all members of the board, and for forwarding the minutes of annual TS-SIS Business Meetings to TSSL's editor-in-chief for inclusion in the next issue and to the Chair for posting on the TS-SIS website.
- Keeps archival copies of the minutes of Executive Board and annual business meetings, transferring these to the AALL Archives when appropriate.
- After minutes have been approved by the Executive Board via email, sends a copy of the final minutes for posting on the TS-SIS website.

### Financial Reports & Records

- Monitors TS-SIS expenditures in order to guarantee adherence to the TS-SIS "Policy on Expenditures" (see [Related Documents II](#)).
- Submits requests for reimbursement of funds to AALL headquarters for TS-SIS members and others as necessary. Retains a copy of each request for treasury records for 5 years.
- Communicates with the Coordinator of the [Exchange of Duplicates Program](#) run by the Serials Committee and handles deposits and payment of expenses associated with the Exchange of Duplicates Program.
- Reconciles the monthly budget statement from AALL Headquarters. Compares known deposits and expenditures to determine if the statements are correct and accurate. Contacts AALL Headquarters to investigate any discrepancies. Coordinates with other SIS Secretary/Treasurers when expenses being shared with other SISs to ensure that billings are correct.
- Prepares an annual financial statement for distribution at the TS-SIS annual Business Meeting.

### Election of Officers

- Prepares ballots for the annual election of TS-SIS Executive Board officers and notifies the membership by email when and where ballots are available.
  - Ballots must include the contested positions; the names, titles, and institutions of the candidates for each position; candidates' statements, brief resumes, and photos; and directions for marking and submitting ballots.
- Candidate slate and call for nominations by petition must be announced by the TS-SIS Chair by February 1, with nominations by petition (along with written acceptances) being submitted to the Chair no later than March 15.
- Ballots should be made available no sooner than April 1 and the election should be completed by May 1.
- Tabulates election results and notifies the TS-SIS Chair.

## Other Voting

- Notifies the membership by email 30 days in advance of a vote on proposed bylaws amendments and informs them of when and by what method balloting will take place. Prepares the ballots for proposed bylaws amendments to be voted upon.
- Tallies and records the results of votes on bylaws amendments and notifies the TS-SIS Chair.

## *Members at Large*

Each member at large serves a two-year term on the TS-SIS Executive Board, with one member at large being elected each year.

### First Year Member-at-Large Responsibilities

- Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the AALL annual meeting after installation on the Board.
- Assists the Vice-Chair/Chair-Elect in conducting the biennial membership survey.
- Coordinates the Silent Auction at the AALL annual meeting to raise money for the [Marla J. Schwartz grant](#). Complete details are included in the "Silent Auction Procedures" section below.
- Serves as ex officio member of the [TS-SIS Education Committee](#).
- Prepares and collects evaluations of TS-SIS sponsored programs at the AALL annual meeting. Compiles evaluation results and sends them to the TS-SIS Education Committee Chair and program coordinators and speakers.
- Assists in other projects/duties as requested by the TS-SIS Chair.
- Briefly reports on activities at TS-SIS Executive Board and business meetings.
- Submits a written annual report of activities to the TS-SIS Chair by June 15.
- Other duties as assigned by the TS-SIS Chair.

### *Silent Auction Procedures*

The duties of the First Year Member at Large regarding the Silent Auction are as follows:

1. Appeals to TS-SIS members for donations to the Silent Auction.
2. Communicates with the [TS-SIS Membership Committee Chair](#) to secure space at the TS-SIS activities table.
3. Sets up the auction table, runs the auction, and collects money.
4. Coordinates with the TS-SIS Secretary/Treasurer to send donated funds and a list of donor names and addresses, donated items, and auction winners to AALL Headquarters.

### Second Year Member-at-Large Responsibilities

- Attends the TS-SIS Business Meeting and the outgoing TS-SIS Executive Board meeting at the AALL annual meeting.
- Chairs the Joint Reception Committee, which plans the annual joint reception. Keeps the TS-SIS Chair updated on reception arrangements. Complete details are included in the "Procedure for Joint Reception" section below.
- Serves as an ex officio member of the [TS-SIS Membership Committee](#).
- Assists in other projects/duties as requested by the TS-SIS Chair.

- Briefly reports on activities at TS-SIS Executive Board and business meetings.
- Submits a written annual report of activities to the TS-SIS Chair by June 15.
- Other duties as assigned by the TS-SIS Chair.

#### *Procedure for Joint Reception*

The joint reception is an annual event that normally occurs on Saturday evening during the AALL annual meeting. The TS-SIS member-at-large in the second year of his/her term is the chair of the Joint Reception Committee. Other members of the Joint Reception Committee represent the other participating special interest sections, CS-SIS, OBS-SIS, and RIPS-SIS.

The duties of the Chair of the Joint Reception Committee are as follows:

#### Preparation for the Reception

1. Asks AALL Headquarters to find a sponsor for the reception (usually in September) and informs Headquarters that the sponsor for this event has traditionally been Innovative Interfaces Inc.
2. Asks the chairs of CS-SIS, OBS-SIS and RIPS-SIS to each appoint a member to serve on the committee (September).
3. Provides each new committee member with a copy of the previous year's joint reception annual report to acquaint them with the process.
4. Divides duties among committee members, for example, the committee chair to handle the budget and coordinate with AALL headquarters, one committee member to handle publicity, one committee member to arrive early (see below), etc.
5. Sends the committee members the menus provided by AALL (or another caterer, if appropriate) and works with them on the selection of food and beverages.
6. Prepares the budget, taking into account food and beverages, AV equipment, and meeting room sign.
7. If the budget exceeds the sponsor's contribution, asks the TS-SIS chair to consider requesting additional funds from the participating SIS chairs.
8. Submits the AV equipment and menu selection forms to the AALL meeting coordinator by the required deadlines.
9. Ensures that the committee member in charge of publicity meets the spring deadlines for *TSL* and other participating SIS publications, and that an announcement is also sent to the TS-SIS listserv and the Law Innovative Users Group listserv to post on its electronic discussion forum, if appropriate.
10. As a courtesy, sends the sponsor's contact person the chosen menu selections.

#### Day of the Reception

1. Ensures that the room has been set up properly, the AV equipment has arrived, and the room sign has been placed outside the door. Greets the sponsor's representatives as they arrive.  
NOTE: If attending a TS-SIS Executive Board meeting immediately prior to the reception, the committee chair will delegate a committee member to fulfill these duties.
2. Coordinates speeches by SIS chairs welcoming guests and thanking sponsor for its sponsorship.

#### After the Reception

1. Coordinates with AALL Headquarters regarding billing.

2. Sends thank-you letters to sponsor's contact person and chief executive by August 1.
3. Prepares annual event report and sends to all participating SIS chairs by August 1.
4. Updates the joint reception binder and forwards it to the member-at-large who will chair the Joint Reception Committee the following year.

## Standing Committees

### *Acquisitions Standing Committee Chair*

#### **Charge**

The Acquisitions Standing Committee serves as the research and discussion group on areas of acquisitions, including collection development; acquisitions policies; encumbrance systems; accounting and record keeping; internal acquisitions procedures; approval plans related to collection development and acquisitions policies; duplicate order control; and other topics within the scope of the preceding list.

#### **Standing Committee Chair**

The chair of the Acquisitions Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in even-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agenda and presides over the standing committee meeting held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

## Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

## *Cataloging and Classification Standing Committee Chair*

### Charge

The Cataloging and Classification Standing Committee's responsibility is to address issues concerning descriptive and subject cataloging and the classification of book and non-book materials.

### Standing Committee Chair

The chair of the Cataloging and Classification Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in odd-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

## Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

## Policy Statements

When there is a need for a policy decision or position statement related to cataloging and/or classification, the chair of the TS-SIS Cataloging and Classification Standing Committee is responsible for handling these matters in accord with the "Cataloging and Classification Standing Committee Policy Statement (Adopted by AALL in 1982)

## Cataloging and Classification Standing Committee Policy Statement

1. When there is a need for a policy decision or position statement related to cataloging, the question should be referred to the chair of the TS-SIS Cataloging and Classification Committee. The question could come from one of the AALL representatives to outside organizations, from another organization, from the AALL Executive Board, etc.
2. The chair of the Cataloging and Classification Committee, in consultation with its members, will decide whether or not a formal policy is necessary. In some cases, the committee might decide that a representative to an external group may be given the right to make statements on behalf of law catalogers or TS-SIS on the basis of some broad policy stand previously issued. The representative will be charged with reporting statements and asking for comments on them.
3. If no formal statement is deemed necessary, the chair and members of the Cataloging and Classification Committee shall come to an agreement on the question and inform the person or organization requesting the response. Such responses should be reported as outlined in 4g below.
4. If a formal organizational response is deemed necessary, the following procedure should be used.
  - a. The chair of the Cataloging and Classification Committee shall prepare a report on the question.
  - b. The report shall be circulated to the members of the Cataloging and Classification Committee for consideration. Committee members shall be asked to comment, and to vote if necessary. If any of the representatives to outside organizations for which TS-SIS has oversight are not members of the committee, they should also be polled. A copy of the report should be sent to the TS-SIS liaison to the AALL Executive Board for information and comment.
  - c. The chair shall, in consultation with the committee's members, prepare a draft policy statement based on the information gained from the above process.
  - d. This draft policy statement shall be published in *TSLL* and AALL's newsletter. Explanatory material should be included as necessary, and comments requested.
  - e. A final policy statement proposal shall then be presented to the AALL Executive Board along with a "legislative history" of the procedure followed. All necessary documentation should be included.

- f. The AALL Executive Board, following its procedures, shall decide the question. If necessary, the question can be returned to the Cataloging and Classification Committee for modification, reconsideration, etc.
- g. After approval by the AALL Executive Board, the policy statement shall be disseminated as deemed necessary. In most cases, this will mean notifying the person or organization requesting the information, notifying the appropriate ALA committee, notifying the appropriate Library of Congress unit, and publishing the statement in *TSLL* and in AALL's newsletter.

Approved by AALL Executive Board, 1982

### *Preservation Standing Committee Chair*

#### **Charge**

The Preservation Standing Committee is charged with focusing on measures to preserve legal information, in all formats, that is at risk due to deterioration, neglect or disaster and with addressing issues related to the preservation of and access to digital content. The Committee also serves as a resource on preservation for the American Association of Law Libraries.

#### **Standing Committee Chair**

The chair of the Preservation Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in even-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.

- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

### **Standing Committee Members**

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

### *Professional Development Committee*

#### **Purpose**

The purpose of the Professional Development Committee is to plan and implement continuing education activities in any format that promote technical services-related professional development both during and beyond the AALL annual meeting. The Committee is responsible for overseeing, coordinating, and maintaining the charges of several professional development Working Groups.

Webinar Working Group - creates and submits webinar proposals, coordinates AALL software and other resources, and coordinates incentives for speakers.

eForum Working Group - develops and maintains online discussion forums in MyCommunities. The members of this group coordinate and moderate "hot topic" electronic discussions.

Annual Meeting and Program Coordination Working Group (formerly the Education Committee) - assists in development of Annual program proposals, monitors and reports on trends in librarianship relevant to the TS-SIS community.

#### **History**

The TS-SIS board created this committee November 12, 2009 to replace the Ad Hoc Committee on Professional Development. The Board voted to incorporate the Education Committee under Professional Development and make it a Standing Committee on March 25, 2015.

#### **Appointment**

The committee co-chairs are nominated by the incoming TS-SIS Chair and approved by a vote of the Executive Board to serve two-year staggered terms. The committee consists of the chairs of each working group, volunteers from the membership, and a representative from each of the other TS-SIS standing committees (appointed by each committee chair). Working Group chairs are appointed by the Professional Development co-chairs in consultation with the Executive Board.

#### **Responsibilities**

The committee chairs:

- Oversee the activities of the working groups, and appoint and provide guidance to working group chairs.

- Calls meetings as needed to accomplish the work of the committee. A meeting should be convened at or immediately following the annual meeting to coordinate activities for the coming year.
- Serves as grants coordinator and is responsible for meeting grant requirements if one is received, or delegates these duties to another committee member.
- Submits a written report detailing the committee's activities to the TS-SIS Chair by June 15.

### *Serials Standing Committee Chair*

#### **Charge**

The Serials Standing Committee provides a forum for addressing issues unique to serial publications including, but not limited to, check-in systems; subscription agencies; binding; claiming; and record keeping. This committee also encourages the exchange of duplicate materials among law libraries by issuing periodic lists of exchange materials available from member libraries.

#### **Standing Committee Chair**

The chair of the Serials Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in odd-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints a member to coordinate the Exchange of Duplicates Program by August 1.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

## Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

## Exchange of Duplicates Program

[Website Manager Note: The Exchange of Duplicates Program ceased in 2015. Deletion of this section is pending handbook review and approval by the TS-SIS Executive Board.]

The Exchange of Duplicates Program is coordinated by a member of the TS-SIS Serials Committee who has been appointed by the Serials Committee chair to serve a two-year, renewable term, running from August through July. The service enables libraries to exchange journals as well as other titles that are serial in nature. Funds raised through this program are used by TS-SIS to offer educational grants. Changes to the Exchange of Duplicates procedures must be approved by the Serials Committee.

The Exchange of Duplicates Program Coordinator:

- Sets a timetable for the upcoming calendar year which includes the semi-annual (spring and fall) exchange.
- Alerts database administrator of all dates and any needed revisions to the website <http://diglib.byu.edu/exchange>.
- E-mails at the beginning of the calendar year, an invitation to libraries to participate in the Exchange of Duplicates Program for that year.
- Receives payments from participating libraries and maintains records. Forwards payments to the TS-SIS Secretary/Treasurer for deposit in the TS-SIS account.
- Alerts members of submission deadlines.
- Prepares the Duplicate Exchange List. Receives standardized lists of duplicates from participating libraries. Verifies submitted lists against the Authority List. Revises the list (when the numbers of changes are deemed insignificant) or returns the list to the originating library to revise (when the numbers of changes are deemed significant). Reformats and makes edits to the Secondary Lists when necessary.
- Submits all completed lists to the Database Administrator for compiling into the Master List.
- Alerts participants when the Master List is ready for viewing.
- Answers any questions from participants.
- Sends receipts of costs incurred (payments to Web Administrator) to the TS-SIS Secretary/Treasurer, who requests reimbursement for them from AALL out of TS-SIS funds.
- Submits an annual report to the chair of the TS-SIS Serials Committee, who will incorporate it into the Serials Committee's annual report. The report should include the number of participating libraries, income and expenditures, and any other information the coordinator feels is suitable for inclusion.

## Administrative Committees

### *Awards Committee*

#### **Purpose**

The Awards Committee reviews potential recipients of the Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship and grants established by TS-SIS that support members' attendance at AALL-sponsored educational events.

#### **Appointment**

The Awards Committee is appointed by the TS-SIS Vice-Chair/Chair-Elect with the approval of the TS-SIS Executive Board. The committee consists of at least three (3) members, with one (1) member appointed as Committee Chair. The members of the Awards Committee serve for a term of one year, running from one annual meeting to the next annual meeting.

#### **General Responsibilities**

The committee chair:

- Coordinates the dual processes of selecting the Renee D. Chapman Memorial Award recipient(s) and awarding educational grants, following the specific guidelines for each process as described below.
- Submits a written report detailing the committee's activities to the TS-SIS Chair by June 15.
- Reports briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting.

#### **Renee D. Chapman Memorial Award Responsibilities**

The committee chair:

- Follows the specific guidelines for awarding the Renee D. Chapman Memorial Award (see [Related Documents III](#)).
- Solicits nominations for the award through *TSLL*, the TS-SIS electronic discussion forum, and other appropriate means. The publicity should be released by November 1, with subsequent monthly reminders.
- Receives award nominations by the February 1 deadline.
- Facilitates committee discussion to evaluate and select the award recipient(s).

#### **Educational Grant Responsibilities**

The committee chair:

- Follows the specific guidelines for awarding educational grants, including the Marla Schwartz grant (see [Related Documents IV](#)).
- Publicizes grants and solicits applications through *TSLL*, the TS-SIS electronic discussion forum, and other appropriate means. The deadline for applications may vary, depending on AALL requirements.
- Initiates committee discussion and decision-making regarding which, if any, of the applicants should be considered for the grant.

- Adheres to the budget allocation for educational grants as determined by the TS-SIS Executive Board.

## *Bylaws and Handbook Committee*

### **Purpose**

The Bylaws and Handbook Committee keeps the [TS-SIS Bylaws](#) and Handbook in conformity with AALL policies, makes proposals to amend the Bylaws and/or the Handbook as desired by the TS-SIS Executive Board, and maintains an official version of the Bylaws and Handbook on the TS-SIS website.

### **Appointment**

The TS-SIS Past Chair shall serve as chair of the Bylaws and Handbook Committee. At least two other members are appointed by the TS-SIS Vice-Chair/Chair-Elect with the approval of the TS-SIS Executive Board. The members of the Bylaws and Handbook Committee serve for a term of one year, running from one annual meeting to the next annual meeting. Committee members may be reappointed for more than one term.

### **General Responsibilities**

The committee chair:

- Submits a written report detailing the committee's activities to the TS-SIS Chair by June 15.
- Reports briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting.

### **Bylaws Responsibilities**

The committee chair:

- Follows the provisions of Article IX, Bylaws regarding the amendments to said Bylaws (See [Related Documents I](#))
- Sends the proposed Bylaws changes to the TS-SIS Executive Board for approval before sending proposal onto the AALL Bylaws Committee.
- Sends both draft and final versions of amendments to the chair of the AALL Bylaws Committee for review and approval.
- After AALL Bylaws Committee approval, sends the final version of the amendment proposal to the TS-SIS Chair and the TS-SIS Secretary/Treasurer for balloting and tabulation of results.
- If the amendments are approved by the TS-SIS membership, ensures that they are incorporated into the official copy of the Bylaws on the TS-SIS website.

### **Handbook Responsibilities**

The committee chair:

- Reviews the TS-SIS Handbook for changes or clarifications that need to be made.
- Facilitates committee discussion on proposed Handbook revisions.
- Presents proposed revisions to the TS-SIS Executive Board for approval.
- If the revisions are approved by the TS-SIS Executive Board, ensures that they are incorporated into the official copy of the Handbook on the TS-SIS website.

## *Membership Committee*

### **Purpose**

The Membership Committee is appointed to facilitate TS-SIS member recruitment, retention and involvement.

### **Appointment**

The committee chair is appointed by the TS-SIS Vice-Chair/Chair-Elect with the approval of the TS-SIS Executive Board. The committee chair appoints at least four other members. The members of the Membership Committee serve for a term of one year, running from one annual meeting to the next annual meeting. Committee members may be reappointed for more than one term. The Second Year Member-at-Large is ex officio.

### **Responsibilities**

The committee chair:

- Assigns committee members to obtain a list of new TS-SIS members and to send them welcome materials by post and/or email. Each new TS-SIS member should receive a welcome letter, a TS-SIS brochure, and a volunteer form.
- Assigns committee members to contact technical services librarians who are members of AALL, but not of TS-SIS, and encourage them to join the section.
- Assists the TS-SIS Chair in answering inquiries about membership in the section.
- Maintains the section's supply of TS-SIS brochures.
- With assistance from the TS-SIS Chair, revises and updates the TS-SIS brochure every three years, or as deemed appropriate by the Executive Board.
- Serves as liaison to the AALL Mentorship Project. Assigns a committee member to solicit TS-SIS members as mentors and mentees in the AALL Mentorship Project.
- Represents TS-SIS at the CONELL Marketplace, or delegates another committee member to do so, if necessary.
- Coordinates activities at the TS-SIS table in the exhibit hall at the AALL annual meeting and recruits TS-SIS members to sit at the table.
- Collaborates with the First Year Member-at-Large to secure space at the TS-SIS table for the Silent Auction.
- Submits a written report detailing the committee's activities to the TS-SIS Chair by June 15.
- Reports briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting.

## *Nominating Committee*

### **Purpose**

The Nominating Committee is appointed to nominate candidates for TS-SIS elected offices.

### **Appointment**

The Nominating Committee is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board. The committee consists of a chair and at least two other TS-SIS members, and

should represent different geographical regions and library types. The members of the Nominating Committee serve for a term of one year, running from one annual meeting to the next annual meeting.

## Responsibilities

The committee chair:

- Follows the provisions of Article VII, "Nominations and Elections," of the TS-SIS Bylaws in performing the duties of this committee. (see [Related Documents I](#))
- Compiles a list of potential candidates from the TS-SIS annual volunteer surveys, other committee members' suggestions, and direct solicitation. The AALL annual meeting is a good place to begin this list. The list should include enough names to serve as a backup if the committee's first choices opt not to run.
- Encourages committee members to solicit names of possible candidates from their own experience and by talking with others.
- Works with the committee to form a final slate of candidates. A good time to ask potential candidates if they will run is before the winter holiday season begins.
- Ensures that all potential candidates are aware of the duties and responsibilities of the positions, especially when they aren't particularly obvious
- Compiles a slate of at least two candidates for each of the offices that is up for election. A new Vice-Chair/Chair-Elect and one member at large are elected every year. A new Secretary/Treasurer is elected every two years.
- Obtains written (including email) acceptances from all candidates.
- Submits the slate of candidates and their written acceptances to the TS-SIS Chair by January 15.
- Obtains the following information for the ballots and sends it to the Secretary/Treasurer by March 15:
  - names, titles, and institutions of the candidates for each position as they want them to appear on the ballot
  - candidate statements outlining their interest in the position for which they are running
  - brief resumes
  - photos of the candidates.
- After the TS-SIS Chair has notified candidates of the TS-SIS election results, sends all candidates thank-you letters for running
- Submits a written report detailing the committee's activities to the TS-SIS Chair by June 15.
- Reports briefly on the committee's activities at the TS-SIS Business Meeting.

## Election deadlines

- By January 15: Nominating Committee Chair obtains written acceptances from all candidates
- By January 15: Nominating Committee Chair submits slate of candidates, together with written acceptances, to TS-SIS Chair
- By March 15: Nominations by petition, along with written acceptances, must be filed with TS-SIS Secretary/Treasurer
- By March 15: Nominating Committee Chair forwards ballot information to TS-SIS Secretary/Treasurer
- By May 15: Nominating Committee Chair mails thank-you letters to all candidates

## Other Positions and Activities

### *Electronic Discussion Forum*

The TS-SIS online discussion forum provides a way for members and other information professionals to communicate with each other frequently, widely and quickly.

AALL maintains the online discussion forum for TS-SIS. A TS-SIS member is appointed as discussion forum manager for a two-year, renewable term. General information about subscribing, posting, etc. is maintained at the AALL website ([www.aallnet.org](http://www.aallnet.org)).

The forum is public-accessible, meaning that anyone can subscribe, though only subscribers can post messages. Members' complete contact information is not available to non-members. The list is "auto-populated" once a year (meaning that all TS-SIS members who have supplied an e-mail address to AALL will be automatically subscribed to the list). Advertisements or promotions of any non-AALL sponsored program, service or product may be posted to the forum only once.

The discussion forum manager:

- Advises subscribers who have questions or problems regarding use of the online discussion forum.
- Maintains filters that prevent non-members from posting.
- Resolves problems that may occur as a result of the annual auto-population of subscribers.
- Contacts the appropriate personnel at AALL headquarters as needed.
- Communicates with the TS-SIS Executive Board about issues or policies regarding the forum.
- Reports briefly on the online discussion forum at the TS-SIS business meeting.
- Submits a written report to the TS-SIS Chair detailing the manager's activities according to the deadline set by the Chair each year.

### *OBS and TS FROG (Funding Research Opportunities Grant) Committee*

Since 1997 OBS-SIS and TS-SIS have joined together to provide funding for grants for technical services law librarians to perform research that will enhance law librarianship. The FROG (Funding Research Opportunities Grant) Committee is comprised of six (6) members: the chair, a representative-at-large, two representatives from OBS-SIS, and two representatives from TS-SIS. Each representative serves for two years. Representatives are appointed in alternate years so that terms are staggered. The chair is appointed in odd-numbered years by the OBS-SIS and TS-SIS chairs, in consultation with one another. The chair must be a member of both sections. The representative-at-large must be a member of AALL, need not be a member of TS or OBS, and is selected by the FROG chair in her first year to serve a two year term.

The chair:

- Follows the guidelines and procedures on the OBS-SIS [FROG Committee Information website](#) .
- Consults with the executive boards of OBS-SIS and TS-SIS to determine the actual amount of funds to be made available for research grants each year.

- Promotes the research grants program through notices to the OBS-SIS and TS-SIS online discussions lists at least twice a year, notices in *TSL*L at least once a year, and a permanent presence on the OBS-SIS and TS-SIS websites.
- Maintains and revises the grant application form, as needed.
- Follows up with grant recipients to see that the required reports are filed, and that goals of the grant have been achieved.
- Submits a written report to both the OBS-SIS and TS-SIS chairs detailing the committee's activities according to the deadline set by the chairs each year.
- Reports briefly on the committee's activities at the OBS-SIS and TS-SIS business meetings.

## *Representatives*

AALL appoints official representatives to other law- and library-related associations in order to promote librarianship, increase the usefulness of law libraries, cultivate the science of law librarianship, and develop connections with groups sharing similar interests. A roster of organization representatives is at: <http://www.aallnet.org/main-menu/Leadership-Governance/representatives/>. The Representatives Handbook is at <http://www.aallnet.org/main-menu/Leadership-Governance/representatives/RepresentativesHandbook.pdf>.

Although representatives are responsible to AALL as a whole, some special interest sections have been designated "oversight bodies" for the representatives to groups that have missions and goals that fall within their areas of interest.

TS-SIS is the oversight body for representatives to:

- ALA ALCTS/CC:DA Committee on Cataloging: Description and Access
- ALA ALCTS/CCS Subject Analysis Committee

TS-SIS and OBS-SIS together form the joint oversight body for a representative to:

- ALA ALCTS/MARBI (Machine-Readable Bibliographic Information Committee)

### The TS-SIS Executive Board:

- Submits recommendations to the AALL Executive Board for persons to fill vacancies in the representative positions named above.
- Proposes the creation of new representative relationships to the AALL Executive Board, as appropriate. (See [Related Document V](#), "AALL Representatives to External Organizations that Liaise with TS-SIS.")
- Proposes the discontinuance of a representative relationship to the AALL Executive Board, as appropriate.

### The representatives:

- Submit written annual reports for *TSL*L and/or the TS-SIS online discussion forum (ts-sis@aallnet.org).
- Arrange to have their reports posted on the [TS-SIS website](#).

- Distribute printed copies of the reports at the TS-SIS annual business meeting.
- Present oral reports at the TS-SIS annual business meetings or at the meeting of the TS-SIS committee most closely related to their subject.

## *Roundtables*

Article IX, Sec. 4 of the TS-SIS Bylaws states that "Informal discussion groups, to meet under the auspices of the Section, may be formed by any five (5) or more members of the Section, with the approval of the Chair." In practice, these informal groups have been called roundtables. Roundtables do not execute any duties throughout the year, but simply meet during the AALL annual meeting to discuss issues of current interest. The topic(s) may be open, or the roundtable facilitator might announce an agenda in advance, or the chair of a standing committee might request that a certain topic be discussed, especially if a complicated issue was not resolved during that standing committee's allotted meeting time.

Roundtable facilitators are appointed by the committee chairs listed below, by November 1, for the following summer's annual meeting. This ensures that the facilitators' names will appear correctly in the annual meeting printed program. An appointment letter is sent to each coordinator by the committee chair who appointed him/her, with a copy to the TS-SIS Chair. Facilitators serve one-year, renewable terms. Alternatively, a standing committee chair may choose to act as facilitator for a roundtable associated with that committee.

### Roundtables that commonly meet include:

- Acquisitions Roundtable (facilitator appointed by the chair of the Acquisitions Committee).
- Cataloging & Classification Roundtable (facilitator appointed by the chair of the Cataloging & Classification Committee).
- Heads of Cataloging in Large Libraries Roundtable (facilitator appointed by the chair of the Cataloging & Classification Committee).
- Heads of Technical Services Roundtable (facilitator appointed by the TS-SIS Chair).
- Management issues (facilitator appointed by the TS-SIS Chair).
- New Law Catalogers (facilitator appointed by the chair of the Cataloging & Classification Committee).
- Preservation and Binding Roundtable (facilitator appointed by the chair of the Preservation Committee).
- Web Site Advisory Roundtable (facilitator: TS-SIS webmaster)

### Facilitators:

- Contact TS-SIS members who attended previous roundtables, to solicit ideas for discussion.
- Promote the roundtable through *TSLL* and the online discussion forum ([ts-sis@aallnet.org](mailto:ts-sis@aallnet.org)).
- Work closely with the chair of the standing committee that has similar interests, to provide input and feedback, or continue unfinished business of that committee.
- Take attendance at the meeting of the roundtable and moderate the discussion.
- Take notes about possible ideas and volunteers for TS-SIS projects or educational programs, and communicate these to the appropriate TS-SIS officers.

## *TSLL Editorial Board*

*Technical Services Law Librarian (TSLL)* is produced jointly with OBS-SIS. A new issue is posted quarterly on the [TS-SIS website](#), with a direct link from the OBS-SIS website.

Two representatives from TS-SIS serve on the *TSLL* Editorial Board, and are appointed by the incoming TS-SIS Chair before the annual meeting. They serve two-year staggered terms, receiving their initial appointments in alternate years.

### **The representatives:**

- Attend the *TSLL* Editorial Board meeting that is held during the AALL Annual Meeting.
- Monitor *TSLL* content and advise the editor-in-chief to assure that editorial policies are being followed.
- Assist the editor-in-chief with *TSLL* policy decisions.
- Represent the interests of TS-SIS members as these relate to *TSLL* content and practices.
- Participate with other members of the Editorial Board in the recruitment of applicants and the selection of a new editor-in-chief, associate editor, and/or layout and design editor, when a vacancy occurs in any of these positions.
- Review *TSLL* policies and procedures and suggest revisions to the editor-in-chief.

For policies and procedures concerning *TSLL*, see [TSLL Structure and Policies](#).

## *Website*

The TS-SIS website is an essential resource for disseminating information about the section in a widely accessible and timely manner. TS-SIS maintains its website on AALLNET. A *webmaster* is appointed by the TS-SIS Chair when a vacancy occurs.

### **The webmaster:**

- Follow the guidelines for AALL Committee, SIS and Chapter webmasters, available on the AALL website ([www.aallnet.org](http://www.aallnet.org)).
- Coordinates with the TS-SIS member at large who is designated as the webmaster liaison regarding anything to be added to, revised or deleted from the website.
- Convenes the Web Site Advisory Roundtable at the AALL annual meeting, where interested members exchange ideas for improving the TS-SIS website.
- Attends any other events for webmasters held during the AALL annual meeting.
- Communicates with the TS-SIS Executive Board about issues or policies regarding the website.
- Submits a brief annual report to the TS-SIS Chair summarizing activity on the website.

### **General policies and procedures:**

- New or revised content should be provided to the webmaster in electronic format.
- Whenever possible, the webmaster will be notified in advance if time-critical content is to be added to the website.

- The content of the website shall include: Names and contact information of current TS-SIS officers and chairs; TS-SIS *Bylaws* and *Handbook*; announcements (e.g., awards, elections, meeting schedules); reports (e.g., representatives reports, strategic plans); links to *TSLL*; link to the AALL's website.
- Any change in the scope of the website must be approved by the TS-SIS Executive Board, which would also consider whether more than one webmaster is needed for such a change.

## Appendices (Related Documents)

*TS-SIS Bylaws, June 2012*

### ARTICLE I. **NAME**

The name of this special interest section of the American Association of Law Libraries (AALL) shall be the Technical Services Special Interest Section (TS-SIS).

### ARTICLE II. **OBJECT**

**Section 1.** The object of the Technical Services Special Interest Section shall be to promote the communication of ideas, interests, and research which concern acquisitions, cataloging and classification, preservation of library materials, serials control, and other traditional areas of technical services; to support the development and coordination of the country's law library resources, in all type and sizes of libraries.

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

### ARTICLE III. **MEMBERSHIP**

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

### ARTICLE IV. **OFFICERS**

**Section 1. Officers.** The officers shall consist of a chair, a vice-chair/chair-elect, a past-chair, a secretary/treasurer and two (2) members-at-large.

**Section 2. Duties of Officers.** These officers shall perform the duties as specified in the current Technical Services SIS Handbook.

**Section 3. Terms of Office.** The vice-chair/chair elect shall serve a three-year term, the first as vice chair, the second year as chair, and the third year as past chair. A new vice-chair/chair elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other 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 annual the annual meeting at which their successors are announced.

**Section 4. Nominating Committee.** There shall be a nominating committee appointed by the executive board, to consist of three (3) members in good standing of the Technical Services Special Interest Section. None of these three (3) shall be a member of the executive board, and none of these three (3) shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the executive board.

### **Section 5. Nominations and Elections.**

(a) The nominating committee shall nominate two candidates for each office.

(b) All candidates must be members in good standing of the Technical Services 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 inform members of the nominations, by mail or transmitted electronically.

(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/treasurer, who prepares an official ballot, including nominations by petition.

(e) The secretary/treasurer shall provide a copy of the official ballot to each member of the Technical Services Special Interest Section. Marked ballots shall be returned to the secretary/treasurer by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the Technical Services Special Interest Section's annual meeting, at which time the ballots shall be destroyed. 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 Technical Services Special Interest Section's annual 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 board 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 Technical Services Special Interest Section held in conjunction with, or during the annual meeting of the AALL. The scheduling of the annual meeting during the annual meeting of AALL, shall be cleared with the AALL annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of the association (AALL), but no person may vote in any meeting who is not a Technical Services Special Interest Section member in good standing.

**Section 2. Quorum.** Unless otherwise provided, a quorum shall consist of thirty (30) members.

## **ARTICLE VI. EXECUTIVE BOARD**

**Section 1. Membership.** There shall be an executive board consisting of the officers named above and the chairs of standing committees.

**Section 2. Duties.** The Executive Board shall conduct the business of the Section during the period between annual Section meetings provided that none of its acts conflict with the AALL Bylaws.

**Section 3. Meetings.** The Executive Board shall meet during the annual meeting of the Association.

**Section 4. Quorum.** A majority of members constitutes a quorum at any meeting.

## ARTICLE VII. **COMMITTEES**

**Section 1.** There shall be such standing committees, administrative committees, or special committees as the executive board shall create, or shall be created by a majority vote of those present and voting at a Technical Services Special Interest Section annual meeting. Members of these committees must be members in good standing of the Technical Services Special Interest Section. Unless otherwise provided, committee chairs shall be designated by the chair of the Technical Services Special Interest Section.

## ARTICLE VIII. **PARLIAMENTARY AUTHORITY**

The Technical Services Special Interest Section shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries. The rules of order mandated by the Association's bylaws shall govern all deliberations of the Section.

## ARTICLE IX. **AMENDMENTS**

**Section 1.** These bylaws may be amended at the annual meeting of the Section by a majority of the members present and voting, or by a majority of the votes cast by a mail or electronic ballot conducted by the Secretary/Treasurer.

**Section 2.** Proposed amendments shall be sent to the AALL Bylaws Committee for review and approval.

**Section 3.** Notice of proposed amendments shall be provided to the Technical Services Special Interest Section's members 30 days in advance of the annual meeting, or the distribution of ballots.

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### **Revisions note:**

Bylaws revised, July 26, 2009, primarily to bring TS-SIS Bylaws into conformance with the AALL Model SIS Bylaws. See [2009 Proposed Amendments to Bylaws](#) for background and discussion.

Article IV, Section 4 and Article VII, Section 1 revised June 2012.

## *Policy on Expenditures*

In order to ensure a balanced budget and adequate funds for necessary activities, the Technical Services SIS adopts the following policy:

### **TS-SIS Chair**

The Chair may approve any expenditures deemed necessary that do not exceed \$500. All approvals made by the Chair should be communicated to the Secretary/Treasurer. If the anticipated expense exceeds \$500, approval by a majority of the TS officers is required with notification to the full Board.

### **Scholarships**

The Executive Board establishes the amount of scholarship money available by March 1st of each year.

### **Policy on Funding Travel Requests**

To respond equitably to any requests made to TS-SIS for funding to attend professional meetings, the following policy is adopted:

- **AALL/TS-SIS Members.** Apart from the Educational Grants program (see [Awards Committee](#)), the TS-SIS will not fund the expenses incurred by members in participating in AALL Annual Meetings, institutes, workshops or other functions nor the costs of attending similar meetings of other professional associations. An exception to this policy may be made if the member is a scheduled speaker at an educational program, workshop or institute sponsored by AALL,
  - and the AALL Education Committee cannot provide funding,
  - and the member's parent institution cannot provide funding,
  - and the TS-SIS Executive Board determines the member's participation is significant enough to underwrite some or all of the expenses.
- **Non-AALL Members.** TS-SIS will not fund the expenses incurred by non-AALL members in attending AALL events. An exception to this policy may be made if the member is a scheduled speaker at an AALL educational event,
  - and the AALL Education Committee cannot provide funding,
  - and the TS-SIS Executive Board determines the individual's participation is significant enough to underwrite some or all of the expenses.

## *Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship*

### **1. DEFINITION AND CRITERIA.**

Presented to an individual or group in recognition of extended and sustained distinguished service to technical services law librarianship and to AALL. Honorees may be recognized for achievement in a particular area of technical services, for service to the Association, or for outstanding contributions to the professional literature. These achievements may include, but need not be limited to, the publishing, presenting, or sharing of innovative techniques or research, analysis, or commentary; or developing software, hardware, or other mechanisms that significantly enhance access to law library materials and collections. These contributions may be applied in the functional areas of processing, preservation, or technical services administration. Contributions may also consist of service to TS-SIS as a whole.

### **2. PROCEDURES FOR SUBMITTING NOMINATIONS.**

Members of AALL may submit the names of persons for consideration to the chair of the TS-SIS Awards Committee. Nominations must include the candidate's full name, title and current firm, company or institution name, and address; or, if retired, name and last previous place of work and home address. Letters of nomination must be signed by a person other than the individual(s) being nominated. Each nomination should include a complete list of projects, programs, and/or publications of the candidate and a description of the candidate's work with respect to improvements in bibliographic control or access to legal materials and services. All documentation must be submitted in typed form.

### **3. DEADLINE FOR NOMINATION.**

The deadline for nominations is February 1.

### **4. FREQUENCY AND NUMBER OF AWARD.**

One award may be presented annually. There is no requirement that an award be given each year, but according to the Bylaws one should be presented at least every other year.

### **5. JURY.**

The TS-SIS [Awards Committee](#) serves as the jury. The committee is appointed by the TS-SIS Executive Board and consists of a chair and at least two other members. The committee is responsible for receiving and evaluating award nominations, selecting the award recipient, and publicizing the award.

### **6. SELECTION & VOTING PROCEDURES.**

In selecting the award recipient, the committee will consider how and to what extent each contribution extends the theoretical foundations or practical elements of the bibliographic control of and access to legal materials within and throughout law libraries regardless of library type or size.

Each candidate nominated for the award will be considered individually and confidentially and will be judged according to the criteria noted above. To ensure confidentiality, contact with members of the SIS other than the nominating party and the committee members should be avoided.

The committee chair will provide each committee member with the list of candidates and access to all materials submitted in the nomination process. In the interest of economy, some materials may be shared among the members of the committee. The chair will engage in discussion with the committee members to determine if any of the candidates should receive the award. The final vote on the award

will be conducted by ballot, with each committee member having one vote. A candidate must receive a majority of the votes in order to be designated as the award recipient. If no candidate receives a majority of the committee votes, no award shall be given.

Voting will be completed by April 1.

#### **7. AWARD.**

The Awards Committee chair will make arrangements for AALL headquarters to order an appropriate plaque for the recipient, and will take possession of the plaque before the TS-SIS business meeting.

#### **8. ANNOUNCEMENT AND PRESENTATION OF THE AWARD.**

The Awards Committee chair will inform the committee, the TS-SIS chair, the AALL Awards Committee chair, and AALL headquarters of the name of the winner, or of the fact that no award is to be made. Public announcement of the award may be made thirty (30) days later. The award will be presented by the Awards Committee chair at the TS-SIS business meeting during the AALL annual meeting. The award recipient will be listed in the awards brochure distributed at the annual meeting. The chair of the Awards Committee is responsible for publicizing the name and contribution of the recipient in a timely manner through all appropriate channels.

## *Educational Grants*

### **Purpose**

The purpose of the TS-SIS educational grants program is to provide financial assistance to librarians who might not otherwise be able to attend an AALL-sponsored event due to limited financial resources. Funds are provided by TS-SIS from dues and private contributions and are a benefit of membership in both AALL and TS-SIS.

The [Marla Schwartz grant](#) is a special educational grant intended for newer law librarians and graduate students in library/information studies programs. This grant was established to honor Marla's memory and achievements.

Grants will be awarded to support attendance at AALL-sponsored educational events related to technical services, including cataloging, preservation, acquisitions, collection development, serials, and management. Grants will not be awarded for non-AALL affiliated programs.

The Marla Schwartz grant may be awarded to support attendance at any of the events listed above, and/or, it may be used to support attendance at CONELL. While an applicant for the Schwartz grant need not be a member of AALL or TS-SIS, the Awards Committee will give preference to those who plan careers in technical services law librarianship.

The amount of each grant will be limited to the cost of registration for the AALL-sponsored educational event. Grant recipients must provide receipts in order to be reimbursed for any registration fees they have paid up front.

The TS-SIS Awards Committee is responsible for announcing the availability of grants and overseeing the application and selection process.

### **Deadlines**

Depending on program availability, application deadlines will be announced up to five (5) months prior to educational events.

Applications are due three (3) months before the scheduled event, or as the Awards Committee determines. Successful applicants will be announced within a month after applications are due.

### **Eligibility**

- Applicants for general grants must be current members of TS-SIS.
- Applicants for the Marla Schwartz grant do not need to be members of either AALL or TS-SIS.

### **Selection Criteria**

The committee will take into account the following criteria in selecting grant recipients.

#### **General grants**

- Financial need
- Individuals who have not previously attended an AALL sponsored educational event
- Individuals who have not previously received a TS-SIS sponsored educational grant

- New or student members of TS-SIS who have demonstrated potential for professional development or scholarly activity.

### Marla Schwartz grants

- Financial need
- Individuals who have not previously attended an AALL sponsored educational event
- Individuals who have not previously received a TS-SIS sponsored educational grant
- New or student members of TS-SIS who have demonstrated potential for professional development or scholarly activity
- Students in library science/information studies programs who may not be a member of either AALL or TS-SIS, but who plan careers in technical services law librarianship.

### Responsibilities of Grant Recipients

Each grant recipient is expected to write a report for *TSL* describing his/her participation in the educational event for which the grant was awarded.

### Application Process

Each applicant must submit an application which includes:

- current position and relevant previous positions
- estimate of expenses for attending the event
- statement of how much financial support will be provided by the applicant's employer
- expected graduation date (for student applicants)
- brief statement (200 words maximum) explaining why the applicant is applying for the grant
- two (2) references supporting the application by individuals who are familiar with the applicant's work or the applicant's interest in professional development as a technical services law librarian

### Selection and Notification

The Awards Committee will review the applications and select one or more individuals to receive a grant. These individuals will be notified by telephone within a month after applications are due. Announcements will be posted to the TS-SIS and law-lib online discussion lists and will be included in *TSL*.

*AALL Representatives to External Organizations that Liaise with TS-SIS*

See: <http://www.aallnet.org/main-menu/Leadership-Governance/representatives>.

## *Calendar*

- Between July 1 and August 1 – ANNUAL MEETING
- By August 1 – Serials Committee Chair appoints Exchange of Duplicates Program Coordinator
- By August 1 – Previous year's Second Year Member-at-Large/Joint Reception Committee Chair sends thank-you letter to sponsor's contact person and chief executive
- By August 1 – Previous year's Second Year Member-at-Large/Joint Reception Committee Chair sends event report to chairs of other participating sections
- September – Second Year Member-at-Large/Joint Reception Committee Chair asks AALL Headquarters to find a sponsor for the reception and informs Headquarters that the sponsor for this event has traditionally been Innovative Interfaces Inc.
- September – Second Year Member-at-Large/Joint Reception Committee Chair asks the chairs of CS-SIS, OBS-SIS and RIPS-SIS to each appoint a member to serve on the committee
- September – Program proposals to be submitted to AALL AMPC
- September/October – TS-SIS Chair prepares agenda items relevant to TS-SIS for the fall AALL board meeting, including requests for special funding
- November/December – TS-SIS Chair prepares the time schedule for all TS-SIS-sponsored activities at the AALL annual meeting
- By November 1 – Standing committee chairs appoint annual meeting roundtable facilitators
- By November 1 – Awards Committee Chair begins soliciting nominations for the Renee D. Chapman Memorial Award through TSLL, the TS-SIS electronic discussion forum, and other appropriate means
- By December 1 – Vice-Chair/Chair-Elect appoints Education Committee Chair
- By December 1 – Awards Committee Chair sends a reminder soliciting nominations for the Renee D. Chapman Memorial Award through TSLL, the TS-SIS electronic discussion forum, and other appropriate means
- December – Vice-Chair/Chair-Elect appoints a minimum of 3 TS-SIS members to the Education Committee
- January/February (even-numbered years) – Vice-Chair/Chair-Elect, in conjunction with the First Year Member-at-Large, prepares and distributes the biennial membership survey, compiles survey responses, and shares results with the Executive Board
- By January 15 – Awards Committee Chair sends a final reminder soliciting nominations for the Renee D. Chapman Memorial Award through TSLL, the TS-SIS electronic discussion forum, and other appropriate means
- By January 15 – Nominating Committee Chair obtains written acceptances from all candidates
- By January 15 – Nominating Committee Chair submits slate of candidates, together with written acceptances, to TS-SIS Chair
- By February 1 – Nominations for Renee Chapman Memorial Award must be submitted to Awards Committee Chair
- By February 1 – TS-SIS Chair announces Nominating Committee's slate of candidates and call for nominations by petition to membership
- February/March – TS-SIS Chair prepares agenda items relevant to TS-SIS for the spring AALL board meeting, including recommendations for appointments of official representatives
- By March 1 (even-numbered years) – Vice Chair/Chair-Elect disseminates biennial membership survey responses to TS-SIS officers, committee chairs, and others as appropriate
- By March 15 – Nominations by petition, along with written acceptances, filed with Secretary/Treasurer

- By March 15 – Nominating Committee Chair forwards ballot information to Secretary/Treasurer
- March/April – Applications for educational grants supporting attendance to the AALL annual meeting are due
- By April 1 – Secretary/Treasurer notifies members that voting is open, and explains how and where to vote in the election
- By April 1 – Awards Committee completes voting for Renee Chapman Award. Public announcement of the award may be made 30 days later.
- By May 1 – Election should be completed
- By May 8 – TS-SIS Chair notifies all candidates of TS-SIS election results via phone
- By May 15 – TS-SIS Chair announces TS-SIS election results to the membership and to AALL via email, the TS-SIS website, and TSLL
- By May 15 – Nominating Committee Chair sends thank-you letters to all candidates
- By June 1 – List of appointment candidates for administrative committee chairs, AALL official representatives, standing committee chairs, and other positions presented to the TS-SIS Executive Board
- By June 15 – Written annual reports to TS-SIS Chair due from Executive Board members and committee chairs