

2018

# TS-SIS Handbook 2018

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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 two 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 two standing committees (Metadata Management and Resource Management.).

The following pages list the responsibilities of the elected officers, committee chairs, and other positions in TS-SIS. The lists of responsibilities are not meant to be exhaustive and may be revised in future editions. A copy of the current TS-SIS Bylaws (revised July 18, 2016) and more specific policies, practices or projects related to section activities are also included.

## Elected Officers

### *Chair*

For term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Chair are:

### **AALL**

- ensure that TS-SIS actions are in compliance with AALL policy and the AALL SIS Handbook;
- serve as the TS-SIS liaison with AALL headquarters, with the chair of the SIS Council, and with the AALL Board's liaison to TS-SIS;
- serve as the official spokesperson for TS-SIS both within and outside AALL;
- prepare agenda items relevant to TS-SIS for the AALL board meetings, including requests for special funding (fall);
- represent TS-SIS at the SIS Council meetings;
- submit an annual report on TS-SIS activities to the AALL Executive Director;

### **General SIS**

- serve as chair of the TS-SIS Executive Board;
- prepare the agenda and preside over the TS-SIS Business Meeting;
- communicate during the course of the year with TS-SIS officers and committee chairs on the business of the SIS;
- monitor the content and activity of the TS-SIS My Communities and advise the My Communities manager on any issues or possible improvements;
- monitor the content and activity of the TS-SIS website and advise the website coordinator on any issues or possible improvements;
- appoint ad hoc committees with the approval of the TS-SIS Executive Board;

- together with the Secretary/Treasurer, review SIS budget statements received from AALL headquarters;
- approve section expenditures, following the guidelines in the TS-SIS "Policy on Expenditures" (see Related Documents II);
- notify the membership of TS-SIS candidates for office and calls for nominations by petition via email by February 1;
- notify all candidates of TS-SIS election results via phone at earliest possible time;
- announce TS-SIS election results to the membership, the TS-SIS website, and *TSLL* no later than the Section's annual business meeting; notify AALL Headquarters via email of the new officers so invitations to leadership training can be sent;
- assist in the periodic revision of the TS-SIS brochure;
- coordinate or assign special projects of the SIS (e.g., strategic planning);
- send thank-you letters on behalf of the section to individuals and organizations that have provided substantial assistance to TS-SIS during the year;
- review the handbook and make suggestions about changes to the Chair of the Bylaws and Handbook Committee;

### ***Technical Services Law Librarian (TSLL)***

- monitor the issuance of *TSLL*, together with the chair of OBS-SIS;
- write a column for each issue of *TSLL*;

### **Annual Meeting**

- prepare the agenda and preside over the TS-SIS Executive Board meeting;
- prepare the schedule for all TS-SIS-sponsored activities at the AALL annual meeting;
- invites and plan activities for the TS-SIS VIP at Annual Meeting
- represent TS-SIS at the CONELL Marketplace just prior to the AALL annual meeting, or delegate another officer, such as the Membership Committee chair, to do so;
- attend the AALL SIS Leadership Workshop and the SIS Council Business Meeting;

### **Appointments**

- appoint TS-SIS liaisons to AALL committees or other special interest sections as needed;
- confirm the appointments of the chairs of the standing and administrative committees with formal letters of appointment;
- appoint individuals to serve in positions vacated before the end of a term (applies to both elected and appointed positions) with the approval of the TS-SIS Executive Board.

## *Vice-chair / Chair-elect*

For term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Vice-chair/Chair-elect are:

### **General**

- serve as a member of the TS-SIS Executive Board;
- work with the TS-SIS Chair to oversee the operation of the section, including being consulted on decisions affecting the section;
- assume the duties of the TS-SIS Chair should the Chair leave office before his/her term expires;
- attend the TS-SIS Business Meeting;

### **Annual Meeting**

- attend the outgoing TS-SIS Executive Board meeting if held;
- attend the AALL SIS Leadership Workshop and the SIS Council Business Meeting;

### **Biennial Membership Survey**

- prepare and distribute the biennial membership survey in even-numbered years, in conjunction with the second-year member-at-large, and compile survey responses in time to share them with the TS-SIS Executive Board by the middle of the membership year (January or February);
- disseminate survey responses to TS-SIS officers, committee chairs, and others as appropriate by March 1;
- note program and workshop ideas and forward them to the TS-SIS Professional Development Committee Chair.

### **Appointments**

The TS-SIS Vice-chair/Chair-elect, in consultation with the TS-SIS Executive Board, prepares a list of names of potential candidates for positions within the section. The list of candidates for appointment should be presented to the TS-SIS Executive Board by June 1 each year to be discussed and voted on. After approval, the Vice-chair/Chair-elect notifies the TS-SIS membership of the appointments for the upcoming year.

Unless explicitly stated below, all appointments are for a term of one year and may be renewed.

The list consists of the following positions:

#### *Administrative Committees*

- Awards Committee Chair
- Membership Committee Chair
- Nominating Committee Chair
- Professional Development Committee Co-Chairs (serve staggered 2-year terms)

#### *Standing Committees*

- Metadata Management Co-Chairs (serve staggered 2-year terms)

- Resource Management Co-Chairs (serve staggered 2-year terms)

#### *Cataloging Liaisons*

- Liaison to MARC Advisory Committee (MAC)- Consults with Metadata Management Standing Committee Chair and TS-SIS Executive Board; recommended jointly by TS-SIS and OBS-SIS Chairs to SIS Council in spring when open;
- Liaison to Subject Analysis Committee (SAC)- Consults with Metadata Management Standing Committee Chair and TS-SIS Executive Board; recommended jointly by TS-SIS and OBS-SIS Chairs to SIS Council in spring when open;
- Liaison to Committee on Cataloging: Description & Access (CC:DA)- Consults with Metadata Management Standing Committee Chair and TS-SIS Executive Board; recommended jointly by TS-SIS and OBS-SIS Chairs to SIS Council in spring when open.

#### *Other Positions*

- Funding Research Opportunities Grant (FROG) Committee Chair (2-year term)- appointed in consultation with OBS-SIS Chair; should be a member of TS-SIS and OBS-SIS
- My Communities Manager (2-year term)
- Website Coordinator (2-year term)
- *Technical Services Law Librarian* editors (2-year terms); appointed jointly by Executive Boards of TS-SIS and OBS-SIS
- *Technical Services Law Librarian* Editorial Board members (2 positions, serve staggered 2-year terms)

#### *Past Chair*

For term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Past Chair are:

- serve as a member of the TS-SIS Executive Board;
- send thank-you letters soon after the AALL annual meeting to TS-SIS officers and their library directors acknowledging the officer's contributions to TS-SIS during the previous year;
- serve as chair of TS-SIS Bylaws and Handbook Committee;
- serve as an advisor to the TS-SIS Chair, assisting as needed in the leadership transition;
- attend the TS-SIS Business Meeting and any TS-SIS Executive Board meetings;
- assist the TS-SIS Chair as requested.

#### *Secretary / Treasurer*

For term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Secretary/Treasurer are:

#### **Minutes and Other Documentation**

- take minutes at both the TS-SIS Executive Board meetings and the annual TS-SIS Business Meeting;
- verify quorum at the annual TS-SIS Business Meeting;
- distribute Executive Board minutes to all members of the board;

- forward the minutes of annual TS-SIS Business Meetings to *TSLL*'s editor-in-chief for inclusion in the next issue and to the Chair for posting on the TS-SIS website;
- send a copy of the final minutes for posting on the TS-SIS website to the Chair after approval by the Executive Board;
- keep archival copies of the minutes of Executive Board and annual business meetings, transferring these to the AALL Archives when appropriate;

### **Financial Reports & Records**

- monitor TS-SIS expenditures in order to guarantee adherence to the TS-SIS "Policy on Expenditures" (see Related Documents II);
- submit requests for reimbursement of funds to AALL headquarters for TS-SIS members and others as necessary; retain a copy of each request for treasury records for 5 years;
- reconcile the budget statements from AALL Headquarters; compare known deposits and expenditures to determine if the statements are correct and accurate; contact AALL Headquarters to investigate any discrepancies; coordinate with other SIS Secretary/treasurers when expenses are shared with other SISs to ensure that billings are correct;
- prepare an annual financial statement for distribution at the TS-SIS annual business meeting;

### **Election of Officers**

- prepare ballots for the annual election of TS-SIS Executive Board officers and notify 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;
- tabulate election results and notify the TS-SIS Chair;

### **Other Voting**

- notify the membership by email 30 days in advance of a vote on proposed bylaws amendments and inform them when and how balloting will take place; prepare the ballots for proposed bylaws amendments to be voted upon;
- tally and record the results of votes on bylaws amendments and notify the TS-SIS Chair.

### ***Members at Large***

For term of office, see TS-SIS Bylaws, Article IV, section 3.

## **First Year Member-at-Large Responsibilities**

- attend the TS-SIS Business Meeting and TS-SIS Executive Board meetings after installation on the Board;
- coordinate the fundraising for the Marla J. Schwartz grant, including a giving campaign in November and a silent auction around the AALL annual meeting;
- coordinate 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;
- assist in other projects/duties as requested by the TS-SIS Chair;
- report on activities at TS-SIS Executive Board and business meetings;
- submit a written annual report of activities to the TS-SIS Chair by June 15.

## **Second Year Member-at-Large Responsibilities**

- attend the TS-SIS Business Meeting and TS-SIS Executive Board meetings;
- assist the Vice-chair/Chair-elect in conducting the biennial membership survey;
- coordinate dine-a-rounds or other networking activity for TS-SIS members in conjunction with Annual Meeting;
- assist First Year Member-at-Large with the silent auction;
- serve as an ex officio member of the TS-SIS Membership Committee;
- assist in other projects/duties as requested by the TS-SIS Chair;
- report on activities at TS-SIS Executive Board and business meetings;
- submit a written annual report of activities to the TS-SIS Chair by June 15.

## **Standing Committees**

### **Standing Committee Members**

In general, members of standing committees are expected to:

- read and respond to all communications from standing committee chairs;
- 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 meetings of roundtables, working groups, etc. held during AALL annual meeting.

### *Metadata Management Standing Committee*

#### **Charge**

The Metadata Management Standing Committee addresses issues pertaining to descriptive and subject cataloging and to the classification of legal materials in any format.

#### **Standing Committee Co-Chairs**

The co-chairs of the Metadata Management Standing Committee each serve a two-year term. One co-chair is appointed each year by the TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Executive Board.

The responsibilities of the standing committee co-chairs are:

- attend the TS-SIS Business Meetings and any TS-SIS Executive Board meetings;
- set the agendas and preside over the standing committee meetings held during the AALL annual meeting;
- serve as, or appoint, a representative from the committee to be an ex-officio member of the Professional Development Committee;
- appoint members to the committee who have expressed a desire to join the committee;
- promote the Standing Committee to TS-SIS members to generate interest in joining;
- appoint facilitators for the committee roundtables, including the Heads of Cataloging in Large Libraries Roundtable, by November 1 (See "Roundtables" for more details);
- appoint the chairs of the committee working groups; at least one member of each working group must also be a member of the standing committee;
- communicate with committee members at least once during the year to keep them informed of activities of the committee;
- report on committee activities in *TSLL* or another AALL publication;
- maintain committee files and documents in the Committee's My Communities library;
- submit an annual report of the committee's activities to the TS-SIS Chair each year by June 15;
- present brief oral summaries of these reports at TS-SIS Executive Board and business meetings.

### *Resource Management Standing Committee*

#### **Charge**

The Resource Management 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. It 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. It focuses on measures to preserve legal information, in all formats, that is, at risk due to deterioration, neglect or disaster and addresses issues related to the preservation of and access to digital content.

#### **Standing Committee Co-Chairs**

The co-chairs of the Resource Management Standing Committee serve a two-year term each. One co-chair is appointed each year by the TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Executive Board.

The responsibilities of the standing committee co-chairs are:

- attend the TS-SIS Business Meetings and any TS-SIS Executive Board meeting;
- set the agendas and preside over the standing committee meetings held during the AALL annual meeting;
- serve as, or appoint, a representative from the committee, to be an ex officio member of the TS-SIS Professional Development Committee;
- appoint members to the committee who have expressed a desire to join the committee;
- promote the Standing Committee to TS-SIS members to generate interest in joining;
- appoint facilitators for the committee roundtables by November 1 (See "Roundtables" for more details);
- appoint the chairs of Committee working groups, as needed;

- communicate with committee members at least once during the year to keep them informed of the activities of the committee;
- report on committee activities in *TSLL* or another AALL publication;
- maintain committee files and documents in the Committee's My Communities library;
- submit an annual report of committee's activities to the TS-SIS Chair each year by June 15;
- present brief oral summaries of activities, as requested, at TS-SIS Executive Board and business meetings.

## **Administrative Committees**

Chairs of Administrative Committees will put out a call for members after annual meeting. The roster is forwarded to the Vice-chair/Chair-elect by September 15 and members serve one-year, renewable terms. Chairs may add new members as needed to replace members, who need to step down, or to fill ad-hoc working groups or subcommittees.

In general, members of administrative committees are expected to:

- read and respond to all communications from the committee chair;
- attend meetings of committee;
- consider and volunteer for special projects.

### *Awards Committee*

#### **Charge**

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

#### **Membership**

The committee consists of at least three (3) members, including the committee chair.

The responsibilities of the committee chair are:

#### **General**

- coordinate the dual processes of selecting the Renee D. Chapman Memorial Award recipient (see Related Documents III) and awarding educational grants (see Related Documents IV), following the specific guidelines for each process as described below;
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library.

## *Bylaws and Handbook Committee*

### **Charge**

The Bylaws and Handbook Committee maintains the TS-SIS Bylaws and Handbook in conformance with AALL policies, makes proposals to amend the Bylaws and/or the Handbook as desired by the TS-SIS Executive Board, and maintains the official version of the Bylaws and the Handbook on the TS-SIS website.

### **Membership**

The TS-SIS Past Chair serves as chair of the Bylaws and Handbook Committee.

The responsibilities of the committee chair are:

### **General**

- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library.

### **Bylaws**

- follow the provisions of the Bylaws regarding amendments to said Bylaws;
- incorporate the amendments into the official copy of the Bylaws on the TS-SIS website when amendments are approved by the TS-SIS membership,.

### **Handbook**

- review the TS-SIS Handbook for necessary changes or clarifications;
- facilitate committee discussion on proposed Handbook revisions;
- present proposed revisions to the TS-SIS Executive Board for approval;
- prepare the annual official edition of the Handbook for the TS-SIS website.

## *Membership Committee*

### **Charge**

The Membership Committee facilitates TS-SIS member recruitment, retention, and involvement.

### **Membership**

The Second Year Member-at-Large of the Executive Board is ex officio member of the Membership Committee.

The responsibilities of the committee chair are:

- assign 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 and a TS-SIS brochure;

- assign committee members to contact technical services librarians who are members of AALL, but not of TS-SIS, and encourage them to join the section;
- assist the TS-SIS Chair in answering inquiries about membership in the section;
- maintain the section's supply of TS-SIS brochures;
- revise and update the TS-SIS brochure with assistance from the TS-SIS Chair every three years, or as deemed appropriate by the Executive Board;
- serve as liaison to the AALL Mentorship Project; assign a committee member to solicit TS-SIS members as mentors and mentees in the AALL Mentorship Project;
- capitalize on opportunities and avenues provided by AALL Annual Meeting to facilitate outreach to existing and potential members. Examples of activities include:
  - represent TS-SIS at the CONELL Marketplace if directed to do so by the TS-SIS Chair
  - coordinate presence of TS-SIS in the exhibit hall at the AALL annual meeting (poster, table, etc.)
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library.

## *Nominating Committee*

### **Charge**

The Nominating Committee prepares the slate of candidates to run for TS-SIS offices as specified in the TS-SIS bylaws.

### **Membership**

For terms of office, see TS-SIS Bylaws, Article VII, section 4. Members of the committee should represent different geographical regions and library types.

### **Election Calendar**

- 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

The responsibilities of the committee chair are:

- follow the provisions of section on "Nominations and Elections," of the TS-SIS Bylaws in performing the duties of this committee;
- oversee the compilation of a slate of at least two candidates for each of the offices that are up for election;
- obtain written, paper or electronic, acceptances from all candidates by January 15;
- ensure that all potential candidates are aware of the duties and responsibilities of the offices for which they are being nominated, especially when they are not particularly obvious;

- submit the slate of candidates along with their written acceptances to the TS-SIS Chair by January 15;
- obtain the following information for each candidate to be used in preparing the ballot and forward to the Secretary/Treasurer by March 15:
  - name, titles, and name of institution as the candidate wishes them to appear on the ballot;
  - statements outlining the candidate's interest in the position for which they are running;
  - brief resume;
  - photo, i.e. a headshot, of the candidate.
- send all candidates thank-you letters for running after the TS-SIS Chair has notified candidates of the TS-SIS election results
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting if requested.

Note: Sources of names for consideration as nominees for TS-SIS Offices include the TS-SIS volunteer survey, direct solicitation of the membership at the AALL annual meeting and via the My Communities platform. Committee members should solicit names of possible candidates from their own experience as well. A good time to ask potential candidates if they will run is before the winter holiday season. The committee should have enough names in case backups are needed if the top choices opt not to seek office.

## *Professional Development Committee*

### **Charge**

The Professional Development Committee plans and implements 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 My Communities. The members of this group coordinate and moderate "hot topic" electronic discussions and apprise the membership of other continuing education opportunities that are offered outside of AALL (e.g., ALA ALCTS).
- Annual Meeting and Program Coordination Working Group - assists in development of Annual Meeting program proposals, gathers ideas for the annual TS-SIS Hot Topic program, suggests potential VIP choices based on educational programs to be presented at the Annual Meeting, and monitors and reports on trends in librarianship relevant to the TS-SIS community.

### **Membership**

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).

The responsibilities of the committee co-chairs are:

- appoint and provide guidance to the chairs of the working groups; oversee the activities of the working groups;

- call 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;
- encourage submission of an AALL/Bloomberg Continuing Education Grant proposal during the year; if awarded, serve as grant coordinator or delegate these duties to another committee member;
- submit written reports of committee's activities to the TS-SIS Chair each year by June 15;
- maintain committee files and documents in the Committee's My Communities library.

## Other Positions and Activities

### *My Communities Manager*

The TS-SIS online discussion forum, known as My Communities, provides a way for members to communicate with each other frequently, widely, and quickly.

AALL maintains the online discussion forum for TS-SIS. General information about subscribing, posting, etc. is maintained at the AALL website (<https://community.aallnet.org/codeconduct>). For example, the forum is available to members only. The list is "auto-populated" once a year (meaning that all TS-SIS members who have supplied an email 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 Vice-chair appoints a TS-SIS member to serve as My Communities Manager for a two-year, renewable term. The manager assists with maintaining accurate membership and access to the My Communities forums for all the Section's committees, working groups, and roundtables.

The responsibilities of the My Communities Manager are:

- create My Communities as requested by chairs;
- add participants to closed My Communities as requested;
- advise subscribers who have questions or problems regarding use of the online discussion forum;
- maintain filters that prevent non-members from posting;
- resolve problems that may occur as a result of the annual auto-population of subscribers;
- contact the appropriate personnel at AALL headquarters as needed;
- communicate with the TS-SIS Executive Board about issues or policies regarding the forum;
- report briefly on the online discussion forum at the TS-SIS business meeting if requested;
- submit a written report to the TS-SIS Chair detailing the manager's activities according to the deadline set by the Chair each year.

### *OBS/TS Funding Research Opportunities Grant (FROG) 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 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 responsibilities of the committee chair are:

- follow the guidelines and procedures on the OBS-SIS FROG Committee Information website;
- consult 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;
- promote the research grants program through notices to the OBS-SIS and TS-SIS online discussions lists at least twice a year, notices in *TSLL* at least once a year, and a permanent presence on the OBS-SIS and TS-SIS websites;
- maintain and revise the grant application form, as needed;
- follow up with grant recipients to see that the required reports are filed, and that goals of the grant have been achieved;
- submit 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;
- report briefly on the committee's activities at the OBS-SIS and TS-SIS business meetings if requested.

### *Liaisons*

TS-SIS supports liaisons to other law- and library-related associations in order to provide input to the larger library community on policy and standards development, promote librarianship, increase the usefulness of law libraries, cultivate the science of law librarianship, and develop connections with groups sharing similar interests.

- ALA ALCTS/CaMMS Committee on Cataloging: Description and Access
- ALA ALCTS/CaMMS Subject Analysis Committee
- MARC Advisory Committee

The liaisons are recommended jointly by TS-SIS and OBS-SIS Chairs to the SIS Council when positions become open. Terms are usually for two years, beginning in the fall. The process for selecting and overseeing liaisons is currently under review.

The responsibilities of the liaisons are:

- represent interests of law library community in policy and standards development;
- submit written annual reports for TSLL;
- arrange to have their reports posted on the [TS-SIS website](#);
- present brief oral summaries of activities, as requested, at TS-SIS Executive Board and business meetings and at the meeting of the TS-SIS committee most closely related to their subject.

### *Roundtables*

Each Standing Committee chair may convene roundtables on specific topics. Roundtables are not decision-making bodies but simply meet to discuss issues of current interest. The topic(s) may be open-

ended, or announced in advance by the roundtable facilitator, 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 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 have met in the past include:

- Acquisitions Roundtable
- Cataloging & Classification Roundtable
- Heads of Cataloging in Large Libraries Roundtable
- Heads of Technical Services Roundtable
- Management Issues Roundtable
- New Law Catalogers Roundtable
- Preservation and Binding Roundtable
- Web Site Advisory Roundtable

The responsibilities of the facilitators are:

- contact TS-SIS members who attended previous roundtables, to solicit ideas for discussion;
- promote the roundtable through *TSLL* and the online Technical Services SIS My Community;
- 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 TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Executive Board in alternating years.

The responsibilities of the representatives are:

- attend the *TSLL* Editorial Board meeting that is held during the AALL Annual Meeting;
- see [TSLL Structure and Policies](#) for additional responsibilities, policies, and procedures.

### *Website Coordinator*

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 the AALL site.

The responsibilities of the coordinator are:

- follow [AALL association policies](#) for general communication, web linking and social media;

- coordinate with officers and committee chairs regarding website additions, revisions, and deletions;
- attend any other events for website coordinators held during the AALL annual meeting;
- communicate with the TS-SIS Executive Board about issues or policies regarding the website;
- submit an annual report summarizing activity on the website to the TS-SIS Chair each year by June 15.

General policies and procedures:

- New or revised content should be provided to the website coordinator in electronic format.
- Whenever possible, the website coordinator 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., liaisons' reports, strategic plans); links to *TSLL*; link to the AALL 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 website coordinator is needed for such a change.

## Appendices (Related Documents)

### *I. TS-SIS Bylaws (July 18, 2016)*

#### **ARTICLE I. NAME**

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

#### **ARTICLE II. OBJECT**

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

**Section 2.** The special interest section shall conduct its affairs in conformity with the Association's Bylaws.

#### **ARTICLE III. MEMBERSHIP**

Membership shall be open to any Association member requesting affiliation with the Section as provided in the Association's 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 Section's Handbook.

**Section 3. *Terms of Office.*** The Vice-chair/Chair-elect shall serve a three-year term, the first year 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 from the adjournment of the Association's annual meeting until the adjournment of the Association's subsequent annual meeting.

#### **Section 4. *Nominations and Elections.***

(a) The nominating committee shall nominate at least two candidates for each office from committee recommendations and nominations, including self-nominations, solicited from the entire membership of the Section.

(b) All candidates must be members of the 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 the deadline specified in the Section's Handbook.

(d) The Secretary/Treasurer shall provide a copy of the official ballot to each member of the Section. All ballots must be returned to the Secretary/Treasurer by the deadline specified in the Section's

Handbook. The candidates receiving the largest number of votes shall be elected. All candidates shall be notified of the results of the election at the earliest possible time. Election results will be reported to the full membership no later than the Section's annual business meeting at which time the ballots will be destroyed.

(e) 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 Association's annual meeting.

(f) In case of a tie vote, a run-off election shall be held by distribution of a special secret ballot at the earliest possible date. The candidate with the largest number of votes shall be declared elected.

(g) 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 business meeting of the Section held in conjunction with, or during the annual meeting of the Association. Section business meetings shall be open to all members of the Association, but no person who is not a Section member may vote in any meeting.

**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 business meetings provided that none of its acts conflict with the Association's Bylaws.

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

**Section 4. Quorum.** A majority of the Executive Board 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 voting during the annual Section business meeting. Members of these committees must be members of the Section. Unless otherwise provided, committee chairs shall be appointed by the Section's Vice-chair/Chair-elect and must be approved by the Section's Executive Board.

**Section 2. Nominating Committee.** There shall be a nominating committee appointed by the Executive Board, to consist of three (3) members in good standing of the 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.

## **ARTICLE VIII. AMENDMENTS**

**Section 1.** Any proposed changes to the Section's bylaws must be sent to the Association's Bylaws and Resolutions Committee for review and approval. Upon approval, the amended bylaws must be filed with the Section's Secretary/Treasurer, who will forward them to the membership by electronic means at least 30 days prior to any vote on adoption.

**Section 2.** These bylaws may be amended at the annual meeting of the Section by a majority vote of the members present or participating by electronic means, or by a majority of the votes cast by a mail or electronic ballot conducted by the Section's Secretary/Treasurer. If a majority of the votes cast favor the amendments, then they shall stand adopted.

**Section 3.** If adopted, the Section's Bylaws and Handbook Committee will submit the revised bylaws to the Association's Bylaws and Resolutions Committee.

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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.

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

Bylaws revised, July 18, 2016 to change procedures in event of tie vote (Article IV, Section 4 (f)), clarify the use of electronic balloting to vote on bylaw amendments (Article VIII), simplify references to the Section and Association, clarify that the terms of office begin and end at the adjournment of Association's annual meeting, expand procedures for calls for nominations, move section on Nominating Committee from Article IV to Article VII, deleted Article VIII on Parliamentary Authority as redundant.

## *II. 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 September 1 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.

### *III. 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.**

Any member 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.

Someone other than the nominee must sign the letter of nomination. The letter should accompany a list of projects, programs, or publications of the nominee and should describe the nominee's work with respect to qualification for the Award.

#### **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.

#### **5. JURY.**

The TS-SIS Awards Committee serves as the jury.

#### **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 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.

## *IV. 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. 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. This grant was established to honor Marla's memory and achievements.

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

The amount of each grant will be \$700 to be used toward registration and travel at an AALL-sponsored educational event. Grant recipients are reimbursed and must provide receipts before receiving any compensation.

### **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*.

## *V. Calendar*

- Between July 1 and August 1 – Annual Meeting
- August 15- Chair requests sponsorship for the following year’s Annual Meeting, if needed
- September 1- Executive Board sets the amount of scholarship money available for fiscal year and communicate the budget to the Awards Committee chair.
- September 15- Committee chairs have completed all appointments to their committees, sent copies of the committee rosters to the My Communities Manager, and contacted the Website Coordinator to update the committee roster on the website.
- September/October – TS-SIS Chair prepares agenda items relevant to TS-SIS for the fall AALL board meeting
- October – Program proposals submitted to AALL AMPC
- November-- First Year Member-at-Large coordinates and publicizes a give campaign to encourage donations to the Marla Schwartz scholarship fund.
- November -- First Year Member-at-Large confirms with TS-SIS Board how silent auction will be conducted and includes necessary reservations and arrangements on the AALL Annual Meeting Preliminary Scheduling Form, generally due December 1st.
- By November 1 – Standing committee chairs appoint annual meeting roundtable facilitators
- By November 1 – Awards Committee Chair begins soliciting applications for Leadership Academy or Management Institute.
- November/December – TS-SIS Chair prepares the meeting schedule for all TS-SIS-sponsored activities at the AALL annual meeting
- 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
- January/February (even-numbered years) – Vice-chair/Chair-elect, in conjunction with the Second 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
- March- First Year member-at-Large initializes the blog site and finalizes the upcoming auction timeline
- 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
- April – 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
- Mid-May/early June -- First Year Member-at-Large sends email to the TS-SIS listserv asking for donations and sharing instructions for making donations. Sends a companion announcement to the TSLL Editor for publication in the next issue of TSLL
- 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