



**TECHNICAL SERVICES
SPECIAL INTEREST SECTION**



TS-SIS ANNUAL BUSINESS MEETING: MINUTES

JUNE 19, 2018 AT 11:30 AM PACIFIC

1. WELCOME & INTRODUCTION OF GUESTS

Quorum is 30 per TS-SIS Bylaws Article V, Section 2.

Quorum was reached with 51 attendees at 11:34 AM.

Lauren Seney, Chair, welcomed attendees and called to order at 11:34 AM the Business Meeting.

Lauren began by introducing members of the AALL Executive Board who are in attendance: Femi Cadmus (AALL Vice-President/President-Elect), Jean Willis (AALL Treasurer), and Meg Kribble (AALL Executive Board Member and SIS Council AALL Executive Board Liaison).

2. CONVERSATION WITH THE AALL BOARD MEMBERS

See linked transcript.

3. APPROVE THE MINUTES FROM THE 2017 BUSINESS MEETING

Lauren Seney asked for any changes to the distributed minutes from the 2017 Business Meeting. No one noted any corrections or omissions.

Andi Molinet motioned to approve the minutes as distributed. Karen Selden seconded the motion and with no objections the minutes from the 2017 Business Meeting are approved.

4. TS-SIS BYLAWS – VOTE ON AMENDMENTS

Suzanne Graham, Bylaws and Handbook Chair, stated that the bylaws we are voting on were recommended last year by the committee. The bylaws were set aside until it was clear whether or not any changes would be necessitated by the TS-SIS restructuring. As it turns out, the bylaws did not require additional changes and are being submitted for a vote today.

Due to the software used for this meeting, the bylaws changes were split into ten different polls. Each poll passed with a majority of members agreeing to the new bylaws language.

For posterity, each poll has been included as Appendix 1.

The redlined bylaws changes are included in Appendix 2.



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5. PREVIEW OF TS ANNUAL MEETING EVENTS

Lauren Seney went over each of the events to be held at the Baltimore Meeting.

Here is a list:

Saturday, July 14th

Opening Reception 5-6:30 PM

Joint SIS Dine-Arounds 6:45 PM

Sunday, July 15th

Acquisitions and Serials Roundtable 12:45-2:15PM

Cataloging and Classification Committee Meeting 12:45-2:15PM

TS-SIS Awards, Silent Auction, and Meet and Greet (with snacks) 5:15-6:30PM

Richard Jost is the 2018 Chapman Award recipient

There will be lite fare for snacks!

Monday, July 16th

Heads of Cataloging at Large Law Libraries Roundtable 7:30-8:45AM

Management Issues Roundtable 7:30-8:45AM

LHRB Rare Books Cataloging Roundtable 5:00-6:30PM

Hot Topic: RDA 3R Project 5:00-6:00PM

New Members Roundtable 6:15-7PM

Tuesday, July 17th

Professional Development Committee Roundtable 7-8:15AM

TS-SIS General Roundtables 7-8:15AM

FCIL Basics for Metadata Professionals Deep Dive (TS-SIS Sponsored Program) 10AM-12:30PM



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VRAG Meeting 2:45-4:00PM

6. FOLLOW-UP ON THE TS RE-ORGANIZATION

Lauren Seney reminded us that lots of time was spent on the TS-SIS reorganization this year.

Lauren Seney continued to talk about an update on the cataloging liaison positions. The SIS Council Subcommittee is looking at short and long term funding solutions. The long term is to establish a fund and this will need to come as a request from the SIS Council to the AALL Executive Board. Such a fund would need to be administered by an SIS. TS-SIS will administer the fund, but the subcommittee is working on policies.

Lauren also let us know that the Committee Reports are not yet written. Prior to the Baltimore meeting, she will distribute a link for officer and committee chair reports.

Lauren thanked each of those serving on the TS-SIS Executive Board this year.

At this time, Lauren suggested that if there are any questions, attendees should please type them in the chat box now.

7. PASS THE VIRTUAL GAVEL

Wendy Moore will assume her responsibilities as TS-SIS Chair at the Baltimore Meeting.

Wendy thanked Lauren for her work over this year and last year.

A question came in via the chat box asking if you are not involved now, how can you become more active in TS-SIS? The call for volunteers will be coming in August.

Alan Keely motioned to adjourn the meeting and Jesse Lambertson seconded the motion. Hearing no objections, the meeting was adjourned at 12:47PM.

Respectfully submitted by Diana Jaque

2017/2018 TS-SIS Secretary/Treasurer



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APPENDIX 1

BYLAWS CHANGES AS VOTED UPON VIRTUALLY BY MEMBERS.

DUE TO SPACE LIMITATIONS IN THE ONLINE SURVEYS, THE CHANGES HAD TO BE SPLIT INTO TEN DIFFERENT SURVEYS.

FOR EACH SURVEY, MEMBERS WERE GIVEN THE OPTION OF VOTING YES, NO, OR ABSTAIN.

A MAJORITY OF MEMBERS PRESENT VOTED “YES” TO EACH OF THE TEN SURVEYS.

1. Throughout the Bylaws: I approve the changes from “the Association’s” to “of the Association” found in the Bylaws Amendments
2. Throughout the Bylaws: I approve the changes from “the Section’s” to “of the Section” found in the Bylaws Amendments
3. In Article II, section 2: I approve the change from the “special interest section” to “Section”
4. In Article IV, Section 3: I approve the capitalization of the word “Chair”
5. In Article IV, Section 4(d): I approve striking the word “Section’s” and the phrase “at which time the ballots will be destroyed”
6. In Article VI, Section 4: I approve adding the phrase “of the Executive Board”
7. In Article VII, Section 1: I approve striking “those voting during the annual Section business meeting”
8. In Article VII, Section 1: I approve replacing the aforementioned with “the membership at any official meeting of the Section”
9. In Article VIII, Section 1: I approve striking the word “forward” and replacing it with “distribute”
10. In Article VIII, Section 2: I approve striking the word “they” and replacing it with “the amendments”



APPENDIX 2

REDLINED VERSION OF ADOPTED BYLAWS

TS-SIS BYLAWS (2017/2018—REDLINED VERSION)

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 s~~Section shall conduct its affairs in conformity with the ~~Association's~~ Bylaws of the Association.

ARTICLE III. MEMBERSHIP

Membership shall be open to any Association member requesting affiliation with the Section as provided in the ~~Association's~~ Bylaws of the Association. 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 of the Association until the adjournment of the ~~Association's~~ subsequent annual meeting of the Association.

- **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 of the Section.

(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 of the Section. 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 of the Association.

(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 of the Association.
- **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 of the Executive Board.

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~~ the membership at any official meeting of the Section. 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 of the Section.
- **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 of the Section must be sent to the ~~Association's~~ Bylaws and Resolutions Committee of the Association for review and approval. Upon approval, the amended bylaws must be filed with the Section's Secretary/Treasurer of the Section, who will ~~forward~~ distribute them to the membership of the Section 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 of the Section. If a majority of the votes cast favor the amendments, then ~~they~~ the amendments shall stand adopted.



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