

ALA Policy A.7.4.10 Membership Meetings *(formerly ALA Policy 7.4.10)*

A membership meeting shall be held during the Annual Conference, excluding days when pre conferences are held, prior to the meetings of Council.

The membership meeting shall consist of:

A session during which the Executive Board, Council, and members may provide information to one another. Any member of the Association may participate in this information session.

A session during which the voting members of the Association may exercise their authority to act as set out in Article VI, Sections 9(s) and 4 (c) of the Constitution.

Memorials, tributes, and testimonials may be mentioned by the presiding officer.

Membership meetings may also be held at such times as may be set by the Executive Board, Council, or by membership petition, as provided for in Article II, Section 4 of the Bylaws.

Guidelines for Preparation of Resolutions for Membership Meetings

The following guidelines are addressed to individuals and units preparing resolutions to come before Membership Meetings.

Definition: A resolution is a main motion, phrased formally, with (a) Whereas clauses, stating the background and reasons for a proposed policy, advocacy position, or action), followed by (b) Resolved clauses in numbered or lettered order, stating the proposed policy, advocacy position, or action).

CONTENT:

1. A resolution must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Resolutions, including memorials, tributes and testimonials, must show the initiating unit, mover, and seconder and provide specific contact information from submitting parties. A resolution without a sponsor will not be presented.
3. The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
4. The terms used in a resolution should be readily understandable or have specific definitions.
5. The intent, objective or goal of the resolution should be clear and purposeful.
6. Resolutions should clearly support ALA's Strategic Plan, its mission, and/or core values.

7. All whereas clauses that relate to an ALA policy, must include a parenthetical notation of the title of the policy and the section where it can be found in the *ALA Policy Manual*.

8. If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

9. Resolved clauses at the end of a resolution gain in clarity, brevity and ease to read by

6. If a quorum is not present for a Membership Meeting, those members who are present may convene themselves into a Membership Forum for the purpose of discussing matters of concern. The person who would have presided at the Membership Meeting may appoint a member to preside at the Membership Forum. Those members attending the Membership Forum shall determine their own agenda of matters to be discussed, except that the names of those being presented for memorials, tributes, and testimonials shall be read at the beginning of the last Membership Forum. Adopted by Council 1994 MW. Revised 1995 MW; 2003 AC; 2009, 2012AC, 2013 MW.