speak during a board meeting (in-person or synchronous online). The Board will provide, at the conclusion of the membership meeting, which takes place during the ALA Annual Conference, an opportunity for ALSC members to speak. Occasionally, in cases where an individual's privacy is at stake (such as when the Board is discussing the performance of the Executive Director), Board meetings are held in Executive Session, which means closed to everyone except sitting Board members. In some cases, staff may be invited to stay.

## Meeting Materials

Informational and action agenda items are posted on ALA Connect prior to meetings. Notice is sent out on the

responsibility of each Board member to read the information prior to Board meetings and to bring all printed materials to in-person meetings. The ALSC Office circulates minutes following meetings, and they are approved by the Board at the next scheduled meeting. Minutes of the Executive Committee are approved by the Executive Committee; minutes of the full Board are approved by the full Board. Board minutes are posted on the ALSC website.

## Voting

Voting may occur in a number of contexts, including in person at a conference, via Zoom or a similar synchronous online platform, or via ALA Connect/Email in an asynchronous context. Any actions taken in an asynchronous context are not conducted as a normal meeting and results of any asynchronous votes will need to be ratified at the next regular Board meeting for the record.

As indicated in *Robert's Rules of Order*, the Chair/President, as a member of the Board, may suggest motions and vote in accordance with the rules, so long as they maintain impartiality during discussions and do not attempt to sway the will of the Board.

Motions are made by Directors or Officers and recorded in the minutes. The Chair then calls for a second, and provided the motion is seconded, a vote is taken with the majority of votes in favor or opposed determining the result.

the Chair calls for recognition of those in favor and then those opposed.

For Online votes, the Chair may choose to have Directors raise hands as they would with an in-person vote,

The Chair will then state the outcome of the vote and will remind the Board of any relevant action items associated with the motion. Any and all action items may be initiated thereafter if the motion is approved.

Board members will also be expected to participate in online discussions and voting in between conferences. These asynchronous votes do not constitute a meeting and will not be conducted as such.

The President will send out a communication providing context and relevant documentation via ALA Connect and/or Email, calling for a mover and a seconder, and indicating a timeline for completion of the vote.

All subsequent communications a Director indicating that they move the motion, followed by a Director indicating that they second the motion. Each Director will then vote either in favor or against the motion replying to all. Once all Directors have voted or the timeline has passed, the Chair will then state the outcome of the vote and will remind the Board of any relevant action items associated with the motion.

Staff will then draft and include in the consent agenda for the next board meeting the Board Actions Passed Electronically document for ratification, and any action items can be initiated in the interim if the motion has been approved.