

discussion among colleagues is perfectly okay). If not otherwise specified in the *Bylaws*, For task forces, work groups, and other bodies with unspecified membership, a quorum is the number of people attending the meeting.

When a fixed time to adjourn arrives, the presiding officer may ask for a motion to suspend the rule regarding adjournment or to set another time to adjourn (even if the clock has run down to zero minutes, if done promptly). A member should then move to adjourn, to suspend the rule requiring adjournment, or to set another time for adjournment.

C. List of attendees (GODORT Secretary/Nominating Committee Chair)

1. All committee chairs and interest group leaders should bring copies of the GODORT Attendance sheets. Printable form is available in Appendix G. The GODORT Secretary brings attendance sheets for the GODORT Steering and General Membership meetings.
2. At the end of each conference, attendance sheets should be turned in to the Nominating Committee Chair. One copy of the attendance sheets should be made and given to the Membership Committee Chair. An additional copy of the attendance sheets from the Midwinter Meeting should be given to GODORT chair-elect, while the second copy from Annual Conference attendance sheets should be given to incoming GODORT chair.

D. Meeting Minutes (All Secretaries)

1. Content of Minutes

Minutes are to be a summary of the meeting including the major points of discussion, decisions, action items, and resolutions to be presented for adoption. Specifically:

Minutes are not a verbatim record of discussion but should capture the sense of the debate and the decision of the group.

3. Format of Minutes

The following should be included in minutes posted to the

F. Approval of Items at Midwinter Meeting and Annual Conference

1. Midwinter Meeting items needing approval

The following items are approved at the Midwinter Meeting:

Nominating Committee presents the slate of Nominees - Steering Committee meeting, Old Business

Program topic for Annual Conference (the topic approved is for the Annual Conference approximately 18 months away) - Steering Committee meeting
Budget (see *Bylaws* Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.

Revisions for the *Policy and Procedures Manual* ó Steering Committee meeting, Old Business

Bylaws changes (Steering votes on whether or not to send proposed *Bylaws* changes to the GODORT Membership for a vote) ó Steering Committee meeting, Old Business

Establishment or dissolution of Task Forces, committees, or discussion groups ó Steering Committee meeting, New Business

2. Annual Conference items needing approval

The following items are approved at the Annual Conference:

Approval of New Committees and Chairs - Steering Committee meeting, Old Business

Budget (see *Bylaws* Article X, Section 3) - GODORT Membership meeting immediately prior to the ALA budget submission deadline.

Revisions for the *Policies and Procedures Manual* ó Steering Committee meeting, Old Business

Bylaws changes (Steering votes on whether or not to send proposed changes to the GODORT Membership for a vote) ó Steering Committee meeting, Old Business

Establishment or dissolution of Task Forces, committees, or discussion groups ó Steering Committee meeting, New Business