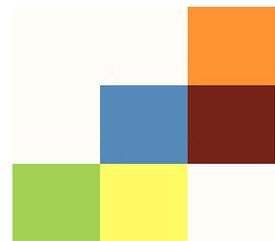


**APLA**  
**Past President**  
**Orientation Handbook**



## **OBJECTIVES OF THE ASSOCIATION**

The legal objectives of the Association are outlined in the "Memorandum of Association" as follows:

1. To promote library and information service throughout the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador;
2. To serve the interests of all who work in the region's libraries and to serve as a focal point for all those who are interested in library and information services in the Atlantic Provinces;
3. To cooperate with library associations and other organizations on matters of mutual concern.

## **MISSION STATEMENT AND STRATEGIC GOALS**

The following mission statement and strategic goals were adopted at the 10 May 1992 OGM (item 3) in Halifax (NS). The goals are numbered for reference only, and the order does not indicate priority.

### **Mission Statement**

The Atlantic Provinces Library Association represents, promotes, and supports the interests and concerns of the library community in the Atlantic Provinces.

### **Strategic Goal 1: Regional Voice Role**

To structure and position APLA so that the Association can effectively serve its mandate as a regional voice.

### **Strategic Goal 2: Communication**

To improve internal and external communications.

### **Strategic Goal 3: Value of Libraries**

To promote the value and worth of the library and its workers.

### **Strategic Goal 4: Interest Groups**

To improve the effectiveness of the interest groups.

### **Strategic Goal 5: Continuing Education**

To develop an effective continuing education programme.

## **DUTIES OF THE PAST-PRESIDENT**

1. Serves, normally, as the convener of the Nominations and Elections Committee (Standing Order 5.05).

2. Is responsible for organizing the procedure for selecting an APLA Merit Award winner, for presenting the award and for informing the recipient and the membership of the award benefits at the time of the presentation of the award.
3. Presides at all Ordinary General Meetings when neither the President nor the Vice- President/President-Elect is present within fifteen minutes after the appointed time (Article 31).
4. Revises and updates the Procedures Manual and notes significant facts to update the APLA history found in the beginning of the manual.
5. Updates the "Standing Orders".
6. Is responsible for overseeing the archives according to the "Guidelines for Maintaining APLA Records" (see Appendix M).
7. Collaborates with the Vice-President/President-Elect in presenting orientation for new Executive and conveners.
8. Serves as a "face to face" contact between the Executive and the membership. A good place for this contact is at the annual conference.

### **BACKGROUND: APLA EXECUTIVE AND MEETING PROCEDURES**

The Officers of the Association (Article 72) shall be:

- a. the President;
- b. the First Vice-President, who shall also be designated President-Elect;
- c. the Treasurer residing in the Province of Nova Scotia;
- d. a Vice-President from each of the Atlantic Provinces with principal responsibilities to assure the Association is fully aware of the needs and issues in librarianship in their respective provinces;
- e. a Vice-President with principal responsibilities of recruitment and retention of members;
- f. the immediate Past-President.

All of the above shall be elected normally by a postal ballot of the Association and, with the secretary and editor of the APLA Bulletin, shall constitute the executive of the Association. The secretary and editor of the APLA Bulletin shall be non-voting members of the executive (Executive meeting, 26 January 1992, item 13; Executive meeting, 31 January 1993, item 6.7). All officers must be members in good standing of the Association at the time they are nominated (Standing Order 5.05) and when they take office (Article 73 (1)). The secretary and the editor of the APLA Bulletin must be members in good standing of the Association when they assume their respective positions (Executive meeting, 31 January 1993, item 6.7).

### **Duties and Responsibilities:**

1. To administer the affairs of the Association (Articles 81 and 82).

2. To fill all vacancies in office pro tem. Persons so appointed shall serve until the next ordinary general meeting of the Association (Article 82 (q)). [Note: This article does not appear in the registered copy of the Articles of Association. However, it was approved at a Special Meeting, 6 July 1988. Correspondence between the Association and the Registrar of Joint Stock Companies had indicated that it was not important that the file on hand show all changes. Rather, the Registrar was interested only in major changes such as a change in the purpose of the organization or a change in its name (Executive meeting, 5 June 1996, item 6.5)]
3. To review and approve the budget as prepared by the Finance Committee. Any expenditure in excess of the budgeted amount shall require the approval of a majority of the executive (Standing Order 3.02 and 5.01).
4. To keep the membership informed of the financial status of the Association, e.g. following Executive meetings (Standing Order 3.01).
5. To appoint a Committee on Nominations and Elections (Standing Order 5.05).
6. To act as the jury in the process of selecting the recipient of the APLA Merit Award (Executive meeting, 14 May 1976; Standing Order 9.08).
7. To examine the terms of reference of all committees, making sure that explicit terms of reference are made available to committee conveners and members (Standing Order 4.01).
8. To establish the subscription rate for the APLA Bulletin, upon the advise of the Bulletin Management Board (Standing Order 8.04).
9. To take positive and appropriate action whenever instances of censorship which violate the CLA "Statement on Intellectual Freedom" occur in the Atlantic Provinces (Standing Order 9.03).
10. To amend standing orders (Article 82 (n)). When the Executive makes, varies or repeals any standing order under Article 82(n) of the Articles of Association, such action shall be communicated to the membership as soon as possible after the action; and shall be presented at the next Ordinary General Meeting for confirmation or rejection (Standing Order 1.09).

### **Quorum**

The executive may meet to conduct business and may regulate their business as they see fit. They may determine the quorum necessary for these meetings, but until otherwise determined two directors shall constitute a quorum (Article 55). At the February 26, 1989 meeting the executive determined that a majority shall constitute a quorum of the executive. (Standing Order 1.03)

### **Guidelines for executive meeting expenses**

The following were approved by the executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
  - a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;
  - b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;
  - c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
  - d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$24.00

2. Executive members who reside within the meeting area will be covered under group expenses only.
3. Group expenses:
  - a. lunches and dinners which are concurrent with business meetings will cost up to but will not exceed the combined cost of individual meals as in 1.d;
  - b. the meeting room will be selected based on the lowest available rate at that time
4. General:
  - a. executive meetings will occur on Saturdays and Sundays ;
  - b. the executive will hold committee and special meetings on Saturday concurrent with a dinner;
  - c. the executive meeting will be adjourned on Sunday in sufficient time for all members to return home that day;
  - d. extenuating circumstances will be considered on an individual basis in order that members not incur additional personal expenditures to attend meetings, e.g., additional nights' accommodations due to non-availability of reasonably direct transportation;
  - e. executive members may request travel advances.

**Points of information:**

1. The executive reserves the right to suspend members with cause (Article 4).
2. Honourary life membership may be conferred at the discretion of the executive.

- Members so chosen pay no dues, but retain full voting privileges (Article 10).
3. The president may call at any time, and shall call upon the request of any two directors, a meeting of the executive (Article 57).
  4. Members of the executive shall report to executive meetings and to the ordinary general meeting as required by their executive position or, where relevant, in their role as committee convener.
  5. Each member of the executive shall maintain a file containing:
    - a. the Articles of Association, "Memorandum of Association", and the "Standing Orders";
    - b. a list of members of the executive and conveners of committees;
    - c. the minutes of the meetings of the executive and the ordinary general meetings for the last three years;
    - d. a copy of the APLA Procedures Manual.
  6. Each member of the executive shall follow the "Guidelines for Maintaining APLA Records" (Appendix M).

## **NOMINATIONS AND ELECTIONS COMMITTEE**

See also:

Guidelines for Committees and Interest Groups

**Status:**

Executive Committee

**Terms of reference (Standing Order 5.05):**

1. Prior to each Ordinary General Meeting of the Association, the Executive shall appoint a committee on nominations and elections of three members to assure that there are normally at least two candidates for each elective office. The convener shall normally be the immediate Past-President. No member of the committee shall be eligible for nomination.
2. The committee shall call for nominations for all vacancies in January of each year. Nominations shall close on the last day of February.
3. Any member may nominate any other member for elective office. Every person nominated shall be a member in good standing of the Association and shall file a letter of acceptance with the secretary of the Association.
4. The committee shall normally conduct a ballot within two weeks of the close of nominations. The results of the election shall be reported in writing to the Secretary for announcement at the Ordinary General Meeting.
5. The Nominations and Elections Committee shall announce only the names of the successful candidates for APLA office at the OGM and not the number of votes

cast for each candidate.

**Points of information:**

1. Incumbent provincial Vice-Presidents should be advised of all nominations for the position of vice-President in their provinces so that they are aware of developments in their respective provinces (Executive meeting, 6 October 1985).
2. Traditionally, out-going Executive members have served on the Nominations and Elections Committee unless they want to run for an office.
3. Biographical information on the nominees should be included with the ballots.
4. The convener of the committee shall present a report to the Vice-President/President-Elect at least one month prior to the Ordinary General Meeting (Standing Order 4.07).

**Merit Award**

(the following revisions were accepted at the Executive meeting, 27 May 1999, item 9 and the Executive meeting of 17-18 April 2004, item 9)

**Name:**

Atlantic Provinces Library Association Merit Award

**Terms of the Award (Standing Order 9.08):**

1. The award honours an individual who has made an outstanding contribution to library service in the Atlantic Provinces.
2. Some of the contributions that might be considered in selecting a person for this award are:
  - a. leadership in library associations at the local, regional, and provincial levels;
  - b. contributions to the development, application and utilization of library services and library systems;
  - c. significant contribution to library literature.
3. Normally, only one award shall be given each year.

**Form of the Award:**

1. At the annual conference, the award winner will be presented with:
  - a. An Atlantic pewter goblet handmade by a pewter smith and decorated with the Arms of the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award and the date. The goblets (7 oz, shiny finish) are purchased from Aitken Pewter,

Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.

- b. A certificate (blank certificates are held by the secretary).
  - c. Life membership in the Atlantic Provinces Library Association.
2. A typescript of the presenter's remarks shall be given to the recipient.

**Procedures:**

1. The Past-President shall be responsible for organizing the procedure for selecting an award winner and for presenting the award.
2. Nominations for the award shall be solicited through an advertisement in the September/October issue of the APLA Bulletin.
3. Names of persons previously nominated but not chosen may be resubmitted.
4. The deadline for nominations shall be March 31.
5. Each recommendation for an award must be accompanied by documentation of the nominee's achievements.
6. The Executive will act as a jury to select an award winner from among those nominated by members of the Association.
7. An award need not be made if, in the opinion of the Executive, no sufficiently outstanding nominee has been recommended.
8. The award shall be presented at the Association's annual conference.
9. The transcript of the presentation remarks shall be published in the APLA Bulletin.