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I. INTRODUCTION

This is the second revised edition of the Special Libraries Association Legal Division Manual. The revision was completed in November 2009 and supersedes the previous revision of 2002. This Manual has been prepared in order to assist Division officers and committee chairs with their work and to ensure that best practices are captured and knowledge is retained for the future. The Division recognizes that new committees may be established as needed and existing committees may be merged with others and/or dissolved. Division officers and committee chairs are expected to review the applicable sections of this Manual during their terms of office and to submit any changes to the Past Chair, who is responsible for maintaining the Manual. The Manual is available on the Division web site at http://units.sla.org/division/dleg/manual.htm

Revising this Manual has been one of the major undertakings in 2009. The Division Board of Directors thanks all members who have contributed to this revision.

II. HISTORY OF THE DIVISION

The Legal Division was founded on June 11, 1993 to serve as a forum for the exchange of information, ideas and knowledge among law and regulatory affairs librarians. The Division addresses concerns unique to librarians practising in private law firms, businesses and government libraries. Until the establishment of the Legal Division there was no division within SLA that specifically addressed the issues and concerns of law librarians. The first chair was Connie Pine.

Legal Division Chairs

Constance Ard, 2010
Martha Foote, 2009
Nola Vanhoy, 2007-2008
Robert Sullivan, 2007
Jill Gray, 2005-2006
Judy Harris, 2004-2005
Charlene M. Cunniffe, 2003-2004
Jeffrey R. Stickle, 2002-2003
Jeanne Korman, 2001-2002
Anne Abate, 2000-2001
Larry Guthrie, 1999-2000
Cassandra Morrow, 1998-1999
Gayle M. O’Connor, 1997-1998
Barbara Silbersack, 1996-1997
Carolyn Korkmas, 1995-1996
Connie Pine, 1993-1995
III. DIVISION PRACTICES FOR OFFICERS

A. DIVISION BOARD

Composition and Qualifications

The Division Board is composed of the elected officers: Chair, Chair-Elect, Chair-Elect-Elect, Secretary, Treasurer, two Directors and the Past Chair. All elected officers must be members of the Association and the Division. The Chair-Elect-Elect is elected annually and succeeds in subsequent years to the offices of Chair-Elect, Chair and Past Chair. The remaining officers are elected in alternate years: the Secretary and one Director in even numbered years, the Treasurer and the second Director in odd numbered years. The Executive Board shall read and follow the procedures set forth in the Division’s Governing Documents and in this Manual. No member shall serve in the same office for more than two consecutive terms.

Function

The Division Board is the governing body of the Division. It sets Division policy as to the scope of committee activity, reserving the right to stop those activities that do not represent the best interests of the Division. It stimulates committee work, instigates new projects and encourages continuing education and orientation to new developments in the profession. It coordinates committee activities by delegating authority to the Past Chair, Directors and other officers to act as liaison officers between committees and the Board as needed.

Leadership Progression in the Legal Division

The position of Chair-Elect-Elect is the first step in a four year commitment to the Legal Division Board. The Chair-Elect-Elect progresses to Chair-Elect, Chair and Past Chair. The responsibilities for each position are outlined in this section.

Responsibilities and Procedures

The Division Board shall:

• Authorize all extraordinary expenditures of the Division but may delegate to the Treasurer the power to approve bills for routine expenses.

• At the beginning of each Division year, estimate a budget for the year. This should be done by requesting incoming and outgoing Committee Chairs and Division Officers to submit an estimate of funds needed and revenue expected from the ensuing year.

• Meet upon the call of the Chair at such intervals as are deemed necessary, or upon the request of any two members of the Board. A majority of the Division Board shall constitute a quorum.

• Fill a vacancy in any office, except that of Chair, for the remainder of the Division year, by majority vote.

• Approve the appointment by the Chair of all committee chairs.

• Make suggestions for committee personnel.

• Approve the appointment by the Chair of all members of the Nominating and Elections Committee and the slate of Division officers recommended by the Nominating and Elections Committee. Individual members shall:

• Attend all meetings of the Board. In the Secretary's absence, minutes are taken by a Director.
• Familiarize themselves thoroughly with the activities of the Division, and the policies and procedures as outlined in the Governing Documents and in this Manual.

• Give due consideration to all matters which come before the Board and vote on them accordingly.

• Take the initiative in bringing matters to the attention of the Board when necessary.

• Be prepared to make a study of any question that comes before the Board and report back their findings.

Reports

The Secretary records the minutes of all meetings of the Division Board. In the Secretary's absence, minutes are taken by a Director.

Expense Reimbursement

When considering running for the Executive Board, each candidate should talk with their respective organizations about the time and financial commitment to the Division and ask for institutional support. The Division provides expenses for two commitments where the Chair-Elect-Elect and the Past Chair serve as official representatives of the Division at the CALL/ACBD and BIALL conferences respectively, and does not ask for the officer’s institutional support for these expenses.

For all officers and directors, the Division will provide funding for other expenses such as postage or telephone calls. Other expenses must be approved by the Executive Board in advance of committing to the expenses. Incurred expenses must be submitted on the Division reimbursement form to the Division Treasurer with all applicable receipts.

B. DIVISION CHAIR

Function

The Chair is the Chief Executive Officer of the Division and, subject to the Division Board, shall have general supervision of and control over all aspects of its operation. The Chair must be a member, associate member or retired member of the Association, as well as a member of the Legal Division. The Chair is the official representative of the Legal Division and its membership and is the only person allowed to speak for the Division both in and outside the Association, until/unless he or she delegates that prerogative to another person.

Responsibilities and Procedures

The following are the express responsibilities of the Chair. The Chair is also responsible for the work of the Division Board as set forth in the Manual section covering the Division Board, and for seeing that the Division Governing Documents are followed and kept up to date.

• Preside at all Division Board and Division meetings.

• Present or recommend to the Division Board such measures as the Chair or a Division member considers desirable to further the objectives and broaden the effectiveness of the Division.

• Approve and sign, with the Treasurer, all contracts and legal documents.

• Serve as ex officio member of all Division committees, with the exception of the Nominating and Elections Committee.
• Attend the Leadership Summit. The Legal Division will reimburse the Division Chair for all reasonable housing, transportation, conference registration and meal expenses for the days of the Leadership Summit and the travel time incurred when institutional support is unavailable.

• Attend the Annual Conference and preside over the Legal Division’s participation at the conference. The Legal Division will reimburse the Division Chair for all reasonable housing, transportation, conference registration and meal expenses for the days of the Leadership Summit and the travel time incurred when institutional support is unavailable.

• Represent the Division at meetings of the Special Libraries Association, including the Leadership Summit and Annual Conference. If unable to attend, appoint a Division member, preferably an officer, to represent the Division; prior to the meeting, fully brief the appointee on business to be transacted.

• Complete planning of Division programs for the Annual Conference with the Program Chair. Attend, or ensure Division representation at, conference program planning sessions held at the Leadership Summit and Annual Conferences pertaining to the Division's Annual Conference programs.

• Attend administrative, orientation and other meetings for Division Cabinet members, including Association Officer Training, Division Cabinet and Joint Cabinet meetings which are held during the Leadership Summit and Annual Conference.

• Evaluate and promote new and ongoing projects and publications, coordinating when necessary with the appropriate staff liaisons at SLA Headquarters.

• Serve on standing or ad hoc committees of the Division Cabinet as called for through the rotation process or as appointed by Division Cabinet Chair.

• Review the appropriate sections of the Division Manual and forward any corrections, revisions, etc., to the Past Chair for inclusion in the next edition.

• Prepare a budget for the program year in conjunction with the Executive Board.

• Assist the Treasurer in appointing an auditor, in compliance with SLA guidelines, to audit the Division accounts prior to the Treasurer’s annual report.

**Reports and Records**

The Chair is responsible for the following:

• Preparing an annual report of Division activities for submission to the Division Cabinet Chair of the Association and for presentation to Division members at the Division Annual Business Meeting.

• Preparing regular columns for the *Legal Division Quarterly*.

• Assuring that the Division reports and official documents are filed appropriately and in a timely fashion according to Association guidelines.

• In coordination with the Program Chair, reporting to the SLA Conference Program Committee Chair and/or designate, and to the Director, Conferences & Meetings, all details of the programs for the Annual Conference. Submitting detailed documentation on approved forms promptly and in accordance with the Association’s guidelines. Submitting requests for supplemental funding for Division conference programming to SLA if necessary.

• Preparing and submitting requests for action by the SLA Board of Directors and the Division Cabinet.
• Submitting proposed Division Governing Documents changes for review by the SLA Bylaws Committee.

• Submitting Governing Documents changes to the Division membership for approval in accordance with the stipulations in the Governing Documents.

• Transferring files to the Chair-Elect or Division Archivist as appropriate. All current files, including the Division Manual, SLA Division Guidelines and associated materials, conference programming materials, Division and Committee annual reports and other files of a timely nature should be given to the Chair-Elect. All historical materials that are no longer of current reference value, and copies of the current year’s Division and Committee annual reports, should be given to the Division Archivist. Files include, but are not limited to, important correspondence, fax, e-mail and summaries of verbal communications deemed important to the business of the Division. E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

• Sending to the appropriate SLA Publications Manager three copies of any publication issued by the Division, to be cited in Association publications and retained in Association archives. Assuring that copies of each Division publication are sent to the Association for display at the Annual Conference in accordance with SLA deadlines.

• Compiling and transmitting to SLA Headquarters by SLA deadlines the names and contact information of all Division officers and committee members. These should also be provided to the Legal Division Quarterly editor and Division Web Site Content chair.

• Attending the Annual Conference, including the Division Cabinet Meeting and the Joint Cabinet Meeting. The Division recognizes that economic circumstances may make it difficult for leaders to attend the Annual Conference during their terms of office. The Division will consider requests for funding for the conference when institutional support is unavailable. Funding is based on a case by case request and may include the full cost of conference registration in addition to a housing and travel stipend. The housing and travel stipend may include the cost of meals, hotels, airfare and ground transportation during the days of travel and the conference to a maximum of $1,500 per conference.

Expenses

The Division may provide financial support to defray travel expenses in conjunction with attendance at the SLA Leadership Summit and SLA Annual Conference if the incumbent’s organization does not provide travel funds. Funds must be requested from the Treasurer and must include required receipts.

The Division will provide funding for other expenses such as postage or telephone calls if not borne by the incumbent’s organization. Other expenses must be approved by the Executive Board of the Division. Expenses incurred for Division business will be paid in accordance with SLA Guidelines. All expenses must be submitted in a timely fashion to the Division Treasurer and be accompanied by the original receipts for reimbursement.

B. CHAIR-ELECT

Function

The Chair-Elect serves as a member of the Division Board and participates at the request of the Chair in the general supervision of Division activities. The Chair-Elect may represent the Division upon the request of the Chair and assumes the duties of Chair in event of the absence or withdrawal of the Chair. The Chair-Elect succeeds as Chair on January 1st of the governing year.
Responsibilities and Procedures

• Begin appointments of chairs of all Division standing committees before becoming Chair. A full roster of committee chairs will be called for by SLA Headquarters early in the governing year.

• Learn the management of the Division’s affairs by becoming apprised of developments, issues, procedures, history and so forth.

• Support the current Chair by providing advice, counsel, ideas and proposals.

• Become more knowledgeable about SLA as an organization and get to know people both within the Legal and other divisions.

• Attend all Division Board meetings and preside at meetings in the absence of the Chair.

• Attend the Leadership Summit. The Legal Division will reimburse the Division Chair Elect for all reasonable housing, transportation, conference registration and meal expenses for the days of the Leadership Summit and the travel time incurred when institutional support is unavailable.

• Represent the Division at meetings of the Special Libraries Association, including the Leadership Summit and Annual Conference. If unable to attend, appoint a Division member, preferably an officer, to represent the Division. Prior to the meeting, the appointee shall be briefed fully on business to be transacted.

• Select and coordinate a Program Chair and Program Committee for the Annual Conference for which the Chair-Elect is responsible for programming.

• Attend the Annual Conference, including the Division Cabinet Meeting and the Joint Cabinet Meeting. The Division recognizes that economic circumstances may make it difficult for leaders to attend the Annual Conference during their terms of office. The division will consider requests for funding for the conference when institutional support is unavailable. Funding is based on a case by case request and may include the full cost of conference registration in addition to a housing and travel stipend. The housing and travel stipend may include the cost of meals, hotels, airfare and ground transportation during the days of travel and of the conference to a maximum of $1,500 per conference.

Reports and Records

In coordination with the Program Chair, prepare preliminary Conference program plans to be reported to the Association Conference Committee as requested by and according to a timetable established by the Conference Committee.

Arrange for the transfer of all pertinent files to the incoming Chair-Elect.

Send to the Division Archives all worthwhile papers of genuine historical importance during years of tenure, as described in Archivist section. The files should include fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division that should be maintained in the records. E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

Expenses

The Division may provide financial support to defray travel expenses in conjunction with attendance at the SLA Leadership Summit and the Annual Conference if the incumbent's organization does not provide
travel funds. Funds must be requested from the Treasurer and must include required receipts. The Division will provide funding for other expenses such as postage or telephone calls if not borne by the incumbent’s organization. Other expenses must be approved by the Division Board. Expenses incurred for Division business will be paid in accordance with SLA Guidelines. All expenses must be submitted in a timely fashion to the Division Treasurer and be accompanied by the original receipts for reimbursement.

D. CHAIR ELECT-ELECT

Function

The Chair-Elect-Elect serves as a member of the Division Board and participates at the request of the Chair in the general supervision of Division activities. The Chair-Elect-Elect may represent the Division upon the request of the Chair or Chair-Elect and assumes the duties of Chair-Elect in event of the absence or withdrawal of the Chair-Elect. The Chair-Elect-Elect succeeds as Chair on January 1st of the governing year. The position of Chair-Elect-Elect serves as the Division Annual Conference Program Coordinator.

Responsibilities and Procedures

- Learn the management of the Division's affairs by becoming apprised of developments, issues, procedures, history and so forth.
- Support the current Chair and Chair-Elect by providing advice, counsel, ideas and proposals.
- Become more knowledgeable about SLA as an organization and get to know people both within the Legal and other divisions.
- Attend all Division Board meetings and preside at meetings in the absence of the Chair and Chair-Elect.
- Represent the Division at the Canadian Association of Law Libraries/Association canadienne des bibliothèques de droit (CALL/ACBD) conference. The Legal Division covers transportation, conference registration (unless waived by CALL/ACBD), and meals for the days of the conference and the travel time incurred by the Chair-Elect-Elect as the official representative of the division.
- Attend the Annual Conference. The Division recognizes that economic circumstances may make it difficult for leaders to attend certain conferences during their terms of office. The Division will consider requests for funding for the conference when institutional support is unavailable. Funding is based on a case by case request and may include the full cost of conference registration in addition to a housing and travel stipend. The housing and travel stipend may include the cost of meals, hotel, airfare and transportation during the days of travel of and of the conference up to a maximum of $1,500 per conference.

Duties Related Specifically to the Program Coordinator

- Attend the Leadership Summit the year prior to the conference being planned. (i.e. 2012 Conference Program Coordinator should attend the 2011 Leadership Summit)
- Participation in Conference Planning calls as assigned by the Chair Elect
- Serve as the logistical coordinator for the conference including but not limited to coordination with SLA Staff on program logistics and with primary responsibility for the Conference Program Planner.

- Coordinate with speakers and program moderators on AV and other requirement for each session.

- Coordinate with hospitality staff for social events for planning phase and on-site.

- Serve as the conference on-site Program Planner assuring that signage is in place for all programs including the sponsor signs. Ensure that all materials necessary are delivered or setup in the room in conjunction with the SLA Staff. Note the Division recognizes that the on-site coordination may be a difficult duty to accomplish alone. The Division encourages the program planner to recruit volunteers and assistants as necessary.

- Other duties as outlined in the Program Planner Handbook provided by SLA Staff for each conference

Further duties may apply based upon the structure of the Conference Planning Committee as outlined by the Chair and Chair-Elect. Please refer to the Division Manual Section Program Committee for further guidance.

**Reports and Records**

Arrange for the transfer of all pertinent files to the incoming Chair-Elect-Elect.

Send to the Division Archives all worthwhile papers of genuine historical importance during years of tenure, as described in Archivist section. The files should include fax or e-mail messages, correspondence and summaries of all verbal communications that relate to the business of the Division that should be maintained in the records. E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

**Expenses**

The Division may provide financial support to defray travel expenses in conjunction with attendance at the Annual Conference if the incumbent's organization does not provide travel funds. Funds must be requested from the Treasurer and must include required receipts.

The Division will provide funding for other expenses such as postage or telephone calls if not borne by the incumbent’s organization. Other expenses must be approved by the Division Board. Expenses incurred for Division business will be paid in accordance with SLA Guidelines. All expenses must be submitted in a timely fashion to the Division Treasurer and be accompanied by the original receipts for reimbursement.

The Division may provide financial support to defray travel expenses in conjunction with attendance at the Leadership Summit.

All travel expenses will be awarded in compliance with the guidelines outlined in the SLA Legal Division Manual: *Policy on Travel Expenses*
E. SECRETARY

Function

The Secretary serves as a member of the Division Board. The Secretary is elected in even numbered years. The elected term of office is two years.

Responsibilities and Procedures

• Record minutes of the Annual Business Meeting and the Division Board meetings at the Annual Conference and any other meetings of the Division Board. The Division Board notes should be formalized as minutes for distribution to the membership and sent to the Board of Directors, Web Site Content Chair and Archivist. The Annual Business Meeting minutes should be drafted, approved, and distributed via any appropriate media, including the web site, discussion list and the Legal Division Quarterly.

• Prepare copies of approved minutes and send one copy to the Chair, one copy to the Archivist, and one copy to the editor of the Legal Division Quarterly for publication.

• Maintain minutes for the term of office and transfer copies to the incoming Secretary.

Reports

Prepare an annual report upon the request of the Division Chair.

Submit minutes of the Annual Business Meeting to the Division Chair.

Arrange for the transfer of files to successor before the Annual Conference or to Division Archives, as appropriate. At the end of the operational year all files more than one year old should be transferred to the Archives (exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a longevity greater than one year, as well as for ongoing publication activities, such as the Legal Division Quarterly). All other files should be transferred to the incoming Secretary. Files should include any important fax or e-mail messages, correspondence and summaries of all verbal communications which relate to the business of the Division and should be maintained in the records. E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.
Expenses

The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent’s organization. Other expenses will be approved by the Division Board. Expenses incurred for Division business will be paid in accordance with SLA guidelines. All expenses must be submitted in a timely fashion by the Division Treasurer and be accompanied by original receipts for reimbursement.

F. TREASURER

Function

The Treasurer serves as a member of the Division Board, maintains all financial records and prepares the Annual Financial Statement, which must be audited. The Treasurer is elected in odd numbered years. The elected term of office is two years.

Responsibilities and Procedures

• Attend all Division Board meetings whether in person or via teleconference.
• Make every effort to attend SLA Leadership Summit if at all possible. It is an excellent source of information and an opportunity to have face-to-face conversations with Headquarters finance staff.
• Collect, deposit and expend the funds of the Division as required and authorized by the Chair.
• Keep an accurate and detailed record of Division funds in order to report the financial condition of the Division whenever such a report is required. The account of the Division funds is audited annually.
• Monitor the Division’s “Pooled Fund” account whereby SLA invests in money market funds and CD’s. Statements are sent out quarterly and balances are regularly reported to the Division’s Board of Directors.
• Draw and sign checks on behalf of the Division. Two signatures on checks are not required, but the account carries the Treasurer, Division Chair and Chair Elect as authorized signatories.
• Obtain receipts for all monies expended.
• With input from the Sponsor Relations Chair, prepare and e-mail invoices for confirmed sponsorships relating to Annual Conference programming. Alert the Sponsor Relations Chair when payments are received.
• Prepare an annual budget with input from Executive Board and committee chairs.
• Choose an auditor and obtain approval from Division Chair prior to audit, or recommend an auditor to the Division Chair per SLA requirements.
• Deposit all funds to the bank account of the Division as promptly as possible.
• Each deposit must be identified by source. The Division has a savings account as well as a checking account. The transfer of funds from checking to savings and vice versa is made at the discretion of the Treasurer and should be based on the amount of money in the Division’s possession and on the amount of activity in the checking or savings account.
• To avoid currency exchange problems, it is advisable that the accounts be in banks in the U.S. Be aware that there may be times when it is necessary to have checks payable in foreign currency. Some international companies or sponsors may wish to make a wire transfer to the Division account. Upon
consultation with the committee chair involved in the transaction and with the bank, the Treasurer may choose to allow this type of transaction.

- A bank may require the adoption of banking resolutions by the Division Board, or a copy of the minutes of the meeting at which new officers assume their positions.

- Three check signatures (Treasurer, Chair and Chair-Elect) must always be registered with the banks. Some banks will also require the Secretary's signature. All bank accounts must be in the name of the Special Libraries Association (for example, SLA, Legal Division). A bank account must not be in the name of an individual.

- A simplified, single-entry bookkeeping system is sufficient for most divisions. SLA Headquarters provides a copy of Quicken on CD-ROM to unit Treasurers. This is programmed with the categories and other information required by Headquarters and should be passed on to subsequent Treasurers. Books should be maintained in electronic format in accordance with SLA guidelines and the data must be passed to the next Treasurer.

- Authenticate every expenditure by an invoice, receipt or other formal justifying document.

- Provide to the Auditor, in January, the Annual Financial Statement for the previous calendar year for certification.

- Review the appropriate sections of the Division Manual. Submit corrections, revisions and a complete set of forms for inclusion in the next edition.

Reports and Records

Prepare the Annual Financial Statement for the Division, using forms and instructions sent out by the Association each year. The SLA fiscal year begins on January 1 and ends on December 31. All financial records must be maintained on this basis. The audit should be done by an auditor appointed by the Treasurer or Division Chair under the Association guidelines.

Copies of the Annual Financial Statement must be sent to the following: SLA Director, Financial Services (as many copies as requested in the Annual Financial Statement instructions), the Division Chair and the Division Archives. One copy is retained in the Treasurer's file. Note that delay in providing the proper reports will result in a delay in the Division's allotment check.

Prepare an annual report upon the request of the Division Chair.

Arrange for transfer of files to successor after the annual audit, at a time which results in the easiest transition for both parties. At the end of the operational year all files more than one year old should be transferred to the Archives. Exception should be made for files which are necessary to maintain continuity, such as for special Division projects which have a life span of more than one year, as well as for ongoing publication activities, such as the Legal Division Quarterly. All other files should be transferred to the incoming Treasurer. E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

Expenses

The Division will provide funding for expenses such as postage or telephone calls if not borne by the incumbent's organization. Other expenses must be approved by the Executive Board of the Division. Expenses incurred for Division business will be paid in accordance with SLA Guidelines. All expenses must be submitted in a timely fashion and be accompanied by the original receipts for reimbursement.
G. PAST CHAIR

Function

The Past Chair serves in an advisory capacity as a member of the Division Board.

Responsibilities and Procedures

• Attend all Division Board meetings.

• Serve the Chair as required.

• Function as Division Manual Chair. Review the appropriate sections of the Division Manual and make changes and corrections. Ask other Board members and committee chairs to review the appropriate sections of the Manual and submit corrections and updates. Send the revised Manual to the Web Site Content Chair to post on the Division’s web site.

• Sit on the Nominating and Elections Committee.

• Attend the Annual Conference if desired, but at the individual’s expense.

• Represent the Division at the British and Irish Association of Law Librarians (BIALL) Annual Conference.

• The Division reimburses for all reasonable housing, transportation, conference registration and meal expenses for the days of the conference and the travel time incurred as the official representative of the Division.

Reports and Records

Prepare an annual report upon request by the Division Chair.

E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

Expenses

The Division will provide funding for expenses such as postage or telephone calls if not borne by the incumbent’s organization. Other expenses must be approved by the Division Board. Expenses incurred for Division business will be paid in accordance with SLA Guidelines. All expenses must be submitted in a timely fashion to the Division Treasurer and be accompanied by the original receipts for reimbursement.

H. DIRECTORS

Function

The Directors serve as members of the Division Board and at the request of the Chair participate in the general supervision of the Division activities. Directors may be asked by the Chair to take on special projects. One Director is elected annually for a term of two years.

Responsibilities and Procedures

• Attend the Division Board meetings.
• Initiate and develop ideas for Division planning and activities.

• Act as Parliamentarian at Division business meetings.

• Review the Strategic Plan and ensure that it is revised on schedule.

**Reports and Records**

Prepare an annual report upon the request of the Division Chair. Transfer files to the incoming Director or Division Archivist as appropriate. All historical materials that are no longer of current reference value, and copies of the current year’s Division and Committee annual reports, should be given to the Archivist. Files include, but are not limited to, important correspondence, fax, e-mail and summaries of verbal communications deemed important to the business of the Division.

E-mail correspondence that a board member deems important (e.g. correspondence from SLA headquarters or any non-routine correspondence deemed worthy of saving such as advisory, governance or instructional information) should be printed and sent to the Division Archivist.

**Expenses**

The Division will provide funding for expenses including postage and telephone calls if not borne by the incumbent’s organization. Other expenses will be approved by the Division’s Board. Expenses incurred for Division business will be paid in accordance with SLA guidelines. All expenses must be submitted in a timely fashion to the Division Treasurer and be accompanied by original receipts for reimbursement.

**I. POLICY ON TRAVEL EXPENSES**

The Legal Division recognizes that not all board officers will receive support from their employers to attend SLA conferences. The board will provide support for travel by board officers and the Program Planner in the following manner:

- up to US $3000/year for the Division Chair to attend the Leadership Summit and Annual Conference;
- up to US $3000/year for the Division Chair-Elect to attend the Leadership Summit and Annual Conference;
- up to US $3000/year for the Division Program Planner to attend the Leadership Summit and Annual Conference in the year of the conference for which they are responsible;
- up to US $1500/year for the Chair-Elect-Elect to attend either the Leadership Summit or the Annual Conference or both, keeping in mind that attendance at Annual is required;
- up to US $500 each for the Directors, Treasurer, Secretary and Past Chair to attend the Annual Conference.

The following are allowed expenses:

- round trip economy air fare to the conference from the nearest airport to the officer’s home city
- ground transportation
- hotel accommodation for the duration of the conference
- basic conference registration fee (the Division will not reimburse officers for additional items including but not limited to Continuing Education courses, receptions and other events for which there is a charge)
- meal expenses up to $50 per diem for the Chair, Chair Elect and Chair Elect Elect. The Division will not reimburse officers for alcoholic beverages
(For the sake of convenience references to officers in the section above include the Program Planner.)

All requests for reimbursement must be accompanied by a completed Reimbursement Form (available on the Division website) and original receipts. These documents must be submitted to the Division Treasurer as soon as possible following either the Leadership Summit or Annual Conference.

Approved by the SLA Legal Division Board of Directors September 14, 2010

**IV. ASSOCIATION AND DIVISION ACTION DEADLINES**

**(i) ASSOCIATION ACTION DEADLINES**

The chart below was prepared by SLA headquarters and indicates action deadlines and responsibilities for the association. These dates are firm with the exception of those about the Annual Conference, which may fluctuate depending upon the year. Deadline dates for conference activities will be distributed during the year by the Association office. Unless otherwise stated, all documents should be submitted to the Association office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Division Board and Annual Business meeting minutes, approved by the Board</td>
<td>Division Secretary</td>
</tr>
<tr>
<td>Jan. 1</td>
<td>Nominations (if any) for SLA Awards. Send to the Chair of the SLA Awards Committee</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Jan.</td>
<td>Division Cabinet and Board Meeting (Leadership Summit)</td>
<td>Division Chair, Chair-Elect</td>
</tr>
<tr>
<td>Jan.</td>
<td>First Planning meeting for Chair-Elect &amp; Program Chair for Annual Conference (Leadership Summit)</td>
<td>Division Chair-Elect, Division Program Planner</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>One copy of audited financial statements</td>
<td>Division Treasurer</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Roster of names for all Division officers and committee chairs</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Elected Division officers return signed copy of Leadership Code of Responsibility</td>
<td>Elected Division Officers</td>
</tr>
<tr>
<td>March (approx.)</td>
<td>Final copy for Annual Conference program</td>
<td>Division Chair/Program Planning Chair</td>
</tr>
<tr>
<td>April</td>
<td>Notice of Division business meeting, etc., at Annual Conference (distribute via Division discussion list)</td>
<td>Division Chair</td>
</tr>
<tr>
<td>May 1</td>
<td>Requests for action, if any, by SLA Board of Directors to Annual Conference Board meeting</td>
<td>Division Chair</td>
</tr>
<tr>
<td>June</td>
<td>Division Cabinet Meeting and Board Meeting (Annual Conference)</td>
<td>Division Chair, Chair-Elect, Chair-Elect-Elect</td>
</tr>
<tr>
<td>June</td>
<td>Annual Conference Planning meeting for Chairs-Elect/incoming Program chairs and final meeting for Chairs</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Aug. 1</td>
<td>Preliminary meeting schedule for upcoming Annual Conference and Conference Committee/CE Courses</td>
<td>Division Chair-Elect/Program Planning Chair</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Request for funds in addition to regular allotment</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Request for action, if any, by SLA Board of Directors at October meeting</td>
<td>Division Chair</td>
</tr>
</tbody>
</table>
Oct. mid (approx.) Preliminary Annual Conference Program with speakers names, subject of sessions and descriptions Division Chair-Elect/Program Planning Chair

Dec. 1 Request for action, if any, by SLA Board of Directors for Leadership Summit Division Chair

Dec. 1 Agenda items for Cabinet Meeting at Leadership Summit. Send to Division Cabinet Chair, with copy to SLA’s Leadership Department Division Chair

Dec. 1 One copy of Division Annual Report Division Chair

(ii) DIVISION ACTION DEADLINES

This chart was prepared by the Legal Division and shows action deadlines and responsibilities for the Legal Division. Division officers and committee chairs should also refer to the relevant sections of the Manual for details about their responsibilities.

Deadlines for the Program Committee have not been included in this chart since they are set by SLA headquarters. The Program Committee Chair and Division Chair-Elect should work with SLA headquarters to ensure that all deadlines are met.

Nominating & Elections Committee deadlines are set out in full in the committee section of this Manual. Only the major deadlines for that committee have been included here.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>Confirm that WoltersKluwer will fund the Law &amp; Business U.S. Academic Law Librarian travel grant</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td>Jan.</td>
<td>Confirm with Division Chair that Division will fund the three other travel grants</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td>Jan.</td>
<td>Appoint member to sit on SLA Europe Chapter Awards Committee</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Feb.</td>
<td>Announce travel grants</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td>March 1</td>
<td>Send invitations to AALL, BIALL and CALL/ACBD to attend Annual Conference</td>
<td>Division Chair</td>
</tr>
<tr>
<td>March Board Meeting</td>
<td>Appoint Nominating &amp; Elections Committee members</td>
<td>Division Chair</td>
</tr>
<tr>
<td>March</td>
<td>Make recommendations to Board re travel grant awards. Notify winners and announce via the Division’s listserv.</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td>August 1</td>
<td>Announce nominations for Division election (60 day period ends Sept. 29)</td>
<td>Division Chair</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Open election</td>
<td>Nominating &amp; Elections Committee</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Close election</td>
<td>Nominating &amp; Elections Committee</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Tabulate election results and send results to Division Chair</td>
<td>Nominating &amp; Elections Committee</td>
</tr>
<tr>
<td>Oct 20</td>
<td>Announce election results</td>
<td>Chair</td>
</tr>
<tr>
<td>Nov.</td>
<td>Send annual reports to Division Chair</td>
<td>Division officers, committee chairs</td>
</tr>
<tr>
<td>Dec.</td>
<td>Send relevant documents to Division Archives</td>
<td>Division officers, committee chairs</td>
</tr>
<tr>
<td>Dec.</td>
<td>Complete annual revision of Division Manual</td>
<td>Past Chair</td>
</tr>
</tbody>
</table>
V. DIVISION PRACTICES FOR DIVISION COMMITTEES

A. GENERAL COMMITTEE INFORMATION

Term and Composition of Committees

The Chair appoints committee chairs for a term of one year. They may be reappointed for up to two more consecutive terms for a total of three years, unless additional years are approved by the Executive Board.

No committee member may serve continuously on a committee for more than three years unless approved by the Executive Board.

Although the Executive Board, especially the Chair and Chair-Elect, will assist in recruitment of committee members by referring names or soliciting volunteers, it is the responsibility of each committee chair to recruit as many committee members as needed to perform the functions of the committee. See individual committee descriptions for suggestions about the number of persons recommended for that specific committee.

Financial Responsibilities

Each committee chair is responsible for submitting a budget request/estimate for the upcoming Division year to the Division Chair. This document should specify anticipated activities and expenses of the committee for the year, along with any estimated income. The committee chair is responsible for monitoring the actual financial status of the committee's activities and notifying the Division Chair if problems arise.

Annual Report

The committee chair should submit an annual report to the Division Chair by a specified date. The Chair will send one copy to the Archives. One copy will be kept with the committee records for the information of the succeeding committee chair. The report should include a description of committee activities for the past year, recommendations for future years, a full list of committee members and a summary of the committee's income and expenses for the year.

Reports to Legal Division Quarterly

If the committee has interesting news or activities it wishes to communicate to the Division membership, the chair should submit material to the Legal Division Quarterly (LDQ) editor in time for the next deadline. Each committee should attempt to make at least one submission to the LDQ each year.

Revisions to Legal Division Manual

Each committee chair should review the committee's pages in the Division Manual and make suggestions for possible revisions. This should be done at an early enough point in the year to ensure approval of any suggestions at the Annual Conference and insertion in the Manual prior to the next committee chair assuming their duties.

Records

Records passed to the succeeding chair include:

- Committee annual reports for the past three years.
- Names and contact information of current committee members.
**B. ARCHIVES**

**Composition**

SLA requires each division to maintain archives. All archives are ultimately the property of the Association. A division may elect either to maintain its own archives or to contribute material to the Association archives. Divisions are expected to treat their archival material with the highest level of professional competence.

The Legal Division has one Archivist. It is recognized that the Archives will need to be maintained in a permanent location. For this reason, the term limit will be waived should the Archivist wish to serve in this capacity for more than the stated limit for chairs.

**Function**

Receive, organize, file and maintain archival copies of records for the Legal Division. Retain only materials of genuine historical importance.

**Responsibilities and Procedures**

Familiarize him/herself with SLA’s *Practices for Division Archives* to understand more specific requirements for the role of archivist, housing of archives, retention schedules, transfer of materials to the Archivist, organization of archives and filing of archives. Any questions should be directed to the Director, Information Center, at the Association office.

Solicit archival material from Division officers, committee chairs and appointed positions.

Arrange for storage of the Archives in a suitable location which is easy for the Archivist to reach. Such facilities should take into consideration special needs for temperature and humidity control, if needed, in accordance with Association guidelines.

Retrieve information and/or make files accessible to the Division Board.

Organize, select, and file materials according to the SLA *Practices for Division Archives*, available on the SLA web site (http://www.sla.org/content/SLA/governance/Policies/43-79.cfm). Discard materials which are not needed as per the Chapter and Division Records Retention Policy.

**Reports**

See under **GENERAL COMMITTEE INFORMATION**.

**C. AWARDS**

**Composition**

The Awards Chair is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

**Function**

The Awards Committee oversees the process of awarding funds for the purpose of attending conferences and meetings and awards granted for other purposes as determined by the Executive Board of the Division.
Responsibilities and Procedures

At the discretion of the Executive Board, solicit applications by appropriate means for grants for Annual Conference attendees. The awarding of the grants and the amount thereof are determined by the Executive Board. The form below or other similar forms should be submitted by applicants with an accompanying essay. Evaluate essays and decide which applicants to recommend to the Board. In the event of more than one essay deemed worthy of an award, the applicant demonstrating the greatest need will be recommended as the person to be chosen.

Confirm with WoltersKluwer that they will again fund the Law & Business US Academic Law Librarian award which is valued at US $1,500.

Upon the recommendation of the Executive Board awards may be initiated for other purposes, including but not limited to donations to other chapters or divisions to help defray costs of a speaker whose circumstances would not otherwise allow conference attendance, support for educational grants, etc.

Maintain files of past candidates for awards and award recipients to assist with documentation in the future.

Transfer all working papers, lists of award winners, committee reports, etc., to the new Awards Chair at the completion of the Chair’s term.

Reports

See under GENERAL COMMITTEE INFORMATION.

CALL FOR APPLICATIONS [SAMPLE ANNOUNCEMENT]

The SLA Legal Division is pleased to announce that it will offer four professional travel grant awards for Legal Division members to attend this year’s conference in [city and state/province] from [date to date].

Types of Grants

● US Law Librarian Award for
  • a) Veteran members (membership of 12 months or longer) US$1,500
  • b) New Members (membership less than 12 months) US$1,500

● US Academic Law Librarian US$1,500

● Non-US Law Librarian US$3,000

Reimbursable Expenses

• Full conference registration
• Transportation costs, including air/rail/bus and ground transportation to and from the hotel
• Cost of a standard room and taxes at conference hotel rates

Non-reimbursable Expenses

• Meals
• Continuing education courses, other ticketed events and tours
Recipients' Obligation

Grant recipients are expected to volunteer to serve the Division. Volunteer opportunities include serving as a committee chair or a member of a committee, running for the Division’s Board of Directors and volunteering at the annual conference. Recipients are required to write a brief report of their conference experience for the Legal Division Quarterly.

How to Apply

Please complete the attached application form and submit it to [name], Chair, SLA Legal Division’s Awards & Grants Committee, by e-mail or fax no later than the deadline in order to be considered. For further information please contact [name of committee chair] directly.

[name]
Chair, Awards & Grants Committee, SLA Legal Division
Fax #
e-mail address

DEADLINE FOR APPLICATIONS: [date – usually around mid-March]

[APPLICATION FORM]

SPECIAL LIBRARIES ASSOCIATION
LEGAL DIVISION
[year] Travel Grant Award Application

Please check one:
☐ U.S. Law Librarian Veteran Member (Legal Division member 12 months or longer) US$1,500
☐ U.S. Law Librarian New Member (Legal Division member less than 12 months) US$1,500
☐ WoltersKluwer Law & Business U.S. Academic Law Librarian US$1,500
☐ non-U.S. Law Librarian US$3,000

The Special Libraries Association Legal Division is offering professional grants to attend the [year] SLA Annual Conference in [city and state/province], from [date to date]. Only actual eligible expenses up to and not exceeding the grant amount will be reimbursed. Please see the list of reimbursable and non-reimbursable conference expenses below.

The grant is intended to defray actual expenses but may not be sufficient to meet all expenses of attending the conference. The applicant is advised to plan and budget accordingly. The applicant must be a current member of SLA and of the Legal Division.

APPLICATION FORM & INSTRUCTIONS Date __________________

Name/Title ________________________________________________________________

Institution __________________________________________________________________
Not for profit ____ Yes ____ No

Address ____________________________________________________________________

Address ____________________________________________________________________

Phone ___________________________________ Fax ______________________________

MLS/MLIS/MIST (Institution/Date)     E-mail
_________________________________   ______________________________

Please answer the following two questions:

1. When was the last time you attended an SLA conference?

2. If you do not receive this award, will you be able to attend the conference?

Please email or fax this application, along with your essay and resume no later than [deadline – usually around mid-March] to:

[Name of chair]
Chair, Awards & Grants Committee, SLA Legal Division
telephone #
fax #
e-mail address

QUALIFICATIONS
• Applicant must have, or be working toward, an MLS degree from an accredited library or information science program
• Applicant must be a member of the SLA Legal Division

REIMBURSABLE EXPENSES
• Full conference registration
• Transportation costs, including air/rail/bus and ground transportation to and from the hotel
• Cost of a standard room and taxes at conference hotel rates

NON-REIMBURSABLE EXPENSES
• Meals
• Continuing education courses, other ticketed events and tours

APPLICATION INSTRUCTIONS
• Fill out the application
• Prepare an essay of approximately 500 words, detailing the significance of the grant to your professional growth in law librarianship, how attendance may benefit you and your employer, and/or how the conference experience may be shared with colleagues at your institution
• Include a current resume

AWARD REQUIREMENTS
• Recipient will attend the conference and write a brief report of their conference experience for Legal Division Quarterly.
• Recipient will attend the Legal Division business meeting on [date] and be available for a photograph to commemorate the event. The photograph may be published in the Legal Division Quarterly.
• Recipient will be expected to volunteer to serve the Division. Volunteer opportunities include serving as a committee chair or member of a committee, running for the Division’s Board of Directors or volunteering at the Annual Conference.
• Recipient will be required to submit to the Legal Division Treasurer a completed Request for Reimbursement/Payment form (found on the Legal Division website) with original receipts for her or his conference expenses.

NOTIFICATION
• The winner will receive notification of award status by [date]
• The award will be paid when the Legal Division Treasurer receives a completed Request for Reimbursement/Payment form (found on the Legal Division website) with original receipts.

Legal Division Treasurer
[name and contact information including telephone, fax and e-mail]

D. DISCUSSION LIST ADMINISTRATOR

The Discussion List Administrator administers/manages the Division’s electronic discussion list which is used to disseminate information relating to the Division and to share information with the members.

Composition

The Discussion List Administrator will be appointed by the Division Chair.

Function

Maintain and manage the electronic e-mail discussion list for business or association related requests, discussions and meeting materials.

Responsibilities and Procedures

Maintain electronic discussion list on server or platform deemed most effective.

After verifying SLA DLEG membership, add member to the discussion list.

Remove members when they do not renew their Division membership. Work with the Chair of the Membership and Public Relations Committee to ensure that these records are current.

Assist members with subscribing, unsubscribing and message delivery failures.

Notify membership of scheduled list downtime or unavailability if known, and of any technical difficulties or changes which occur.

Report any errors or problems with the discussion list software to SLA’s Director of Technology.

Notify the Executive Board of problems with postings to the list that are defamatory, abusive, threatening or illegal. Recommend corrective actions to the Executive Board.
Notify Treasurer of any charges or fees associated with the list.

Reports
Submit annual reports with number of subscribers and list traffic to the Division Chair.

Records
Records should include:

• Technical contacts for discussion list organization
• Instructions and policies for list maintenance

[SLA LEGAL DIVISION LIST WELCOME MESSAGE/POLICY]

PURPOSE and CHARTER OF THE LIST

SLA Legal Division is a monitored but unmoderated list. This means that list members are expected to self-police and participate responsibly. Here are some simple rules which reflect the list's culture and expectations:

1. Only messages emanating from a subscribed address will be automatically distributed to the list. If you're subscribed as Joe@Librarian.com, posts from an alternate address such as Joe@aol.com will not be automatically distributed to the list.

2. The default of this list is to "reply to the list", which means by hitting your email's "reply" function it will default to sending a message to the entire list and not the individual who posted the message. Please be considerate of list traffic, and if you are replying with a message that just says "thanks for the information," or simply to agree with someone (such as "me, too"), do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message.

3. Use the "subject line" to concisely identify the message topic for your also-busy colleagues.

4. Abbreviate original messages when one is posting a reply. Use <snip> to identify where unnecessary words were deleted. Do not post an entire e-mail only to add a short response.

5. Remember that all discussion list exchanges can potentially be read by anyone.

6. Do not insult, berate, or personally attack other list members. Jokes which are prurient in nature, offensive or contain profanity shall not be posted. Do not send inflammatory messages or messages containing personal invective. Profanity, vulgarity, or derogatory, defamatory, abusive, threatening, offensive and illegal remarks are inappropriate. Do not post to SLA Legal Division any message, data, information, text or other material ("Content") that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive or otherwise injurious to third parties. Do not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity or interfere with other users of this discussion list.

7. Commercial solicitations are prohibited. SLA Legal Division list shall not be used to advertise products or services unless such product or service is specifically sponsored by SLA or the Legal Division.

8. Do not distribute through SLA Legal Division list any content such as petitions for signatures, other solicitations of discussion list users, promotional materials, chain letters or letters relating to pyramid schemes, advertising or solicitations for funds, political campaigning, mass mailings, any form of
unsolicited commercial or promotional e-mail ("spam") or an offering of lawful or fraudulent goods, services, schemes or promotions.

9. Do not repost personal email or posts made to other mailing lists to the SLA Legal Division list without the express permission of the original e-mail's author.

10. The list manager reserves the right to remove subscribers from the list for violation of list rules.

11. Any requests regarding administrative tasks such as being added or removed from a list should be made to the appropriate area, not the list itself. Visit http://www.sla.org/content/community/lists/index.cfm for information on how to address administrative tasks.

12. By subscribing to the Legal Division discussion list, users agree to the terms and conditions contained in these guidelines. These guidelines may be modified from time to time and such modifications shall be effective upon their posting to Legal Division discussion list.

Users of the Legal Division discussion list also must comply with all state and federal copyright, trademark and patent laws and regulations. By posting material on this discussion list, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. Do not post information that is not original unless it meets the 'fair use' guidelines of copyright law, or unless the user has received permission to reproduce such information from the original source. If there is any question as to whether a particular transmission contains information in violation of federal copyright law, the user should not post that information to this discussion list.

THE DIVISION ACCEPTS NO RESPONSIBILITY FOR THE OPINIONS AND/OR INFORMATION POSTED ON OR THROUGH THIS LISTSERVE.

13. The Division may, but does not assume the obligation to, monitor discussions taking place on the Legal Division discussion list. The Division reserves the right, but does not assume the obligation, to investigate any violation of these guidelines. The Division may remove any user from Legal Division discussion list for violation of these guidelines.

The list manager is [name] and can be reached at [e-mail address].

E. DIVERSITY & MENTORING

Composition

The Chair of the Mentoring and Diversity Committee is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

The Diversity Chair may appoint a Diversity Leadership Development Liaison. This should be an individual who has an interest in ethnic minority concerns relevant to present and potential special librarians and information professionals. The liaison will work with the Association Diversity Leadership Development Committee, acting as a representative who will aid the recruitment and development of diverse members at the Division level.

Function

Renew and maintain the Legal Division’s mentoring program for both students and new professionals. Network, support and identify resources for information professionals identified as minorities within society and the profession. Promote the SLA Legal Division and advocate and encourage programs related to recruitment, professional development and advancement.
Responsibilities and Procedures

Outreach: Collect and compile a pool of interested mentors and advisees. Periodically survey participants in the mentoring program. Provide and encourage communication between mentors and advisees through group e-mail, Division programs and publications and other SLA events.

Programs: Plan, develop and monitor the annual mentoring program. Partner with other diversity-oriented groups to create roundtable discussions and workshops to help minority professionals continue their professional development.

Promote: Work with other Division committees to demonstrate the power of networking and encourage new and minority information professionals to participate in Legal Division events.

The Committee Chair should review the SLA Diversity Leadership Development Program Manual for information and ideas.

Reports

See under GENERAL COMMITTEE INFORMATION.

F. DIVISION MANUAL

Composition

The Chair of the Division Manual Committee shall be the immediate Past Chair. At the time of a major revision of the Manual, the committee may be expanded to three members.

Function

Revise the Division Manual on a continuing basis. Provide a copy of the manual to the Web Site Chair for publication on the Division web site.

Responsibilities and Procedures

Request changes annually from all officers and committee chairs. It is best to make this request near the end of the Division year so that the person suggesting the changes has some experience in the office or on the committee.

Request copies of minutes of the Division and Board meetings from the Division Secretary, and review them for actions taken which require changes to the Manual.

Submit changes to the Executive Board for approval.

Inform members of the Executive Board and all affected committee chairs of any changes to the Manual.

Update the electronic copy of the Manual as necessary.

Provide the Chair-Elect with a set of committee descriptions and information to distribute to prospective committee chairs by the end of the year.

Reports

Send copies of updated pages of the Manual to the Archives at the end of the year.
G. GOVERNANCE

Composition

The Chair of the Governance Committee is appointed by the Division Chair. The Governance Committee Chair selects members of the Governance Committee and appoints them if they agree to serve. The typical need will be one member. At the time of a major revision of the Governing Documents, the committee may be expanded to three members.

Function

Advise the Board of the Division on the contents of the Governing Documents and, if needed, recommend changes to the Governing Documents so they are consistent with the Bylaws of the Association and reflect the current goals of the Legal Division. When the Association bylaws are amended or revised, the Division must amend or revise its Governing Documents accordingly.

Responsibilities and Procedures

It is the duty of the Governance Committee Chair and members to read the Governing Documents carefully at least once each year. The committee is to meet once a year, preferably at the Annual Conference, to discuss the Governing Documents and the need for any changes. This meeting may be held by telephone if required. The Governance Committee Chair and committee members will seek comments from other members of the Legal Division about proposed changes prior to any proposal for changing the Governing Documents being made to the Legal Division Executive Board.

Submit proposed changes to the Executive Board of the Division. If the Executive Board approves the suggested changes for submission to the vote of the membership, the Chair of the Division shall submit the proposed changes and notation of the Executive Board approval to the Bylaws Committee of the Association for their review. If the Bylaws Committee of the Association approves the changes as being within the powers of SLA Divisions, the Legal Division Governance Committee will then work with whomever is charged with conducting votes to have the changes presented to the membership for approval or rejection. This vote may be conducted electronically or at a business meeting during the governing year. SLA headquarters considers electronic votes to be business meetings. A 2/3 majority of members voting is required for the amendments to be accepted.

After membership approval, the Division Chair must sign and date two originals of the complete text of the newly approved Governing Documents. Both copies of the signed text must be sent to the Chair of the Association Bylaws Committee with space for signature and date on the last page. One signed original will be returned to the Division. The original signed copy shall be forwarded by the Division Chair to the Division Archivist to be kept in the Division archives. Copies showing both signatures must be sent to the Association Leadership Department and to the Division Cabinet Chair and Chair Elect.

See also section IX, "Procedures for Amending the Governing Document".

Reports

The Chair of the Governance Committee shall prepare and submit to the Chair of the Division a written report of the activities of the Governance Committee during his/her tenure. Revised Governing Documents should be sent to Archives.

See under GENERAL COMMITTEE INFORMATION.
H. INTERNATIONAL RELATIONS

Composition

The Chair of the International Relations Committee is appointed by the Division Chair. The committee selects other members interested in international aspects of law.

Function

Serve the Division Chair in activities related to international aspects of law, SLA and the Legal Division.

Responsibilities and Procedures

The chair of the International Relations Committee is responsible for organizing the International Roundtable at the annual conference. This roundtable does not necessarily have to be held each year.

The function of the International Roundtable is to encourage networking among colleagues interested in international law or working in libraries around the world. The Roundtable consists of an educational program, a chance to discuss issues of international scope in law libraries as well as an opportunity to suggest future program topics/speakers.

The committee chair should contact the Division Program Committee Chair to request meeting time at the annual conference. In addition, the chair should:

• Investigate possible speakers for the Roundtable.

• Send out brief minutes from the Roundtable within four to six weeks after the Annual Conference to Division members. This may be done through the discussion list and/or an article in the Legal Division Quarterly.

• Compile and maintain a list of interested members.

• Hold meetings or programs locally during the year, if desired or as necessary, related to international aspects of law.

Reports

See under GENERAL COMMITTEE INFORMATION.

I. LEGAL DIVISION QUARTERLY

(i) Editor

The Legal Division Quarterly editor is responsible for the content, production, publishing and distribution of LDQ at regular, established intervals. This position requires writing and layout skills, the ability to work effectively under pressure of deadlines and the ability to gather news, decide what will be of interest to readers, and get reporters to supply copy in a timely manner. The LDQ Editor should understand the activities of the Division and SLA and be acquainted with the interests of the members.

Composition

The Editor of the Legal Division Quarterly is appointed by the Division Chair. The Editor selects as many additional members as are appropriate.
Function

The Editor of the Legal Division Quarterly is responsible for collecting, editing and publishing articles and notices of interest to the Division membership.

Responsibilities and Procedures

Publicize news copy deadlines and solicit important and interesting news from reporters, members, officers, committee chairs and appointed positions.

Solicit and edit materials to appear in LDQ. Discuss copy with Division Chair in the case of any questions.

Oversee layout, typing, proofreading, reproductions and distribution of each issue.

LDQ is distributed electronically to all members of the Division. The Editor posts a notice to the discussion list with links to the new issue and sends an electronic copy to the Web Site Content Chair to be posted to the Division web site.

Ensure that one issue is ready in time to present the candidates for Division offices. Work closely with the Nominating and Elections Committee Chair to ensure that this deadline is met.

Work with the Division Chair, Chair-Elect, and Advertising Manager to obtain paid advertisements to help cover the expenses of the newsletter. Paid advertisements should not exceed 25% of the page count of any issue.

Review specifications and rates for advertising and submit recommended changes to the Legal Division Executive Board for review and approval.

Update Division committee roster information upon notification from the Chair, Secretary or other Division members. Inform the Web page editor of any necessary committee roster changes.

Reports

See under GENERAL COMMITTEE INFORMATION.

Records

Copies of advertising ("tear sheets") may be required to be sent to advertisers. Two copies of book reviews are generally requested by publishers of reviewed books.

(ii) Advertising

Composition

The Chair of the Legal Division Quarterly Advertising Committee is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

Function

Solicit advertising for the newsletter and manage advertisements and advertising revenues.

Responsibilities and Procedures

Solicit advertisements for the Legal Division Quarterly. Advertisements are to be submitted to the Editor in electronic form.
Respond to inquiries received by telephone, fax, mail, e-mail or sent by the Editor.

Keep records of all materials sent to advertisers.

Send copies of the newsletter to all advertisers with an invoice.

Communicate with the Editor on all matters pertaining to advertising.

Communicate with the Sponsor Relations Chair as needed.

Communicate with the Treasurer regarding receipt and deposits of advertising payments.

Make recommendations to the Executive Board on advertising rates and any quantity discounts after consultation with the Editor.

**Reports**

Submit an annual report to the Division Chair by specified deadline.

See under **GENERAL COMMITTEE INFORMATION**.

**J. MEMBERSHIP AND PUBLIC RELATIONS**

The Membership and Public Relations Committee is responsible for encouraging the growth of membership in the Special Libraries Association and the Legal Division and promoting the Legal Division to current and potential members.

**Composition**

The Chair of the Membership and Public Relations Committee is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

**Function**

Serve the Division as the welcoming point for new members and as the recruiting and retaining point person for the Division. Maintain accurate and timely membership records. Work with the SLA Member Services department. Develop programs to maintain and increase membership. Develop and coordinate public relations activities for the Division.

**Responsibilities and Procedures**

Ensure receipt of membership records from the Association's Member Services department and maintain up-to-date membership records. Alert SLA's Member Services department of irregularities with the membership lists.

Send welcome letters to new members and submit their names for inclusion in the *Legal Division Quarterly*.

Remind members, using appropriate methods, to renew their membership and point out the benefits of renewal.

Follow up on non-renewals as supplied by the Association. Contact these members and encourages reinstatement; find out reason(s) for non-renewal.
Plan recruitment activities and/or campaigns to attract new members to the Division.

Supply items for the *Legal Division Quarterly* encouraging the recruitment of new members. These items should review the requirements for membership and inform members that applications may be obtained online at [www.sla.org](http://www.sla.org).

Work with Executive Board and Association’s Member Services department to develop a plan for the identification and recruitment of new members from appropriate sources, including library schools and related associations. Solicit constructive suggestions and ideas from the Division Executive Board and the membership for the promotion of public relations. Prepare a membership and public relations plan to be submitted to the Board for input and approval.

The Committee Chair should consult the SLA [Public Relations Toolkit](http://www.sla.org) for information and ideas.

**Reports**

Upon request, provide the Board of Directors with membership numbers, trends in membership and report any problems that members are encountering.

The following items should be passed to the next committee chair:

- membership rosters and member data change reports received from the Association
- correspondence from Division members and/or the Association relating to membership data problems
- samples of letters used to correspond with members and prospective members

See under [GENERAL COMMITTEE INFORMATION](http://www.sla.org).

**[LETTER #1 – SEND TO NEW DIVISION MEMBERS]**

Dear [name of member],

Welcome to the Legal Division of SLA! I am [name], the current Membership/Public Relations Chair and along with the Division Chair, [name of chair], and other Division members, am delighted to say hello and to send you important information about the Legal Division.

The Legal Division strives to support information professionals in private law firms, business and government libraries and fosters the exchange of information, ideas and knowledge among its members.

Your gateway to the Legal Division is our website: [http://units.sla.org/division/dleg/](http://units.sla.org/division/dleg/). Here you will find information about the Legal Division and also links to our newsletter.

Another very important communication tool is our e-mail discussion list. It is a place to hear about Association and Legal Division news, talk about current issues, and hear about job openings. You do need to add yourself to the list. If you have not already done so, here are the instructions (also on SLA’s website at [http://www.sla.org/content/community/lists/index.cfm](http://www.sla.org/content/community/lists/index.cfm)):

SLA LISTS Subscribing

Send an e-mail to [lyris@sla.lyris.net](mailto:lyris@sla.lyris.net) with the SUBSCRIBE command in the body of the message:

Subscribe listname your-e-mail_address “FirstName LastName”
Note: The LISTNAME is the part of the list address preceding the @symbol.

For example, the Legal Division listname is sla-dleg.

When ready to send a message to the discussion list, please use this address: 
sla-dleg@sla.lyris.net

The Legal Division also has a group on LinkedIn. If you have a LinkedIn account, join the group and 
connect with members. In addition, the Legal Division puts on outstanding programming at the annual 
SLA conference, and offers financial assistance to members who would otherwise be unable to attend.

Now that you are a member of the Legal Division, jump in and become active! Volunteering for a 
committee is a great way to meet members and get involved with the Division.

So again, welcome to the Division! Should you have any questions, please do not hesitate to contact me. 
Regards,

[name]
Chair, SLA Legal Division Membership and Public Relations Committee

[LETTER #2 – SEND TO LAPSED MEMBERS]

Dear [name of member],

I am the Membership and Public Relations Chair of SLA’s Legal Division. SLA headquarters has informed 
me that your membership has lapsed.

Perhaps you have not yet had the time to renew your membership. If that is the case, I hope you are able 
to renew soon. You may complete the renewal process on SLA’s website: www.sla.org (click the 
“Membership” button and choose “Membership Renewal”). Please be aware that SLA offers reduced 
rates to members who are experiencing a career disruption.

If you have chosen to leave SLA, I ask that you reconsider. The Legal Division offers many benefits such 
as the division e-mail discussion list, the division newsletter (posted to our website at 
http://units.sla.org/division/dleg/Newsletter/index.htm), a networking group on LinkedIn and scholarships 
to attend the Annual Conference.

The international organization also offers a wide network of people along with the Information Outlook 
magazine and the Annual Conference. SLA offers many opportunities for professional development. 
There is the exciting Click University, an online learning area which focuses on continuing professional 
education for SLA knowledge workers around the world. In addition to ClickU, SLA has an arrangement 
with ebrary and offers access to e-books on leadership and management. And don’t forget, with 
membership, you have access to SLA’s international membership directory.

I realize that the association may have contacted you. However, the Legal Division also believes it is 
important that we reach out to our members as well.

If you have any suggestions about how we can improve the Legal Division, please feel free to contact me 
or the Division Chair, [name of chair]. Our contact information is below.

I hope you will renew your membership in SLA and the Legal Division. Should you have any questions 
please do not hesitate to contact me.
K. NOMINATING AND ELECTIONS

Composition

The Nominating and Elections Committee is appointed by the Executive Board as early in the year as possible, preferably before April 1. The Committee shall consist of at least three members, one of whom shall be either the Past Chair or a past Executive Board Member. The Executive Board shall select the Committee Chair who shall be responsible for coordinating all the responsibilities and for submitting all reports of the Committee. The Committee should meet and strategize prior to the Annual Conference.

Function

Solicit nominations and submit a slate of candidates for Division offices as follows: Chair-Elect-Elect, annually; Secretary (a two year term elected in even numbered years); Treasurer (a two year term elected in odd numbered years) and one Director annually. All terms commence in the calendar year following the election.

Responsibilities and Procedures

Selection of Candidates: Solicit nominations by as many different means as possible, including the discussion list, *Legal Division Quarterly* and the web site. Utilize the Annual Conference as a way of contacting and meeting potential candidates. Consult members of the Division Board for their suggestions.

The committee ensures that all potential candidates qualify for office according to the Division Governing Documents. An intensive effort should be made to select two candidates for each office whenever possible. All candidates must accept their nomination in writing.

Solicit and/or update a one page description of each office from the current outgoing officers. This description should include a reasonable estimate of the time commitment and a list of prior office holders with their contact information. This information will be given to potential candidates.

Candidates must prepare a campaign statement and a brief biographical description in both Word and .pdf format (PDF) and submit this, together with a recent photograph in a JPEG or GIF format, to the Chair of the Nominating and Elections Committee. The format of the statements should be standardized as follows:

- Word document (for LDQ) and .pdf (for web site)
- one page in length
- Arial, 11 point font
- heading to include name, title, affiliation (firm, business, etc.), city & state/province in block format and bold typeface
- campaign statement – one paragraph
- biography – one to three paragraphs including current job responsibilities, work in professional associations or other volunteer service, prior employment, education
- picture - JPEG or GIF
The committee chair sends the names of the candidates, the positions for which they are running, their biographies, photographs and campaign statements, to the Web Site Content chair and the Editor of LDQ. The Web Site Content chair will post this information as soon as possible and the Editor of LDQ will ensure publication in the next issue.

The Chair will post an announcement to the discussion list announcing the slate of candidates, the date of the election and a link to the web site with information about each candidate. This must be done at least sixty (60) days prior to the election. A sample notice can be found at the end of this section. Ideally the election will be announced by mid-August at the latest so that it can be completed by the end of October.

Further nominations, accompanied by the written acceptance of the nominee, may be entered by petition of twenty-five (25) Division members and shall be filed with the Nominating and Elections Committee at least forty-five (45) days before the vote.

Work with the designated individual to set up the SurveyMonkey ballot. The Division Chair will appoint a member to set up the ballot. The person who sets up the ballot should obtain the most recent list of e-mail addresses from SLA headquarters to upload to SurveyMonkey. This should be done just before voting begins. SLA has an account with SurveyMonkey which is available without cost to the divisions. See Section XI, Appendix B of this Manual for details.

The person who creates the ballot will send the link to the committee chair who will announce the election and provide the link to the ballot. Paper ballots will be provided to Division members who request them, but no member may vote both electronically and by paper. A sample note concerning paper ballots is provided at the end of this section and should be distributed via the Division's e-mail discussion list. The person creating the ballot will monitor the voting and advise the committee chair of the outcome of the election. The committee chair then passes this information to the Division Chair who will inform the candidates as soon as possible after the results have been tabulated. Results will be announced to Division members on this discussion list and on the web site.

At the discretion of the Chair, successful candidates may attend the November and December Board meetings in order to get up to speed with Division matters before taking office.

Maintain a list of individuals who cannot commit to running immediately but have indicated an interest in running in the future. A copy of this list should be given to the Division Chair.

Reports

A report of the Nominating and Elections Committee will be made at the Division’s Business Meeting at the Annual Conference and shall be published in the Legal Division Quarterly or otherwise sent to Division members at least sixty days before the election. The Committee will make a post-election annual report to the Division Chair as soon as possible after the election but no later than November 15th. The report will be included in the Division's Annual Report due to the Association on December 1st.

See also under GENERAL COMMITTEE INFORMATION.
### NOMINATING AND ELECTIONS COMMITTEE – ACTION DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Division Board/Chair</th>
<th>Nominating &amp; Elections Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Board Meeting</td>
<td>Discuss selection of Nominating &amp; Elections Committee</td>
<td></td>
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<tr>
<td>March Board Meeting</td>
<td>Appoint committee chair and announce committee members; give list of members interested in future service to committee chair</td>
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<tr>
<td>April</td>
<td>Meet by teleconference to set strategy; solicit or update descriptions of offices</td>
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<tr>
<td>May</td>
<td>Solicit nominations via Board recommendations, discussion list postings, LDQ articles; schedule in-person meetings with potential nominees at Annual Conference</td>
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<tr>
<td>June</td>
<td>Report at Annual Conference &amp; Division Business Meeting; continue to solicit nominees and/or announce any nominees to date</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Appoint SurveyMonkey ballot developer and notify committee chair</td>
<td>Finalize nominations; obtain nominee biographies and written acceptance; deliver to LDQ editor, Web Site Content Chair and ballot developer; send committee report to LDQ editor; prepare list of members interested in serving in the future</td>
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<tr>
<td>August 1</td>
<td>Announce nominations and election (60 day period ends Sept. 29)</td>
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<tr>
<td>October 1</td>
<td>Open election</td>
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<tr>
<td>October 10</td>
<td>Close election</td>
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<tr>
<td>October 15</td>
<td>Tabulate results and send results to Division Chair</td>
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<tr>
<td>October 20</td>
<td>Announce election results and invite winners to Nov &amp; Dec Board meetings</td>
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<tr>
<td>November 15</td>
<td>Send annual report to Division Chair</td>
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**[SAMPLE NOTICE CALLING FOR BOARD CANDIDATES (TO BE SENT TO LEGAL DIVISION MEMBERS VIA THE DISCUSSION LIST)]**

Subject Line: Volunteer Opportunities with the SLA Legal Division

Good afternoon,

The SLA Legal Division is looking for candidates to stand for the Board of Directors. This is an excellent opportunity to build leadership skills and network with law librarians in the United States, Canada and abroad. Board members are an integral part of the team that plans the high quality programs at the SLA conferences for which the Legal Division has earned an excellent reputation within the association.

We are accepting nominations through **July 1, [year]** for the following positions:
Chair-Elect-Elect – [start and end dates] (the Chair-Elect-Elect will serve as Chair-Elect in [year], Chair in [year] and Past Chair in [year])
Secretary – [start and end dates] OR Treasurer [start and end dates]
Director – [start and end dates]

Details about these positions can be found in the Division Manual at http://units.sla.org/division/dleg/LegalDivisionManual.pdf. You may also contact the incumbents for more information. A list of current board members is available at http://units.sla.org/division/dleg/Officers.htm.

Nominations may be sent to any member of the Nominating and Elections Committee:

[names and e-mail addresses]

Members of the division are welcome to nominate themselves and/or their colleagues. We look forward to hearing from you soon.

Regards,

[Name]
Chair, SLA Legal Division Nominating & Elections Committee

[SAMPLE NOTICE OF ELECTION (TO BE SENT TO LEGAL DIVISION MEMBERS VIA THE DISCUSSION LIST)]

The Legal Division of the Special Libraries Association is providing notice that it intends to conduct its annual officer elections. Members of the Legal Division will receive electronic ballots on October 1 and will have ten days to cast votes. The slate of candidates, along with their professional biographies, will be posted to the Division's web site within the next 10 days. Further nominations, accompanied by the written acceptance of the nominee, may be entered by petition of twenty-five (25) Division members and shall be filed with the Nominating and Elections Committee at least forty-five (45) days before the vote.

[name]
Chair, SLA Legal Division

[NOTE TO DISCUSSION LIST RE REQUESTS FOR PAPER BALLOTS]

Good afternoon from the SLA Legal Division Nominations & Elections Committee

The Division election will open on October 1 and close on October 10. Voting will take place by means of an electronic ballet using SurveyMonkey. If you have set your e-mail preferences not to receive surveys from SurveyMonkey or if you prefer to receive a paper ballot, please contact me as soon as possible. Please provide your name, your address or e-mail address, and your telephone number when making your request for a paper ballot.

As previously announced by [name], the division chair, we have a strong slate of candidates running for office. Please take a moment to read about the candidates by going to [insert url].

Your participation makes the Legal Division stronger and more dynamic so please take the time to vote. The Committee thanks you for your participation.

Regards,

[Name]
L. PHOTOGRAPHER

Composition

One division member serves as the Division photographer.

Function

Photograph division events using digital camera purchased by the Division.

Responsibilities and Procedures

Attend as many Division events as possible during Annual Conference and Leadership Summit if attending. Photograph speakers and attendees.

Photograph Division officers annually for web site.

Send photographs electronically to Legal Division Quarterly and/or the Web Site Content chair as appropriate.

Reports

None.

M. PROGRAM

Composition

The Chair is selected by the Division Chair and Chair-Elect approximately two years in advance of the conference. The committee chair selects as many additional members as are appropriate. Members of the committee should include representation from committees and roundtables and members with local knowledge of the conference site. The Sponsor Relations Chair is responsible for fund raising for the Annual Conference.

Function

Plan Legal Division programs for the SLA Annual Conference, including open houses and field trips.

Responsibilities and Procedures

Solicit program ideas: Solicit ideas through the discussion list and Legal Division Quarterly. Ask the previous Program Committee for suggestions of programs that could not be accommodated in previous years.

Committee involvement: Ideally each committee member will be responsible for organizing one session, including identifying, contacting, and confirming speakers, formulating a budget for the session, and determining space, time and equipment needs.

Preliminary Planning: Preliminary planning is extremely important in holding quality programs. Fewer high quality programs are preferable to many lower quality ones. The committee also should consider the likelihood that a given program will have appeal to one or more other divisions and therefore would be a
candidate for co-sponsorship and higher attendance.

Programs should cover a variety and range of topics of importance to legal librarianship, but should not be so narrow that they will appeal only to a small segment of the Division. The Program Committee should be aware that conference pricing continues to rise and that program requirements, particularly with regard to electronic equipment, cost the Division a great deal of money. To offset this, the Committee should consider the number of speakers and travel expenses and the advantage of finding speakers who are local or in close proximity to the conference city. While this is not always possible, it is a consideration for determining whether a session might be better suited for another conference.

Preliminary conference planning should begin during the summer two years before the meeting, upon request of the Association Program Committee, with the knowledge that some programs may not materialize. Once a topic has been chosen, speakers will need to be identified and contacted. Each committee member will be assigned a program to arrange and the Program Committee Chair will serve as coordinator, providing guidance to the program organizer as to what is expected. The committee chair may also be responsible for arranging programs if needed. Speakers will be confirmed in writing, including any honoraria or expenses that the Division may provide.

The Program Committee Chair will provide the Chair-Elect of the Division with a progress report prior to the SLA Leadership Summit, including program titles and prospective or confirmed speakers. This will be presented at the appropriate meetings by the Chair-Elect who will at that time solicit co-sponsors from other Divisions. If possible, the Program Committee Chair should attend Leadership Summit and work with the Division Chair-Elect on programming functions.

Following the Leadership Summit, the Program Committee will continue to contact and confirm speakers as needed. Most if not all program topics should be tentatively confirmed prior to the Annual Business Meeting where the Program Committee Chair or Chair-Elect will present the preliminary program for the following Annual Conference to the membership.

Budget: In the spring one year prior to the conference, the Program Committee shall submit a budget proposal to the Division Executive Board. It shall include information on speaker costs (honoraria, travel expenses), equipment costs (electronics, slide projectors, overhead projectors), internet costs, and reception or other food costs (Open Houses, hospitality suites, continental breakfasts, luncheons). Exact figures may not be available until closer to the Annual Conference since SLA Headquarters staff negotiate these prices.

All budgetary information may be approximate and based on previous years' costs for programming, and/or prior knowledge of the costs associated with the convention and city for which the committee is planning. The Division Chair should be apprised of all progress on conference programming, particularly with regard to deadlines imposed by SLA headquarters and the SLA Conference Program Committee.

Expenses: When more than one division is sponsoring a session at the Annual Conference, expenses for audiovisual equipment, room setup and food are shared. SLA negotiates the costs with the convention center or hotel and bills the lead division after the conference.

Negotiated Expenses: Travel, lodging and per diem are the responsibility of the lead division and can be negotiated with co-sponsoring divisions. Per SLA policy, members who are speakers may not receive travel assistance.

Registration: SLA provides free registration for speakers on the day of the conference at which they speak.

Honoraria: If an honorarium is required, it is almost always negotiable. Honoraria should be considered based on the following criteria:

• whether the negotiated amount does not unduly stress the Division's finances
• whether co-sponsoring divisions agree to split the costs at a rate mutually agreed upon.

• whether one or more companies agree to sponsor the program at a level that would make paying honoraria feasible.

• Speakers requesting honoraria should be aware that the amount is fully taxable under federal law and that this information will be submitted to the Internal Revenue Service.

Reports

See under GENERAL COMMITTEE INFORMATION.

N. PROFESSIONAL DEVELOPMENT & REGIONAL MEETING

Composition

The Chair of the Professional Development & Regional Meeting Committee is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

Function

Plan and execute programs designed to update the professional knowledge of members of the Legal Division through regional or virtual meetings.

Assist Division members who may be interested in organizing groups within Chapters.

Responsibilities and Procedures

Generate ideas for possible continuing education programs at the regional level or by webinar, perhaps in conjunction with other divisions and/or local chapters of SLA. Surveys may be taken for suggestions and the Division Chair may also generate ideas for the committee to develop.

Reports

See under GENERAL COMMITTEE INFORMATION.

O. SPONSOR RELATIONS

Composition

The Sponsor Relations Chair is appointed by the Division Chair Elect. The committee chair selects as many additional members as are appropriate.

Function

Provide a forum for the exchange of information between the Division and publishers, producers and vendors. Investigate and remain current on trends in publications, products, services and technologies that are of interest to the legal information field, both in traditional libraries and the rapidly changing electronic environment. Raise funds for Division programs at the Annual Conference.
Responsibilities and Procedures

Maintain active and open lines of communication with publishers, vendors and producers whose products and services are of interest to and are used by Legal Division members.

Arrange formal or informal meetings of publishers, vendors and producers with interested Division members at the Annual Conference, in coordination with the Program Committee.

Encourage interested publishers, vendors and producers to consider fund raising and sponsorship activities to benefit the Division.

Coordinate fund raising efforts in support of the Division’s Annual Conference programming.

Reports

See under GENERAL COMMITTEE INFORMATION.

P. STRATEGIC PLANNING

Composition

The Strategic Planning Chair is appointed by the Division Chair. Preferably this person has served as a member of the preceding year’s committee. The committee chair selects as many additional members as are appropriate.

Function

Revise the Strategic Plan based on membership input and with the approval of the Division’s Executive Board.

Responsibilities and Procedures

Gather membership input by the following methods:

• Survey the membership periodically (usually not more than every three years or less than every five years).

• Gather input at all Division-wide events at the SLA Annual Conference.

• Review the Strategic Plan annually and revise according to membership input.

• Submit any proposed revisions to the Division Executive Board for approval.

Make the Strategic Plan accessible for viewing by all Legal Division members by as many different means as possible, including but not limited to the Division website, discussion list and Legal Division Quarterly.

Reports

The Committee Chair should consult the SLA Strategic Planning Handbook for information.

See under GENERAL COMMITTEE INFORMATION.
Q. STUDENT RELATIONS

Composition

The Student Relations Chair is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

Function

The Committee strives to further communication between professionals and library and information science students and create awareness among students of the opportunities in law librarianship.

Responsibilities and Procedures

Set goals for the year and plan for achieving those goals.

Annually revise and update the Division's promotional brochure for students.

Work with SLA Student and Academic Relations Chair to draw up plans and solicit suggestions for further involvement.

Coordinate Annual Conference plans to work on special student-oriented functions or means of recognizing students within the Division.

Be the Legal Division liaison with the SLA Student and Academic Affairs Advisory Council (http://www.sla.org/content/community/committe/sarc/index.cfm) to obtain tickets to Division events for students interested in the Division. This service will also need to be coordinated with the Division Chair, who will give guidance as to how many and what type of sponsorship will be given to students.

Encourage student participation within the Division through membership on Division committees and within Division roundtables.

Provide information and support for student members through the Legal Division Quarterly. Topics to cover might include program information for MLIS/Advanced Certificates/PhDs at library schools, tips for what types of classes are advisable for a law librarian, conference experiences of students and promotion of programs of interest to students.

Provide information and support through notices posted on the Division's discussion list and through other lists within and outside SLA.

Create a network of Division members to serve as liaisons with SLA student chapters or library schools to spread information and promote law librarianship as a career to those attending and considering library school.

Reports

See under GENERAL COMMITTEE INFORMATION.
R. WEB SITE CONTENT

Composition

The Web Site Content Chair is appointed by the Division Chair. The committee chair selects as many additional members as are appropriate.

Function

The Committee is responsible for maintaining the Division’s web site and ensuring that the content is current and accurate.

Responsibilities and Procedures

Maintain existing pages.

Create new pages from content provided by the Division Board and/or committee chairs.

Update web site content as needed.

Troubleshoot problems as required.

Respond to e-mails directed to the webmaster in a timely fashion.

Publicize the web site to the Division membership using the discussion list and LDQ.

Make recommendations to the Executive Board regarding new web technologies.

For more information, consult the SLA web page for Unit Webmasters.

Reports

See under GENERAL COMMITTEE INFORMATION.

VI. DIVISION PRACTICES FOR LIAISONS

Composition

One liaison per organization.

Function

Liaisons act as an official link between the Legal Division and other official entities of the Special Libraries Association and other legal library organizations. The Legal Division may establish official liaisons to the following:

• American Association of Law Librarians (AALL)
• American Bar Association (ABA)
• British and Irish Association of Law Libraries (BIALL)
• Canadian Association of Law Libraries/Association canadienne des bibliothèques de droit (CALL/ACBD)
and any additional liaisons as identified by the Division Chair. The Division Chair may appoint the Chair of the International Relations Committee as liaison, or other members of the Division as appropriate.

The Division Chair invites representatives from BIALL, CALL/ACBD and AALL to attend the annual conference. The letters of invitation are sent in March in order to give these organizations time to appoint a representative and make travel arrangements. It is hoped that these organizations will in turn make a similar offer to the Legal Division for their own conferences. SLA Legal reimburses the organizations for their registration fee. The Division Chair should ensure that the representatives are invited to the BNA Breakfast by contacting the appropriate person at BNA in advance of the conference. They are also invited to the Leadership Tea/Luncheon if one is held, and to the Division open houses and/or other receptions hosted by the Legal Division.

**Responsibilities and Procedures**

Ensure that the Legal Division is kept informed of initiatives and projects of interest in the home organization. This is done by establishing a relationship with the organization and receiving news, reports, updates and other information.

Report information that is of interest to the Division by all means available including the discussion list, web site, announcements at the Annual Business Meeting and the *Legal Division Quarterly*.

Communicate with the Legal Division Chair, participate in discussions of any round table or informal groupings of Division members of interest and monitor the discussion list.

Inform the appropriate organization of Legal Division initiatives and projects of interest to that group by communicating with the appropriate executive officer and participating in any discussion list activity.

Liaisons may also attend business meetings of groups of interest and report back to each group on the others’ activities.

**Reports**

See under **GENERAL COMMITTEE INFORMATION**.

**[SAMPLE LETTER OF INVITATION]**

[name]
Chair, SLA Legal Division
[address]
[telephone number]
[e-mail address]

[date]

[name]
President, CALL/ACBD
[address]

Dear [name],

For several years a representative of the Legal Division of the Special Libraries Association has been the honoured guest of CALL/ACBD at your annual conference. It is with great pleasure that, on behalf of SLA Legal, I am writing to offer you a complimentary registration to the 2010 Annual Conference of the Special Libraries Association in New Orleans from June 13-16.
There are several events at the SLA conference which you should plan to attend. The Legal Division will hold a Leadership Tea on the afternoon of Sunday, June 13, and a formal invitation to this gathering will be forthcoming. The Legal Division’s Annual Business Meeting is combined with the BNA Breakfast and will be held on Monday, June 14 from 7:00 – 8:30 a.m. You will be introduced to the membership at this time. In addition, the Legal Division holds open houses each night of the conference which you are welcome to attend. Our division programming will be second to none and I am sure that you will want to attend many of the educational sessions.

The Legal Division will be pleased to cover the cost of your registration, and there is no charge for the BNA Breakfast/Legal Division Annual Business Meeting. Please note that travel, accommodation and other expenses are not covered by SLA or SLA Legal. Kindly submit a copy of your registration document to me along with a completed reimbursement form and I will ensure that you are reimbursed promptly. The reimbursement form can be found on the Legal Division’s web site at http://units.sla.org/division/dleg/org.htm. Registration information is available on SLA’s web site at INSERT URL. You will also find hotel information at this site.

Please provide me with details of your arrival and departure schedule as well as the name of the hotel where you will be staying.

Should you not be able to attend I hope that you will be able to send a designated representative. SLA Legal values its relationship with CALL/ACBD and conference attendance is an excellent way to strengthen it.

Please do not hesitate to contact me should you have any questions. I look forward to welcoming you to New Orleans in June.

Sincerely yours,

[name]
Chair, SLA Legal Division

cc: [name], Program Planner

VII. DIVISION PRACTICES FOR ROUNDTABLES

A. STARTING A ROUNDTABLE

SLA roundtables are what you make of them - from reserving a room for an informal get-together to creating a mailing list to having a dinner or speaker. No money is allocated to roundtables from SLA Headquarters so speakers and dinners are possible only if the roundtable coordinator has a budget drawn from membership dues at the Division level or can find a corporate sponsor to underwrite the event.

To successfully start a roundtable, decide on a name in order to identify the group to the Legal Division leadership. Request a meeting time at the next Annual Conference by asking the Division Chair for a space on the Division program.

Send out e-mail notices about the proposed new roundtable in the months prior to the Annual Conference. Interest is generated over time by the roundtable’s ability to sponsor speakers or join with other SLA membership entities to co-sponsor an Annual Conference program.
Listed below is information about the Legal Division’s existing roundtables.

**B. CORPORATE LIBRARIANS IN LEGAL SETTINGS**

**Composition**

One coordinator selected in coordination with the Division Chair.

**Function**

Encourage networking among colleagues who do corporate research in Law Libraries. The Annual Roundtable meeting is an opportunity to share concerns, questions and challenges. Programs can be structured as informal and open exchanges of ideas or structured panel discussions with guest speakers. Topics of discussion should have special relevance to corporate research.

**Responsibilities and Procedures**

Request a meeting time at Annual Conference from the Division Program Committee Chair.

Investigate possible topics and speakers for the Roundtable meeting at the Annual Conference.

Post any conference roundtable material on the Division website.

Compile and maintain a list of interested members.

**C. EMERGING TECHNOLOGIES**

**Composition**

One coordinator selected in coordination with the Division Chair.

**Function**

Encourage networking among colleagues interested in emerging technologies. The Emerging Technologies Roundtable is an opportunity to discuss issues involving emerging technologies in law libraries and to suggest future program topics and speakers.

**Responsibilities and Procedures**

Request meeting time at Annual Conference from the Division Program Committee Chair.

Investigate possible speakers for the Roundtable.

Post any conference roundtable material on the Division website.

Compile and maintain a list of interested members.

**Reports**

See under **GENERAL COMMITTEE INFORMATION**.
D. INTERNATIONAL ROUNDTABLE

See under "International Relations" in the Committees section.

E. TAX

Composition

One coordinator selected in coordination with the Division Chair.

Function

Encourage networking among colleagues interested in tax law library issues or working in tax libraries. The Annual Roundtable meeting is an opportunity to discuss issues concerning tax law libraries and to suggest future program topics and/or speakers.

Responsibilities and Procedures

Request meeting time at Annual Conference from the Division Program Committee Chair.

Investigate possible speakers for the Roundtable.

Post any conference roundtable material on the Division website.

Compile and maintain a list of interested members.

Reports

See under GENERAL COMMITTEE INFORMATION.

VIII. DIVISION GOVERNING DOCUMENT

NAME AND MISSION

The name of this unit is the Legal Division, Special Libraries Association.

The mission of this Division shall be that of the Special Libraries Association.

The scope of the Division is: The Legal Division serves as a forum for the exchange of information, ideas, and knowledge among law and regulatory affairs librarians. Particular emphasis is given to the concerns unique to librarians practicing in private law firm, business, and government libraries.

MEMBERSHIP

The membership of the Division shall be those members of the Association who elect to affiliate with the Division.

The Association’s Board of Directors shall define the classes of members.

Division membership falling below 25 members for more than one Association year will be reported to the Division Cabinet Chair.

EXECUTIVE BOARD

The executive board (“board”) with a minimum of four members shall have the authority and responsibility
to manage the Division's property and to regulate and govern its affairs. A majority of board members in office shall constitute a quorum for the transaction of business at any meeting of the board.

No member shall serve in the same office for more than two consecutive terms.

Should the office of chair become vacant, the chair-elect shall assume this position for the remainder of the term. All other board vacancies, including a vacancy in the office of chair-elect, occurring before the conclusion of a departing member’s term will be filled by majority vote of the remaining members of the board.

OFFICERS
The chair, subject to the executive board, shall have general supervision and control over Division affairs.

The chair-elect shall have duties as specified by Division Recommended Practices and the needs of the Division.

The secretary shall keep an approved record of all meetings of the Division and board and sign legal documents jointly with the chair.

The treasurer shall have custody of the Division funds.

The Division may elect additional officers as specified by the Division Recommended Practices, and the needs of the Division.

MEETINGS
The Division annual business meeting shall be held during the Association annual conference. At least one business meeting shall be held during the term of office of each elected board. Adequate notice of meetings shall be provided to the membership.

COMMITTEES
The board may establish committees, which shall be responsible to the board.

The board may authorize funds for committee expenses.

No Division member may serve on any one committee for more than six consecutive years.

SUBUNITS
Subunits may be established and disbanded by the Division, according to Division Recommended Practices.

FUNDS, CONTRACTS AND PROPERTY
Funds for Division expenses shall be derived in part or in whole from the Association as an allotted share of the annual dues paid by Division members.

Any agreement, contract, or obligation entered into by the Division, including the purchase of property such as office machines, filing cabinets, computer equipment, etc., shall have advance approval of the board. Any agreement, contract or obligation must be in compliance with Association liability limits as prescribed in Division Recommended Practices.

NOMINATIONS AND ELECTIONS
A Nominating Committee for each election of members to the board shall be appointed by the board. Nomination of candidates for each office and the election of candidates shall be determined by the Division Recommended Practices.

DISSOLUTION AND MERGER
The Division may petition the Association Board of Directors for dissolution, or for merger with another
Division, by vote of its membership in accordance with the Division Recommended Practices.

COMMUNICATIONS
Divisions shall institute suitable mechanisms to facilitate communications with and between its members regarding Division activities, affairs, issues, and other matters.

DIVISION REPRESENTATION AND AFFILIATION
Division representatives to joint committees and meetings of other societies having objectives allied to those of the Division and of the Association may be appointed by the chair.

AMENDMENTS
This governing document may be amended by an affirmative vote of two thirds of the members present at any Division meeting. Revisions in, or amendments to, the Division governing document, shall be reviewed by the Association Bylaws Committee, prior to presentation to the Division membership.

Approved by Division Cabinet: June 10, 2003
Approved by Board of Directors: January 21, 2004
Effective Date: February 1, 2004
This Governing Document was amended: August 11, 2009
Approved by the Bylaws Committee, Special Libraries Association

______________________________
Division Chair

(Signed) (Date)

Approved by the Division membership in a vote that concluded January 15, 2010.

______________________________
Association Bylaws Committee Chair

(Signed) (Date)

IX. PROCEDURES FOR AMENDING THE GOVERNING DOCUMENT

These procedures were created by SLA. To amend the Division’s Governing Document the following steps must be completed in the order in which they are presented.

1. At least six months prior to the Division business meeting, send the proposed Governing Document to the Chair of the Association’s Bylaws Committee for review, comment and approval.

2. Submit the proposed Governing Document to the Division’s Executive Board for approval. Amendments may be proposed by the Executive Board, Governance Committee or 15 members of the Division. Proposals originating in the Executive Board or in the Division committee concerned with governance shall be approved by a majority vote of the Board before submission to the members. Proposals originating by membership petition shall be submitted in writing to the Executive Board and shall be presented to the members with the recommendations of the Board.

3. Present Governing Document revisions to Division membership for approval in accordance with the current Division Governing Document. These governing documents may be amended by a two-thirds vote
of the members present at any Division meeting.

4. If significant amendments are proposed to the Governing Document after it has been reviewed by the Association Bylaws Committee, it is important to continue consultation with the Chair of the Committee in preparation for final approval.

5. After membership approval the Division Chair must sign and date two originals of the complete text of the newly approved Governing Document.

6. Send both copies of the signed complete text to the Chair of the Association Bylaws Committee with space for signature and date on the last page. One signed original will be returned to the Division.

7. Original signed copy retained in Division archives.

8. Copies showing both signatures are sent to the Association’s Leadership Department, the Division Cabinet Chair and Chair-Elect.

**X. SECTIONS WITHIN DIVISIONS**

These procedures were created by SLA. Sections relating to definite areas of interest within a Division may be established by the Division.

The Director, Leadership and the Division Cabinet Chair and Chair-Elect should be the first points of contact when consideration is given to creating a new section. Scope notes will be reviewed to prevent duplication of effort and to ensure that the section is paired for the best match within a Division. As a courtesy, the Division Chairs/Division Chairs-Elect will be notified of a potential section. Advance notice enables Leadership to think through the process of section development and best fit. The petition for formation of a section within a Division must be prepared and signed by 15 current Division members interested in the section and then submitted with a scope note to the Division members at the Division’s Annual Business Meeting or to the Division’s Executive Board for approval. If approved, the scope note and the petition are then forwarded to the Division Cabinet Chair, with a copy to the Division Cabinet Chair-Elect.

If, in the opinion of the Division Cabinet Chair and Chair-Elect, there appears to be a possible conflict between the scope of the proposed section and another existing section or Division, the Division Cabinet Chair notifies the chair of the Division, and the scope note and petition is sent by the Division Cabinet Chair along with their recommendation to the Division Cabinet members. The Cabinet then votes on the recommendation.

After approval of a new section, an announcement is made to the Division Cabinet and is published in *Information Outlook*. The Division Cabinet Chair is responsible for seeing that both announcements are made and reports the formation of the new section as part of the routine report to the Board of Directors at its next meeting.

The Division is financially responsible for the section. The Division Chair includes a report of the section’s activities in the Chair’s annual report and ensures that the SLA Leadership Department receives a list of the names and addresses of the section officers.

The chair of the section is responsible for submitting an annual report, including an annual financial statement, to the Division chair. Information on the activities of the section can be included in the Division’s newsletter or in a separate newsletter. If separate, the distribution needs to include the Association office and the SLA Board of Directors. Time should be allowed for the section to hold its annual business meeting prior to the Division’s annual business meeting at the annual conference.
The section and any proposed section may want to have its own programs at the annual conference. This should be coordinated with the Division conference program planner.

Should the section be dissolved, its assets automatically revert back to the Division.

XI. APPENDICES: OTHER IMPORTANT ASSOCIATION INFORMATION

APPENDIX A: DIVISION FINANCES

The Association’s Bylaws, Article XI, Section 3 allows for funding of Divisions in the form of an annual allotment. Total allotment funds, based on membership dues, are determined annually by the Board of Directors at their third quarter or October meeting. Allotments are calculated using the Division’s membership count as of December 31. Allotment checks are mailed in February. The Association fiscal year is January 1 – December 31.

No allotment shall be paid to a Division unless the Division has submitted accurate midyear and annual financial statements reports to Association headquarters, Director, Finance. The Division must also submit an annual activities report on time to the Leadership Department in order to receive an allotment. The Board of Directors may grant funds or loans at its discretion. Requests for funds are, as a rule, considered only at the third quarter or October Board of Directors meeting. Each Division applying for additional monies must submit a detailed estimated budget to substantiate the request. This budget should then be submitted to the Division Cabinet Chair, who will make the presentation to the Board.

The Division and group treasurers shall maintain the financial records required for their units. A simplified single-entry system has been found sufficient for most cases. The treasurer shall prepare a report on the Division’s or group’s finances for each Division meeting.

The following reports and record-keeping procedures are mandatory:

1. The treasurer of each Division or provisional Division shall submit an annual financial statement to the Association office to the attention of the Finance Director by January 31 of each year. These must be submitted utilizing the Association-provided financial software program. This deadline is most important and must be adhered to. A copy of the statement is to be retained for the Division’s archives. This report is to be audited by a Division or group member who does not hold an elected office at the time of the audit or by any other qualified person available to the Division or group.

2. No allotment shall be paid to a Division unless an audited financial statement has been approved.

3. The treasurer of each Division or provisional Division shall submit an unaudited mid-year financial statement to the Association office to the attention of the Director, Finance, by June 30 of each year. A copy of the statement is to be retained for the Division’s archives.

4. A Division or group within a Division may have undesignated funds for general administration. These funds are derived from allotments and from income accruing as a result of normal activities, such as advertising in the Division bulletin, dinner meetings, etc. Normal charges against such “regular funds” include bulletin expenses, postage, meeting notices, etc.

5. Normally a Division or group will administer its expected activities to utilize the greater part, if not all, of its allocated funds. However, a Division or group may elect to conserve its funds gradually in anticipation of specific undertakings where special project funds have not already been accumulated. Other Divisions or groups may, through lack of activity in one year, carry unspent allotments over to following years. Funds accumulated for either of these reasons and
Money earned in special Division or group projects may be maintained in one or more project funds, general or designated. Examples of such projects are seminars or workshops for which a fee is charged, royalties paid by the Association for Division-originated publications, receipts from similar works published independently by the Division, and fund-raising activities conducted for a specific purpose. Expenses involved in such projects are to be charged against these funds. Project funds must be reported as part of the periodic and annual financial reports.

6. A Division must report property that falls within the definition given in the “Property Guidelines” on a special page accompanying the financial statement.

Upon dissolution of a Division, its funds and properties shall revert to the Association. On dissolution of a group within a Division, the group's remaining funds revert to the Division.

APPENDIX B: LEADERSHIP TOOLS

Association Policies and Practices

The Special Libraries Association has established Policies and Practices for various topics related to the Association and its operations. Some of the Policies and Practices were established for various program areas in the Association. These Policies and Practices serve informational purposes for SLA Staff, SLA Board of Directors and SLA Association Units. The Policies and Practices are reviewed periodically to ensure that they are still current. If at anytime you have questions or comments, please do not hesitate to contact Chief Community Officer Linda Broussard at lbroussard@sla.org or +1.703.647.4938.

Practices for Divisions and Sections

Practices on Speaker Fees and Honoraria

Available Forms

Annual Report Form
Awards Nomination Form
Business Cards for Unit Leaders
Call for Annual Conference CE Courses Form
Discussion List Request Form
SLA Leadership Code of Responsibility Form
Model Division Governing Document
Online Certificates
Quicken Software Request Form
Pooled Fund Application Request
Pooled Fund Account Withdrawal Request Form
Property Report and Final Review Certification Form

SLA Unit Officer Forms

Statement of Liabilities Form

For other forms go to SLA’s Leadership Resources page.

Available Handbooks

The following handbooks are available by contacting the Association's Leadership Department or online at www.sla.org

Diversity Leadership Development Program Handbook
Bulletin Editors Handbook
Fundraising Handbook
Government Relations Guide
Public Relations Toolkit
Strategic Planning Handbook
Mentorship Handbook
Unit Treasurer Policy & Procedure Manual

¹NOTE: The Annual Conference Program Planners Handbook is distributed to Program Planners at the Winter Meeting eighteen months for planning programs at the Annual Conference. For a more information about the Program Planners Handbook contact SLA.

Leadership Connections

Leadership Connections is the blog for SLA leaders. You can subscribe to the RSS feed at http://slaconnections.typepad.com/leadership_connections/

Robert's Rules of Order

In 1876 General Henry M. Robert set out to bring the rules of the American Congress to members of ordinary societies with the publication of Pocket Manual of Rules of Order. It sold half a million copies before this revision of 1915 and made Robert’s name synonymous with the orderly rule of reason in deliberative societies. SLA meetings are commonly run utilizing Robert’s Rules. For full-text of this Manual see: http://www.bartleby.com/176

SLA Unit Surveys

A list of surveys and assessments carried out by SLA Chapters, Divisions and Caucuses (SLA Units) in the last few years can be found at http://www.sla.org/content/resources/research/unitsurveys.cfm
Links have been added to online versions where available.
SurveyMonkey

The Association's Leadership Department offers an online survey tool at no cost to divisions. An account has been set up at www.SurveyMonkey.com. The sign-in e-mail is: leadership@sla.org; and password: slaunits.

Division officers can request a current listing of their unit's e-mail addresses by completing the label/roster request form at http://www.sla.org/content/resources/leadcenter/leadtrain/requests.cfm or by sending the survey link to the discussion list.

Tips for developing a survey can be found at:
http://www.sla.org/content/resources/leadcenter/leadresour/update/August.cfm#survey