

TO: LITA Board of Directors

TOPIC: Adding a Secretary to LITA Board

ACTION / INFORMATION / REPORT: ACTION

SUBMITTED BY: Aimee Fifarek; Margaret Heller; Susan Smith; LITA Board members

DATE: 10/30/17

SUMMARY

The working group recommends the creation of a Secretary role in order to relieve LITA staff of administrative tasks and to ensure quality communication among the Board members and Staff, and to the Membership.

BACKGROUND

Five Divisions have secretaries at the Board level. All are elected voting officers and serve as members of the executive committee if the Division has one. See brief descriptions of those positions below.

[ASCLA](#): The secretary shall be a member of the Board of Directors and the Executive Committee. The secretary shall be responsible for accurately recording official actions of the Executive Committee and the Board for their approval. The executive director shall distribute approved minutes as directed by the president.

[LLAMA](#): The Board includes seven officers who have been elected by all the members of LLAMA: the President, the Vice-President (who is also the President-Elect), and the Past President, each of whom serves on the Board for three years; the Division Councilor, who serves four years as LAMA's representative on the ALA Council; the Secretary and two at large directors who serve staggered two-year terms. All those officers are voting members of the Board. Other voting members are the chairs of the sections, who are elected by the members of their sections for one-year terms.

[RUSA](#): The Secretary shall be responsible for the preparation of Board minutes and shall carry out such other duties as may be designated by the president and the Board of Directors.

[United for Libraries](#): The Secretary shall ensure the taking of minutes at the Board of Directors' meetings and at the Executive Committee meetings and work with staff to ensure that all records and documents of United for Libraries are maintained at its headquarters and at the headquarters of ALA and are made available to all members of ALA upon request.

YALSA ([Reference Document 1](#), [Reference Document 2](#)): The YALSA Secretary is a member of the YALSA Executive Committee, as well as the Board of Directors. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to enable authorized persons to determine when, how, and by whom the board's business was conducted. The Secretary records minutes of Board meetings, ensures their accuracy and availability, and performs other duties as requested by the President.

Questions for Board Discussion

- If added, would the Secretary position be elected (voting), appointed (non-voting), or be a duty set assigned to an elected Director?
- If elected would the Secretary be an officer? LITA officers are currently President, Vice President, and Executive Director.
- Will there be any overlap in the duties of the Secretary and the Bylaws Chair?
- There is no process for filling a vacant Board seat in between elections. If the secretary position were approved by the membership, how would we fill it for the year after the Bylaws change? Suggestion: include language indicating that a Director-At-Large can act as Secretary Pro Tem if a vacancy occurs. Use the process for electing a member of Executive Board to elect the Secretary Pro Tem.

Suggested Description of LITA Secretary Primary Duties

The duties of the Secretary are to maintain records, ensure that proper notice of LITA Board meetings is given, and take and distribute meeting minutes. The Secretary shall be a member of the LITA Board of Directors and shall be responsible for accurately recording official actions of the Board and ensure that pending actions are appropriately carried over to future meetings. The Secretary shall also work closely with LITA Staff and the LITA President to develop LITA Board meeting agendas and record/broadcast meetings to the membership.

Timeline

Discuss and agree to proceed by

Have Bylaws committee approve/develop suggested bylaws changes by

Advertise bylaws changes to membership by

Vote on

Follow process for Secretary Pro Tem by

Addendum: Process for Adding a Secretary

Article X: Amendment of Bylaws

Section 1. Proposals.

Amendments to the bylaws may be proposed by the Board of Directors or, in writing to the Board of Directors, by any Division committee, or by petition signed by ten members of the Division. Proposed amendments shall be presented in writing to the executive director at least ninety days prior to the date at which they are to be acted upon; they shall then be referred by the executive director to the Bylaws and Organization Committee, which shall report upon them to the Division membership.

Section 2. Notice.

The text of any proposed amendment shall be mailed to each member of the Division at least thirty days prior to the meeting at which it is to be acted upon.

Section 3. Voting.

The bylaws may be amended by a two-thirds majority vote of those members participating in the vote to amend. The vote shall be taken either at a general meeting of the Division, or by mail, and, if by mail, preferably as a part of the mail vote for election of officers.

If a secretary is added, section V of the Bylaws would need be updated. If the position is also an officer, Section IV would also need to be updated.

ACTION REQUESTED

The working group recommends that the LITA Board approve the creation of a Secretary role.