
LAW LIBRARIANS OF NEW ENGLAND
PROCEDURES MANUAL

Revised and Approved by the LLNE Executive Board: May 2017

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PREFACE

The Law Librarians of New England Procedures Manual is designed primarily as a guide to Chapter officers, chairpersons and committee members. The manual provides a listing of both the general procedures governing chapter affairs and the specific responsibilities of officers and committees. It should prove particularly useful in easing the transition of new officeholders and facilitating the uninterrupted flow of chapter activities.

I. INTRODUCTION

Law Librarians of New England (LLNE) is a chapter of the American Association of Law Libraries created under Article VIII of the AALL Constitution and subject to the provisions of Article XI of the AALL Bylaws.

The affairs of the Law Librarians of New England shall be managed by responsible individuals who will:

- A. Perform their respective duties as specified in the LLNE Bylaws and Procedures Manual.
- B. Attend to office and committee communications promptly and thoroughly during the term of their office.
- C. Keep current financial records of income and expenditures involving chapter activities.
- D. Maintain well organized files of chapter business which may be passed on to succeeding officers or committee chairpersons.
- E. Coordinate activities and plans with the members of the Executive Board, committees with common interests, and with related AALL Committees, Chapters, or Special Interest Sections.

II. EXECUTIVE BOARD PROCEDURES

- A. The Executive Committee shall consist of the President, Vice-President/President-Elect, Secretary, Treasurer, two Education Directors and the Immediate Past President.
- B. The Executive Board shall consist of the members of the Executive Committee and committee chairpersons.
- C. The Executive Board shall meet via audio or web conferencing as needed.
- D. The Executive Board shall receive, consider, and approve or reject recommendations from the officers and committee chairpersons.

E. The Executive Committee shall be responsible for maintaining communications and relations between the Chapter and the American Association of Law Libraries.

F. The Executive Board shall approve an annual budget for the chapter.

G. The Executive Committee shall perform such additional responsibilities as specified in the LLNE Bylaws and this Procedures Manual.

III. DUTIES OF THE EXECUTIVE COMMITTEE

A. PRESIDENT

1. The President shall perform such duties as are specified in the LLNE Bylaws or assigned by the Executive Committee.

2. The President shall organize and preside at all meetings of the Executive Board and at all meetings of the general membership:

a. The President prepares the agenda for Executive Board meetings and distributes copies to Board members prior to the meeting.

b. The President prepares the agenda for business meetings of the general membership.

3. The President, in consultation with the members of the Executive Board, sets goals for the year and outlines the means of attaining those goals.

4. The President, in consultation with the members of the Executive Board, appoints:

a. the chairpersons and members of all committees with due consideration for geographical distribution, type of library, experience, and level of skill required; and

b. a member residing in Massachusetts to serve as the Registered Agent.

5. The President appoints the members of the Nominations Committee and sees to the timely publication of the names of the committee members.

6. The President coordinates the activities of both standing and ad-hoc committees and monitors the progress of committee projects.

7. The President plans Executive Board retreats: secures a location, identifies a facilitator, and coordinates the day's schedule with the facilitator and retreat host.

8. The President writes an update for each newsletter for the membership on major initiatives and other items of interest.

9. The President provides the names of chapter officers and committee chairpersons and members to the editor for publication in *LLNE News*.

10. The President maintains contact with the chapter Secretary and Treasurer, particularly with regard to deadlines for such items as the annual report to AALL and corporate filings.

11. The President serves as the chapter liaison to AALL:

a. Responds in a timely fashion to all communications and questionnaires from the parent body;

b. Serves as the chapter's representative to the Council of Chapter Presidents, and attends the annual meeting of the Council;

c. Completes the annual chapter biography; and,

d. Prepares an annual chapter report for submission to AALL. The President may request that all officers, directors and committee chairs contribute to this report.

B. VICE-PRESIDENT/PRESIDENT-ELECT

1. The Vice-President/President-Elect shall serve as a member of the LLNE Executive Committee and perform such duties as are assigned by the President.

2. In the absence of the President, the Vice-President shall preside at Business and Executive Board meetings.

3. In the event that the President resigns prior to the completion of the regular term of office or, in the judgment of the Executive Committee is unable to perform the duties of the office, the Vice-President/President-Elect shall assume the role of President for the remainder of the term.

4. The Vice-President chairs the Budget Subcommittee of the Executive Board and is responsible for the timely submission of the budget proposal to the Executive Board for consideration and approval.

5. The Vice-President/President-Elect shall join the chapter President in attending the annual meeting of the Council of Chapter Presidents at the AALL annual meeting and provides a report of the meeting to the Executive Board.

C. SECRETARY

1. The Secretary serves as a member of the Executive Committee and keeps minutes of all Board meetings. The Secretary shall provide copies of the minutes to all Executive Board members in a timely fashion.

2. The Secretary shall keep minutes of LLNE business meetings and provide a copy to the editor of the *LLNE News* for publication.
3. The Secretary shall work with the chair of the Archives & History Committee to ensure that chapter correspondence and other substantive chapter records are preserved.
4. The Secretary shall prepare such letters of invitation, notification and appreciation as are deemed appropriate by the Executive Committee. In the event that such letters are drafted by another Executive Board member or member of the chapter, an electronic copy shall be sent to the chair of the Archives & History Committee for inclusion in the LLNE Archives.
5. In the event that the Secretary cannot attend a meeting of the Executive Board or Chapter, arrangements shall be made in advance for an acting Secretary to perform the Secretary's functions.
6. The Secretary shall notify the membership of proposed changes in the LLNE Bylaws at least thirty days prior to the meeting at which a vote is to be taken.
7. The Secretary shall review the LLNE Procedures Manual at the end of each fiscal year and alert the President of any changes that may be necessary due to changes in LLNE practices, policies, or procedures.

D. TREASURER

1. The Treasurer serves as a member of the Executive Committee and is responsible for maintaining an accurate and current record of all financial transactions of the chapter.
2. The Treasurer shall collect all monies for the chapter and shall deposit the monies in LLNE Chapter accounts.
3. The Treasurer shall disburse monies as authorized by the Executive Committee and shall keep receipts and/or documentation of all checks issued.
4. The Treasurer is responsible for renewing the Chapter Liability Insurance in October.
5. The Treasurer shall send out annual membership renewal notices at least thirty days prior to the end of the membership year (i.e. by June 1st). Those members failing to pay dues after the expiration of three months shall be suspended from membership. Suspended members may be reinstated at any time upon payment of the full current year's dues.
6. The Treasurer shall prepare a formal written report of all financial transactions to date during the current financial year for presentation at every LLNE meeting. A formal written annual report shall be presented at the fall meeting with copies provided to each member of the Executive Board. The Treasurer shall also submit these reports to the editor of *LLNE News* for publication.
7. The Treasurer shall file any additional documents in fulfillment of LLNE's federal corporate and tax exempt requirements. Those documents are enumerated in the Corporate Matters section, *infra*.

8. At the conclusion of his/her term, the outgoing Treasurer shall transfer financial records that will not be needed by the incoming Treasurer to the Chapter archives.

E. EDUCATION DIRECTORS

1. The Education Directors shall serve on the Executive Committee and participate in its discussions and deliberations.
2. The Education Directors shall periodically solicit program ideas from the general membership. Based on member feedback, the Education Directors shall set long range program goals and communicate those goals to prospective LLNE meeting hosts.
3. The Education Directors are responsible for recruiting program hosts for the LLNE fall and spring meetings. The Education Directors will endeavor to secure host commitments two to three years in advance of the meetings.
4. The Education Directors shall maintain close contact with the chairperson of each meeting's program committee. They will request confirmation by the meeting chairperson of the location, date and subject of the meeting three to six months prior to the meeting.
5. The Education Directors shall provide the Executive Board with a list of forthcoming program hosts.
6. Coordinate with the Program Planning Committee and the Archives & History Committee to preserve LLNE meeting materials.
7. The Education Directors shall be responsible for the periodic review and updating of the LLNE Program Planning Manual.

F. IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall serve as a member of the Executive Committee and participate in its discussions and deliberations.
2. The Immediate Past President shall provide appropriate assistance to the incoming President to ensure a smooth transition of power and an effective continuation of chapter activities.
3. Prior to the annual meeting and filing of IRS form 990N, the Immediate Past President shall review the bank statements and checkbook register against a draft of the Treasurer's annual report to certify that all transactions have been duly recorded and reported.
4. The Immediate Past President shall turn over his or her files to the incoming President.

G. BUDGET SUBCOMMITTEE

1. The Budget Subcommittee of the Executive Board shall consist of the President, Treasurer, the senior Education Director, and the Vice-President/President-Elect. An Assistant Treasurer appointed by the Executive Board may also serve on this committee. The Vice-President chairs the subcommittee.
2. The subcommittee is responsible for the submission of an annual budget proposal to the Executive Board.
3. Solicits budget proposals from the committee chairs.
4. Gathers information on current and previous fiscal year expenditures including reports from the Program Planning Committees, Treasurer reports, and projected data for recurring expenditures (e.g. Chapter Liability Insurance).
5. Reviews and prioritizes committee budget proposals based on all available financial information and prepares a budget proposal for the following fiscal year.
6. Submits the budget proposal to the Executive Board, by March 31, for approval at the May or June meeting of the Board.

IV. CORPORATE MATTERS

- A. LLNE is a Massachusetts non-profit corporation and tax exempt under IRS code section 501(c)(6). As such, it is responsible for filing Massachusetts corporate forms and IRS returns on an annual basis.
- B. The Registered Agent shall be appointed by the President to handle corporate matters as required by Massachusetts law. The Registered Agent is designated as the additional signatory on all LLNE checking accounts. The Registered Agent must be a resident of Massachusetts.
- C. Should the Resident Agent move outside of Massachusetts or otherwise wish to resign, s/he shall notify the President in a timely manner so that a new Resident Agent may be appointed. After notifying the President, the Resident Agent shall file a Certificate of Resignation of Resident Agent with the Secretary of the Commonwealth of Massachusetts.
- D. Each year, no later than October 31st, the Secretary and Treasurer shall file with the Secretary of the Commonwealth of Massachusetts the Annual Report and a Certificate of Change of Directors or Officers.
 1. The Certificate of Change of Directors or Officers must be signed and filed by the LLNE Secretary
 2. The Treasurer shall file the Annual Report.
 3. The Treasurer shall send electronic copies of the filings to the Archives & History committee chairperson. Copies should also be posted on the Executive Board electronic file directory.

E. Each year in July, the Treasurer shall file LLNE's annual IRS Form 990N, Return of Organization Exempt From Income Tax, in July, after preparing the Annual Report to the Commonwealth of Massachusetts.

F. LLNE's tax exempt status under IRS code section 501(c)(6) requires certain information to be provided to the IRS and the public, as enumerated in LLNE's IRS Exemption Letter dated 4/12/2006:

1. Notify the IRS TE/GE EO Determinations Office if any of the following happen: changes of name, address, purposes, operations, or sources of financial support.
2. Submit any amendments to the Articles of Incorporation or Bylaws to the IRS TE/GE EO Determinations Office.
3. File annually form 990-N, the tax return for tax exempt organizations. This document is filed by the LLNE Treasurer, as enumerated in the description of the Treasurer's duties, supra.
4. Make available for public inspection the exemption application with supporting documents, the exemption letter, and the latest three form 990-N returns. LLNE makes these documents available via the LLNE website to comply with the requirement that copies be made available upon request.

V. COMMITTEE & CHAIRPERSON PROCEDURES

A. There shall be such standing and ad-hoc committees as determined by a majority of the Executive Committee. The current committees are: Archives & History, Communications & Technology, Government Relations, Membership Development, Nominations, Scholarship, and Service. Substantial committee restructuring shall be determined by a majority vote of the members.

B. The President shall make all appointments, and reappointments of committee chairpersons and committee members. The President may choose to appoint more than one member to co-chair any committee or to share specific positions within committees.

C. The President may, with the approval of the majority of the Executive Committee, terminate the appointment of any committee chairperson or committee member.

D. All committee appointments are reviewed yearly, unless otherwise specified.

E. Committees may be of any size that will allow them to effectively carry out their duties. Some committees may require unique representation from each state, e.g. the Government Relations committee.

F. Committee chairpersons shall preside at committee meetings and report on committee activities at Executive Board meetings.

G. Committee chairpersons are responsible for coordinating the activities of the committees, participating in Executive Board meetings and discussions on the LLNE-EXB list, and reporting committee activities to the membership as needed. Committee chairpersons or their designees are responsible for updating committee information on the LLNE website. Committee chairpersons are responsible for notifying the President when members resign the committee so that a new member can be appointed, if necessary.

H. In the event that a committee chairperson is unable to attend an Executive Board or Business Meeting, s/he may appoint a member of the committee to provide any necessary reports or may submit a written report to the President prior to the meeting.

I. As requested by the President, committee chairpersons shall write an official annual report of the committee's activities.

J. Committee chairpersons shall transmit copies of all official documents and communications to the Archives & History Committee chairperson for review and possible accession to the LLNE Archives.

VI. STANDING COMMITTEES

A. ARCHIVES & HISTORY COMMITTEE

1. The Archives & History Committee shall consist of the chairperson(s) and other members as appointed by the President.
2. The committee collects and maintains the records of LLNE and ensures that these documents are located and preserved in a safe and accessible environment. The committee provides access to the archived materials in a timely and professional manner.
3. The committee also participates in activities that enhance the awareness of the members of LLNE to the history of the organization and the profession as a whole.
4. The committee gathers, organizes, indexes, and preserves all materials pertinent to the LLNE organization. These materials may be in print and non-print formats, and may consist of other materials designated as worthy for retention.
5. The types of materials retained are as follows:
 - a. Official Records: Constitution, Bylaws, Meeting Minutes, Proceedings of Minutes, Lists of Officers, Lists of Members, Annual Reports, Articles and Reports on the Chapter and its Activities, Documents such as Contracts, Legal Documents, or Other Signed Materials
 - b. Publications: Brochures, Posters, Announcements, Flyers, Press Releases, Newsletter, Program Handouts/Workbooks, Reports, Bibliographies, Surveys
 - c. Program and Project Materials: Planning Documents, Correspondence, Mailing Lists, Registration Lists, Evaluations

d. Digital, Audiovisual, Machine Readable, and Physical Materials: Web Site, Photographs, Sound Recordings, Video Recordings/Motion Pictures, Computer Files, Physical Objects

e. Non-LLNE Documents Related to the Business of the Association: AALL, Other Chapters, and Other Material Identified as Worthy of Retention.

6. The committee shall review the Archives Policy at the end of each fiscal year and recommend any changes to the Executive Board.

B. COMMUNICATIONS & TECHNOLOGY COMMITTEE

1. The Communications & Technology Committee shall consist of the chairperson(s), the editor(s) of *LLNE News*, the webmaster(s), a discussion list manager, and other members as appointed by the President. The chairperson(s) of the Membership Development Committee serve(s) as *ex officio* members.

2. Actively supports LLNE's goal of promoting law librarianship in the legal and library communities; strives to heighten public awareness about the field of law librarianship; collects, organizes and disseminates relevant information and makes this data available to members; acts as a promotional clearinghouse for all LLNE activities; and works with committee chairs to help publicize various events and programs.

3. Works with the Membership Development Committee to promote LLNE to newer law librarians at institutions in the New England region.

4. Works with the Membership Development Committee to promote law librarianship via events at local library schools.

5. Works with the Education Directors, Archive Committee, and hosting institutions to coordinate communication and preservation of digital materials from LLNE meetings.

6. Develops and maintains a communication strategy of LLNE that incorporates current and new LLNE media and publications:

- a. brochure;
- b. *LLNE News*;
- c. Blog;
- d. Social media accounts; and,
- e. Discussion lists (LLNE and LLNE-EXB)
- f. Obtains photographs and other content for the various communications media and publications.

7. The *LLNE News* editor(s):

- a. Obtains or produces content for the newsletter;

- b. Publishes the *LLNE News* and distributes it according to the LLNE communications strategy;
- c. Serves as chapter representative to the AALL Council of Newsletter Editors.

8. The webmaster(s):

- a. Develops and maintains the LLNE website;
- b. Updates committee pages and documents yearly and as requested by the committee chairs; and
- c. Within two weeks of the conclusion of the annual meeting, updates Executive Board names and contact information on the LLNE website.

9. The discussion list manager:

- a. Maintains the Lyris discussion lists hosted by AALL.
- b. Maintains close communication with the chairperson(s) of the Membership Development Committee to ensure that new members are added promptly, that member emails remain current, and that persons who are no longer LLNE members are removed from the LLNE discussion list (LLNE).
- c. Monitors communications from AALL regarding the Lyris discussion lists.
- d. Within two weeks of the conclusion of the annual meeting, updates the Executive Board discussion list (LLNE-EXB).

10. The committee shall review the LLNE Website, Discussion List and Electronic Communication Policy and the Social Media Policy at the end of each fiscal year and recommend any changes to the Executive Board. It shall solicit review of committee web pages by committee chairs.

C. GOVERNMENT RELATIONS COMMITTEE

1. The Government Relations Committee shall consist of the chairperson(s) and representatives from each of the New England states as appointed by the President.

2. Monitors state legislative and governmental developments relating to libraries and information. These developments may include, but are not limited to:

- a. Government Information Policy: Dissemination of Government Information, Freedom of Information, Privacy;
- b. State Depository Library Programs;
- c. Intellectual Property: Copyright, Public Domain Status of Government Publications; and,
- d. Intellectual Freedom: Censorship, Privacy of Library Users

2. Reports to the membership and to the AALL Government Relations Office on legislative and governmental developments.

3. Identifies and contacts when appropriate other groups monitoring state information policies, including especially other library organizations.

4. Presents testimony or position papers with the approval of the AALL Government Relations Office and the LLNE Executive Board.

D. MEMBERSHIP DEVELOPMENT COMMITTEE

1. The Membership Development Committee shall consist of the chairperson(s) and other members as appointed by the President. The chairperson(s) of the Communications & Technology Committee serve as *ex officio* members.

2. Actively promotes LLNE membership and its benefits to law librarians, law library staff, and library schools in the New England region.

3. Welcomes new members via email or phone, providing information about LLNE communications media, benefits, and contacts.

4. Evaluates opportunities and benefits being provided to current members to ensure that the needs and expectations are being fulfilled to the extent possible.

5. Maintains a current database of LLNE members and provides an accurate membership list or verifies membership status as requested by Executive Board members. Provides meeting hosts a membership list consisting of names and contact information.

6. Maintains information about disabled LLNE members and communicates such information to the Executive Board for budget planning according to the Disabled Member Policy.

7. The chairperson coordinates with the Treasurer and the Discussion List Manager to ensure that the membership database and LLNE discussion lists cover all current members; contacts members who fail to renew; and removes members from active membership as needed.

8. Upon receiving news of a member's retirement from the profession, submits the name to the Executive Board for consideration for life membership status and/or the Edgar Award.

E. NOMINATIONS COMMITTEE

1. Members of the Nominations Committee are appointed by the President in consultation with the Executive Committee at least ninety days prior to the annual meeting. Three in number, the members should represent a cross-section of library types and states in the Chapter. The chairperson should be a previous member of the Committee. Members hold office for a term of one year, unless reappointed by the President.

2. Committee members shall familiarize themselves with relevant LLNE Bylaws and sections of this procedures manual that pertain to elective and any appointed offices for which they are seeking candidates.

3. Committee members shall develop a list of candidates for Executive Committee positions who are knowledgeable, dedicated to improving the profession, have an interest in the chapter and its goals,

and have a willingness to serve. In developing the slate of candidates, the Committee shall attempt to give representation to each state and library type when possible. See [Appendix 2](#) for details on elective offices.

4. The committee develops a priority list of candidates for each office and approaches each candidate about his/her willingness to serve. The committee refers candidates to the LLNE Bylaws and Procedures Manual for a complete enumeration of the duties of each office.

5. Once the slate of candidates has been finalized, the chairperson notifies the President at least sixty days prior to the annual meeting. Although additional nominations may be made directly to the President (see Article VI of the LLNE Bylaws), the slate generally includes one candidate for each office.

6. After the President has been notified, the chairperson disseminates the slate of candidates to the membership at least thirty days prior to the annual meeting.

7. As requested by the President, the committee shall provide suggestions of potential appointees for committee chairs and other positions.

F. SCHOLARSHIP COMMITTEE

1. The Scholarship Committee consists of the chairperson(s) and two members as appointed by the President.

2. The Scholarship Committee is responsible for the administration of a program to provide financial assistance to deserving members of the Chapter.

3. The committee is responsible for developing a scholarship application form, distributing the forms to the membership and selecting recipients on the basis of the scholarship guidelines.

4. The chairperson shall contact the Treasurer at the beginning of each fiscal year to determine if the amount designated for scholarships has been set aside.

5. The committee shall determine the amount and number of scholarships available for each meeting after discussion with the local arrangements committee. Deadlines for scholarship applications must be early enough to allow committee members to process the applications and notify the recipients.

6. The committee shall review the academic and meeting scholarship guidelines at the end of each fiscal year and recommend any changes to the Executive Board. Such changes shall be published in the *LLNE News* by the chairperson and sent to individuals upon request.

G. SERVICE COMMITTEE

1. The Service Committee shall consist of the chairperson(s) and other members as appointed by the President.

2. The committee shall identify, publicize and promote volunteer and community service activities for the members of LLNE.

3. The committee shall assist the Executive Board with distribution of any funds to charitable or other nonprofit institutions, consistent with the LLNE Bylaws.

4. The committee shall review the Charitable Giving Guidelines at the end of each fiscal year and recommend any changes to the Executive Board.

VII. AD-HOC COMMITTEES

A. PROGRAM PLANNING COMMITTEE

1. A Program Planning Committee shall plan, coordinate and run each Chapter meeting. Selection of the host library shall be made by the Education Directors in consultation with the Executive Board.

2. The Program Planning Committee shall use the LLNE Meeting and Conference Planning Manual as a guide for planning and coordinating chapter meeting arrangements.

3. The Program Planning Committee shall consult with the Education Directors in making plans for chapter meetings.

4. At the conclusion of the chapter meeting, the Program Planning Committee shall complete a meeting report form for transmission to the Education Directors and provide two copies of the program packet to an Education Director for inclusion in the Chapter archives.

B. BYLAWS COMMITTEE

1. A Bylaws Committee may be appointed by the President for the purpose of making recommendations for amendments to the Bylaws.

2. The Committee shall make its recommendations to the Executive Board prior to submission to the general membership for a vote in accordance with Article X of the LLNE Bylaws.

3. The committee shall submit approved changes to the AALL Bylaws and Resolutions Committee. Amendments to the Bylaws shall take effect immediately upon approval by AALL.

APPENDIX 1: CALENDAR OF LLNE DEADLINES

This calendar of LLNE deadlines is based on AALL's [General Information and Deadlines for Chapters](#) and the deadlines described in this LLNE Procedures Manual.

July:

- INCOMING PRESIDENT - Attend and participate in Chapter Leadership Training activities at the Annual Meeting.
- INCOMING VICE-PRESIDENT Attend and participate in Chapter Leadership Training activities at the Annual Meeting.
- INCOMING PRESIDENT - Familiarize yourself with the items on AALLNET pertaining to [Chapters](#).
- INCOMING VICE-PRESIDENT - Familiarize yourself with the items on AALLNET pertaining to [Chapters](#).
- OFFICERS - Verify that your membership profile on AALLNET is current.
- TREASURER - Prepare annual treasury report to be presented at fall meeting.
- TREASURER – Provide copies of LLNE's annual treasury report for the LLNE fall business meeting.
- TREASURER - File LLNE's annual IRS Form 990N, Return of Organization Exempt from Income Tax, after preparing the chapter annual report.
- WEBMASTER – Within two weeks after the Annual Meeting, update the Board information on the LLNE website.
- DISCUSSION LIST MANAGER – Within two weeks after the Annual Meeting, update the Board information on the LLNE list.
- Reminder that AALL Executive Board meetings are open to AALL members. The Board typically meets the Thursday and Friday before the Annual Meeting. This is a good opportunity for you to attend, since the fall and spring meetings are held in Chicago.

August:

- PRESIDENT - Begin planning the Executive Board retreat, which takes place during the first three months of the presidency.
- PRESIDENT - Submit a [Chapter Visit Request Form](#) if your Chapter would like an Executive Board member visitor.
- PRESIDENT - Verify that your [chapter roster](#) on AALLNET is current. Send updated information to the [Executive Assistant to the Executive Director](#)

September:

- PRESIDENT - Agenda items for the fall AALL Executive Board meeting are due approximately six weeks before the meeting. Please contact the Chapter Council Chair to discuss the submission of an agenda item.
- MEMBERSHIP CHAIR - Prepare a report for the treasurer on the number of members renewed or expected to renew by October 1.
- Chapters are notified about [Chapter Liability Insurance](#).

October:

- TREASURER - Payment for Chapter Liability Insurance is due.
- TREASURER - File corporate documents in Massachusetts. Submit a copy for the Executive Board electronic file directory.
- [Annual Meeting Scheduling Forms](#) are sent out and are due by December 1.

November:

- PRESIDENT - Check [chapter roster](#) and send updated information to the Executive Assistant to the Executive Director. (If not done in August)

December:

- PRESIDENT - Ensure that funding exists for your chapter to send (a) delegate(s) in conjunction with the [Chapter VIP Program](#). Refer to the Chapter VIP Program on AALLNET for sample expenses.
- PRESIDENT - [Annual Meeting Scheduling Forms](#) are due. Select "We WILL NOT be holding a function at the Annual Meeting," and return the form by the deadline.

January:

- PRESIDENT - Nominations for the next Council Chair are sought between January 15 and February 15, per the Council bylaws.
- PRESIDENT - Annual Meeting Registration Awards information is sent out. Each year, 10 Chapters receive one free full Annual Meeting registration. The recipient information is due to the Program Manager at Headquarters by April 1.
- PRESIDENT - Review the [Chapter VIP Program](#) on AALLNET and identify possible VIP delegates for your Chapter and extend an invitation.
- PRESIDENT - Agenda items for the spring AALL Executive Board meeting are due approximately six weeks before the meeting. Please contact the Chapter Council Chair to discuss the submission of an agenda item.
- COMMITTEE CHAIRS - Deadline for budget proposals.

February:

- Annual Meeting Registration Opens on AALLNET.
- PRESIDENT: You will be contacted by the CONELL Committee regarding our participation in the CONELL Marketplace consisting of a display, promotional materials, and/or goodies to hand to the participants. The display and promotional materials will need to be moved to the designated space in the Exhibit Hall. Contact the Communications and Technology committee to coordinate our participation in both events.
- Information regarding the [Chapter VIP Program](#) will be sent out to all Chapter Presidents so the Chapter delegate can receive complimentary registration.

March:

- PRESIDENT - Election of the next Chair of the Council of Chapter Presidents. Ballots should be distributed no later than March 15. One vote per chapter.
- PRESIDENT - Appoint members of the LLNE Nominations Committee.
- NOMINATIONS CHAIR - Provide a copy of this timeline and LLNE Procedures Manual to prospective candidates for the board.
- EXECUTIVE BOARD BUDGET COMMITTEE - Submit budget proposal to the executive board.

April:

- Information describing the Leadership Training (typically scheduled on the Saturday immediately preceding the Opening Reception) will be sent out. In addition to the Leadership Training, a joint luncheon with SIS Chairs and Chairs-Elect and the Council's Annual Business Meeting are held. All individuals who are Chapter Presidents or Vice Presidents at the time of the Annual Meeting are expected to attend. If neither can attend, please name an alternate, preferably someone in a leadership position for your Chapter such as another Board member or a committee chair. Registration for these activities are usually due back to the Council Chair by the end of May.
- SCHOLARSHIPS COMMITTEE - Chapter Registration Award recipient information due to the Program Manager at Headquarters.

May:

- PRESIDENT - Registration forms for Leadership Training and Luncheon are due to the Executive Assistant to the Executive Director.
- PRESIDENT - Chapter Presidents should complete a [Chapter Biography](#).
- PRESIDENT - Information regarding [Chapter Annual Reports](#) is sent out to Chapter Presidents.
- PRESIDENT - Schedule escorts for your Chapter VIP(s) at the Annual Meeting and make your VIP aware of events and activities, there.
- PRESIDENT - Agenda items for the July AALL Executive Board meeting are due approximately six weeks before the meeting. Please contact the Chapter Council Chair to discuss the submission of an agenda item.
- PRESIDENT - Solicit input from officers and committee chairs for the annual chapter report due by July 1.
- NOMINATIONS CHAIR - Submit the slate of candidates to the LLNE President by mid-month.
- EXECUTIVE BOARD - Review and approve annual budget for next fiscal year.

June:

- COMMITTEE CHAIRS - Submit information to the President for the annual chapter report.
- COMMITTEE CHAIRS - Review committee forms, guidelines, policies etc. and recommend changes to the executive board.

- OFFICERS - Review files and transfer to incoming officers or Archives & History chair as needed.
- COMMITTEE CHAIRS - Review committee files and transfer to Archives & History chair as needed.
- COMMITTEE CHAIRS – Review committee web pages for currentness.
- TREASURER - Send out membership notices.
- EXECUTIVE BOARD - Review and approve annual budget for next fiscal year. (If not done in May.)

Unscheduled Deadlines & Other Possible Deadlines to Add

- Secretary shall notify the membership of proposed changes in the LLNE Bylaws at least thirty days prior to the meeting at which a vote is to be taken.
- Education Directors are responsible for recruiting program hosts for the LLNE fall and spring meetings. The Education Directors will endeavor to secure host commitments two to three years in advance of the meetings.
- President writes an update for each newsletter notifying the membership about major initiatives and other items of interest.
- Treasurer shall prepare a formal written report of all financial transactions to date during the current financial year for presentation at every LLNE meeting.
- President: Schedule EB conference calls.
- Secretary: Send or post copies of meeting minutes in the Executive Board electronic file directory.
- President: Make an announcement at LLNE meetings regarding any appointed position vacancies, new committee chairpersons, or new committee members.

APPENDIX 2: ELECTIVE OFFICES

Officer	Term Length	Election
President	1 year	Elected as VP/PE
Vice-President/President-Elect	1 year	Elected yearly
Immediate Past President	1 year	Elected as VP/PE
Secretary	2 years	Elected in Even Numbered years
Treasurer	2 years	Elected in Odd Numbered years
Education Directors	2 years	1 elected in Even Numbered years 1 elected in Odd Numbered years

APPENDIX 3: PRESIDENTIAL APPOINTMENTS CHECKLIST

Per the LLNE Bylaws and this procedures manual, the President appoints chairpersons and members of all committees and the Resident Agent of the corporation. All members holding an appointed office must familiarize themselves with the relevant sections of this procedures manual.

Committee Chairs & Members

- Archives/History
- Communications & Technology
 - Members include: Webmaster(s), *LLNE News* Editor(s), Discussion list manager
- Bylaws (Ad-hoc committee)
- Government Relations
 - Seven members, including the chair.
 - Members are appointed for each New England state.
- Legal Research Instruction Program
- Membership Development
- Nominations
 - Three members, including the chair.
 - Chairperson should be a previous member of the committee.
 - Members should represent a cross-section of library types and states in the Chapter.
- Scholarships
 - Three members, including the chair.
 - Members should represent a cross-section of library types.
- Service

Corporate Agents

- Registered Agent, a member residing in Massachusetts.