

AALL Law Repositories Caucus Handbook

Last updated: March 2020

The purpose of this Handbook is to provide guidelines to the officers, committee chairs, and general members of the Law Repositories Caucus. The Executive Committee consists of the Chair, Chair-Elect/Vice Chair, Past Chair, Secretary, and Member at Large. There are also two appointed positions that report to the Executive Committee: the MyCommunities Manager and the Website Coordinator. This Handbook will outline the responsibilities of the officers, appointed positions, and committee chairs and should be used as a guide for new and returning caucus leadership. The Handbook is revised by the Bylaws Committee and is approved by the Executive Committee.

This Handbook should be reviewed in its entirety on the years the Caucus is up for renewal and should be amended as deemed necessary by the Caucus' Board in the intervening months.

Calendar

March 1 Deadline for Bylaws Committee to submit suggested edits to the Executive Committee.

March 1 Nominations Committee submits slate of candidates to Caucus Chair.

April 1 Hot Topic and Poster Session proposals due.

May 1 Coffee Talk topic suggestions due

July 1 Chairs for Standing and Ad Hoc committees appointed for the upcoming year.

July 31 Bylaws and Nominations Committees submit final reports to Executive Committee.

At AALL Annual Meeting Caucus Chair submits an annual report of caucus activities to the caucus membership.

September/October Annual Meeting Program Proposals and SIS sponsorship requests are due.

October 1 (every third year, starting in 2018) Caucus needs to be reregistered with AALL and Handbook should be reviewed.

December Deadline to return Annual Meeting scheduling forms.

MyCommunities

The Law Repositories Caucus online discussion forum, known as MyCommunities, provides a way for members to communicate widely and quickly. The MyCommunities platform is maintained by AALL and general information about the platform is maintained on the AALL website (<https://community.aallnet.org/codeconduct>). This information includes how to subscribe to communities, how to post, etc.

Membership to the general list is open to anyone who is a member of AALL. Committees within the Caucus have closed MyCommunities for committee conversations; only members of the committees are added to these forums. The MyCommunities Manager assists with access to the MyCommunities forums for any of the Caucus' committees or working groups.

LRC Website

General website policies and procedures:

1. New or revised content should be provided to the website coordinator in electronic format.
2. Whenever possible, the website coordinator will be notified in advance if time-critical content is to be added to the website.
3. The content of the site shall include the names of the current Executive Committee and committee chairs.
4. Any changes to the website's scope must be approved by the Law Repository Caucus Executive Committee.

Positions

Executive Committee Positions

Each member of the Executive Committee will review their section of the handbook and the calendar when they take office. Any updates should be sent to the Chair of the Bylaws committee.

Chair

The Caucus Chair is elected to a three-year term serving as Chair-Elect/Vice Chair, then Chair, and finally Past Chair. A three-year term allows time to prepare to become Chair and continuity for the succeeding year's Executive Committee.

It is the responsibility of the Chair to read the [AALL Caucus Guidelines](#) and ensure that the Caucus abides by AALL policy.

The Chair shall perform the following duties:

- a) Coordinate all business of the Caucus.
- b) Act as a liaison to AALL.
- c) Appoint committee chairs prior to the beginning of their term as Chair.
- d) Serve on the Executive Committee.
- e) Prepare an annual report of caucus activities and submit to the caucus membership via the AALL online communities.

Chair-Elect/Vice Chair

The Chair-Elect/Vice Chair is elected to a three-year term serving as Chair-Elect/Vice Chair, then Chair, and finally Past Chair. A three-year term allows time to prepare to become Chair and continuity for the succeeding year's Executive Committee. A new Chair-Elect/Vice Chair shall be elected each year.

The Chair-Elect/Vice Chair shall perform the following duties:

- a) Assist the Chair in fulfilling their duties, including helping the Chair organize the Caucus business meeting.
- b) Perform duties of the Chair if they are unable.
- c) Serve on the Executive Committee.

Past Chair

The Past Chair is elected to a three-year term serving as Chair-Elect/Vice Chair, then Chair, and finally Past Chair. A three-year term allows time to prepare to become Chair and continuity for the succeeding year's board.

The Past Chair shall perform the following duties:

- a) Serve on the Executive Committee.
- b) Serve on the Bylaws Committee.
- c) Provide guidance to the current Chair and Chair-Elect/Vice Chair in fulfilling the duties of their roles.

- d) The Past Chair shall be required to communicate the name, address, and date of assumption of office of the new Chair to the AALL Caucus Liaison.

Secretary

The Secretary shall serve a two-year term, and be elected on even numbered years.

The Secretary shall perform the following duties:

- a) Serve on the Executive Committee.
- b) Maintain records of the caucus to include taking and reporting the minutes from business meetings.
- c) Distribute minutes to the Caucus membership at large via the AALL online community.
- d) Conduct election for caucus officers.

Member at Large

The Member at Large is elected on a yearly basis and serves a one-year term.

The Member at Large shall perform the following duties:

- a) Serve on the Executive Committee.
- b) Verify election results for caucus officers.
- c) Represents the general membership on issues of interest or concern.
- d) Manages/coordinates the representation of the Caucus in the AALL Annual Meeting Exhibit Hall and at the CONELL Marketplace.

Appointed Positions

MyCommunities Manager

The MyCommunities Manager is appointed by the Chair-Elect/Vice Chair, prior to the start of their term as Chair, for a two-year term. There is no restriction on the number of terms an individual may serve. A term of appointment as MyCommunities Manager may also coincide with appointment as Website Coordinator.

The responsibilities of the MyCommunities Manager include:

- a) Create MyCommunities as requested by the Executive Committee or committee chairs.
- b) Add participants to closed MyCommunities as requested.

- c) Advise subscribers who have questions or problems regarding use of the online discussion forum.
- d) Contact the appropriate personnel at AALL headquarters as needed.
- e) Communicate with the Law Repositories Caucus Executive Committee about issues or policies regarding the forums.

Website Coordinator

The Law Repositories Caucus website is an essential resource for disseminating information about the section in a widely accessible and timeline manner. The Website Coordinator is appointed by the Chair-Elect/Vice Chair, prior to the start of their term as Chair, for a two-year term. There is no restriction on the number of terms an individual may serve. A term of appointment as Website Coordinator may also coincide with appointment as MyCommunities Manager.

The responsibilities of the Website Coordinator include:

- a) Follow AALL association policies for general communication, web linking and social media.
- b) Coordinate with officers and committee chairs regarding website additions, revisions, and deletions.
- c) Communicate with the Law Repositories Caucus Executive Committee about issues or policies regarding the website.

Standing Committees

The Caucus will have two separate standing committees: Bylaws and Nominations.

Bylaws Committee

The Chair of the Bylaws Committee shall be designated by the Caucus Chair on an annual basis. The immediate Past Chair of the Caucus shall serve as a member of the Bylaws Committee. The Bylaws Committee Chair shall solicit additional membership to the committee on an annual basis.

The Bylaws Committee shall review the Bylaws and make amendments to them as necessary. The Executive Committee may also recommend changes to the Bylaws. Once the Bylaws are amended, changes must be approved by the Executive Committee and voted on by the membership of the caucus. Changes to the Bylaws must be submitted to the Caucus Chair by March 1st for review by

the Executive Committee before they are distributed to the Caucus membership. The Caucus membership will then have 30 days to review and suggest changes to the Bylaws before the items are voted on. Whenever possible, the vote on the Bylaws should be coordinated with the annual Caucus elections.

The Bylaws Committee shall also review the Handbook and make amendments as necessary. The Executive Committee may also recommend changes to the Handbook. Once the Handbook is amended, changes must be approved by the Executive Committee. At the end of each term (July), the Bylaws Committee Chair should present a written report to the Executive Committee summarizing the Committee's work from the previous year.

Education Committee

As deemed necessary by the Executive Committee, an Education Committee shall be appointed to focus on creating and sharing educational opportunities related to repository work, which include annual meeting programs, CPEs, webinars, and other opportunities both within and outside AALL. When possible, the Chair should have previously been a member of the Education Committee. As programs are developed, the Chair of the Education Committee should coordinate with other groups within AALL, such as the SISs, for potential collaboration and/or sponsorship of programs.

Membership Committee

As deemed necessary by the Executive Committee, a Membership Committee shall be appointed to promote caucus membership and to organize staffing, publicity, and activities for the AALL Annual Meeting Exhibit Hall and the CONELL Marketplace. When appointed, this committee works in conjunction with the Member at Large.

Nominations Committee

A Nominations Committee will be created every year for the purpose of soliciting nominations for all relevant Executive Board openings. The Nominations Committee will consist of at least three Caucus members, none of whom shall be a member of the current Executive Committee or a candidate for office in the resulting election. The Caucus Chair will appoint a Nominations Committee Chair, and the Nominations Chair is responsible for selecting the other members. Solicitation of volunteers from the caucus membership is encouraged.

The Nominations Committee will select at least one candidate for each position and confirm election participation. Names of the candidates will be presented to the Caucus Chair by March 1st. The Caucus Chair will present the slate of candidates for approval to the Executive Committee within one (1) week of receiving it from the Nominations Committee. After approval the Caucus Chair will announce the approved slate of candidates to the Caucus membership via the listserv, website, and/or other communications methods later developed. The candidate slate must be presented to the membership by the Caucus Chair 30 days prior to the beginning of the election. Additional nominations may be made by communicating such nominations in writing, including email, within 10 business days of the nomination announcement to the caucus membership. All ballot changes will be announced to the Caucus membership on the 11th business day after the original ballot was presented. The Nominations Committee Chair will present the Secretary with the final ballot.

At the end of each term (July), the Nominations Committee Chair should present a written report to the Executive Committee summarizing the Committee's work from the previous year.

Projects Committee

As deemed necessary by the Executive Committee, a Projects Committee shall be appointed to work on repository-related initiatives that benefit caucus members.

Ad Hoc Committees

Other committees can be created as needed in service to Caucus members, but must be approved by the Caucus Executive Committee. Unless otherwise noted, Committee Chairs shall be designated by the Caucus Chair and can be reappointed.

At the beginning of each term (August), Chairs of Ad Hoc Committees should present an outline of projects to the Executive Committee. At the close of each term (July), Chairs of Ad Hoc Committees should present a status report of projects or tasks that the committee took on during the previous year.

Revision Notes:

Handbook approved by the Law Repositories Caucus Executive Board: April 15, 2020. Revisions in this version: reorganization of content, addition of descriptions for MyCommunities Manager

and Website Coordinator, addition of descriptions for MyCommunities and the LRC Website, change to gender-neutral language, and minor stylistic and grammatical changes.

Previous version: Handbook approved by the Law Repositories Executive Board: February 27, 2017