

Hawai'i Library Association



HANDBOOK

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P.O. Box 4441, Honolulu, HI 96813

Hawai' i Library Association Handbook

Last revised November 2007

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HISTORY

The Hawai'i Library Association (HLA) was founded in 1922 with 20 members, and became a chapter of the American Library Association in March 1924. In those days, the meetings were scheduled to coincide with the arrivals of the inter-island boats. During the first decade, the Association presented such speakers as Padraic Colum (1923), John Marquand (1932), and Christopher Morley (1933) to its members. By March 1941 there were 69 members and by October 1943, there were 87 paid members and three honorary members.

The Hawai'i Library Association is incorporated and its records are in the HLA archives housed at the State Archives.

Concern was constantly felt by the organization for the setting and maintaining of standards of adequate professional training. In 1937, the Association requested the regents of the University of Hawai'i to require each graduating teacher to take six credits of library work. In November 1944, HLA recommended the appointment by the Department of Public Instruction of a School Library Supervisor, to be a graduate of an accredited library school with school library experience. Such a position was created in 1959 and a qualified librarian was appointed. Further influence of HLA was felt when Hawai'i attained statehood and the state library system was organized, for the Association advised, recommended and sometimes protested until a workable system was evolved. Then in 1962, Hawai'i became one of the few states to have TWO State School Library Supervisors.

In 1939 members of HLA organized interest groups within the parent association. These groups included, at that time, the Children's Section, the Junior and Senior High School Section, and the Hawaiian Document Checklist Section. In May 1944 this last section became the Hawaiiana Section and in the same year the Reference and Special Section was formed. In 1951 a separate High School section was formed, but in 1960 the organization of the Hawai'i School Librarians Association caused the dissolution of both the Junior and Senior High School Sections of FHA. Later a Children and Youth Section was formed. The Armed Forces Librarians Section was started in 1954, the College and University Section in 1969, the Technical and General Services Section in 1973, and the Media Section in 1989.

Periodicals published by the Association included the NEWS BULLETIN, first published in 1943 and later titled HLA NEWSLETTER, the HLA JOURNAL, and CURRENT HAWAIIANA. The HLA JOURNAL started publication in 1944 as a quarterly, containing articles of professional interest by members and guests, and became a semi -annual in 1951. In 1966, arrangements were made with University Microfilms, Ann Arbor, Michigan, to reproduce the JOURNAL, thus back issues are now available on microfilm. CURRENT HAWAIIANA was started by the Hawaiiana Section as a quarterly booklist of Hawaiiana. It later developed into a periodical bibliography on Hawaiiana issued by the University of Hawai'i Library with a mailing list covering the world. Other publications of the Association included INDEX TO THRUM'S ANNUAL (1925); LIST OF HAWAIIAN STATUTE LAWS IN HAWAIIAN AND ENGLISH, 1839-1939 (1951); UNION LIST OF SERIALS IN LIBRARIES OF HONOLULU (1950), first supplement (1951) , third edition (1965)- INDEX TO NAMES IN THRUM'S ANNUAL (1955); DICTIONARY OF SPECIAL

LIBRARIES IN HONOLULU (1958); LIST OF HAWAIIAN CHILDREN'S BOOKS (1959); and OFFICIAL PUBLICATIONS OF THE TERRITORY OF HAWAII, 1900-1959 (1962). Each of the above publications was prepared by one of the Sections of HLA.

The Hawai'i Library Association, in cooperation with the Hawai'i Association of School Librarians, has since 1964, presented the Nene Award. This annual award is given to the author of the book that the children of Hawai'i vote as their favorite, and it has gained national recognition since its inception.

Any person, library, or institution interested in library service and librarianship may become a member upon payment of the dues provided for in the bylaws.

AFFILIATION

The Hawai'i Library Association, herein referred to as HLA or the Association, is an official chapter of the American Library Association. (Constitution, Article II, Section 1). As an official chapter, the ALA Councilor serves as the chapter liaison.

MISSION

The mission of the Hawai'i Library Association is to promote library service and librarianship in Hawai'i in cooperation and affiliation with the American Library Association and other groups having allied objectives.

OBJECTIVES

- To promote library service in Hawai'i;
- To promote the profession of librarianship in Hawai'i;
- To promote the continued improvement of Hawai'i libraries;
- To support Hawai'i librarians in their professional roles;
- To promote the participation of Hawai'i librarians and libraries in regional, national and global arenas.

Since HLA has in its membership all phases of librarianship represented, it should not favor one area over another but strive for equal representation within the profession.

CONSTITUTION last revised November 2007

ARTICLE I. NAME

Section 1. The name of this organization shall be the Hawai'i Library Association, herein referred to as the Association.

ARTICLE II. AFFILIATION

Section 1. The Association shall be a chapter of the American Library Association.

ARTICLE III. PURPOSE

Section 1. The purpose of the Association shall be:

- To promote library service in Hawai'i;
- To promote the profession of librarianship in Hawai'i;
- To promote the continued improvement of Hawai'i libraries;
- To support Hawai'i librarians in their professional roles;
- To promote the participation of Hawai'i librarians and libraries in regional, national and global arenas.

ARTICLE IV. MEMBERSHIP

Section 1. Any person, library, or institution interested in library service and librarianship may become a member upon payment of the dues provided for in the bylaws.

ARTICLE V. OFFICERS

Section 1. Only personal members shall have the right to hold office. The officers of the Association shall be a President, a Vice-President /President-Elect, a Secretary, and a Treasurer. The Vice-President /President-Elect, Secretary, and Treasurer shall be elected as provided for in the Bylaws.

Section 2. The President and Vice-President/President-Elect shall hold office for one year. The Secretary shall hold office of two years. The Treasurer's term of office runs for a two year period beginning March 1 with an additional five months training period, beginning immediately after his/her election at the annual HLA conference. This training will be conducted by the outgoing Treasurer.

Section 3. The terms of office shall begin and end with the conclusion of the annual Association meeting. In the event an annual Association meeting is not held, the officers shall continue in their respective positions until such time as elections are held and a date typical of the annual meeting time is designated for transfer of positions.

ARTICLE VI. EXECUTIVE BOARD

- Section 1. The administration of the affairs of the Association shall be vested in the Executive Board.
- Section 2. The Executive Board shall consist of elected officers of the Association (4 persons), the directors (4 persons), the chairs (7 persons) of the authorized sections of the Association and the American Library Association Councilor (1 person).
- Section 3. The Executive Board meetings shall be open to all Association members, but only voting members of the Executive Board shall be eligible to vote.
- Section 4. Two Directors shall be elected each year and shall hold office for two years.
- Section 5. A Councilor to represent the Association on the American Library Association Council shall be elected to serve four years in accordance with the American Library Association Constitution and Bylaws. The person so elected must be a personal member of the American Library Association.
- Section 6. Any vacancy occurring on the Executive Board shall be filled as defined in the Bylaws.
- Section 7. The Executive Board shall appoint committees of the Association not otherwise provided for.
- Section 8. A majority of the voting members of the Executive Board shall constitute a quorum.

ARTICLE VII. MEETINGS

- Section 1. Meetings shall be held as provided for in the Bylaws.

ARTICLE VIII. COMMITTEES

- Section 1. Chairs of the Standing Committees shall be appointed by the President for a term to coincide with that of the President except for Legislative Committee Chair and members whose terms shall begin July 1 and expire June 30 in order to coincide with the State legislative session.
- Section 2. Such special committees as may be deemed necessary may be appointed by the President with the approval of the Executive Board for terms of one year or less as conditions may require.
- Section 3. The President shall be an ex-officio member of all committees, except the Financial Audit Committee and Nominating and Elections Committee.

ARTICLE IX. SECTIONS

- Section 1. Sections of the Association may be established or discontinued by action of the Executive Board as provided for in the Bylaws.

ARTICLE X. ROUNDTABLES

Section 1. Roundtables of the Association may be established or discontinued by action of the Executive Board as provided for in Article VII of the Bylaws.

ARTICLE XI. BYLAWS

Section 1. The bylaws may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.

ARTICLE XII. AMENDMENTS

Section 1. This Constitution may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.

BYLAWS last revised November 2007

ARTICLE I. MEMBERSHIP

Section 1. Types of Membership

- a. **Personal**
 - (1) Regular – persons employed in library or information services, or interested in library work and the objectives of the Association.
 - (2) Student – persons who are enrolled in a program for certification or degree in library and information studies.
 - (3) Retiree – retired persons not employed, part-time or full-time, in a library position.
 - (4) School librarian with HASL membership – persons employed as a school librarian and holding current membership in the Hawai'i Association of School Librarians.
- b. **Honorary**

Upon nomination by the Executive Board, persons who have rendered important service to the library interests of the state may be elected honorary members for life by a majority vote of the membership present at any official annual meeting of the Association.
- c. **Institutional**

Any library or educational institution or other organization interested in the work of the Association may become an institutional member upon payment of dues.

Section 2. Membership Rights and Privileges

- a. Personal members shall have the right to vote, hold office, and serve on any board or committee of the Association.
- b. Honorary members shall not be eligible to vote, hold office, or serve on any board or committee of the association.
- c. Institutional members will receive mailings, but shall not be eligible to vote, hold office, or serve on any board or committee of the Association.
- d. Members shall be entitled to membership in one section. Members may belong to additional sections upon written request to and approval of the Executive Board. Such exceptions will be granted for a period of one year.

ARTICLE II. DUES AND FEES

Section 1. Membership Dues

- a. Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the membership present and voting at the next official business meeting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.
- b. Dues for the calendar year become due in January, and members whose dues are unpaid on February 1 of each year shall be dropped from membership, but may be reinstated upon payment of dues for the current year. Dues paid after November 1 shall apply to remainder of the current year and also to the next calendar year.
- c. Honorary members shall pay no dues.
- d. The dues to be paid shall be as follows:

1. Regular, salary to \$30,000 per year	\$30
2. Regular, salary over \$30,000 per year	\$40
3. Student	\$15
4. Retiree	\$15
5. School librarian with HASL membership	\$15
6. Institutional	\$50
7. Honorary – no dues	

Section 2. Fees

- a. For all persons attending any annual or special meeting of the Association, there may be a registration fee and/or exhibit fee to be fixed by the Executive Board.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1. Nominations and Elections Committee

- a. Three months before the annual meeting, the President, with the approval of the Executive Board, shall appoint a Nominations and Elections Committee of three members, no one of whom shall be a member of the Executive Board, to nominate candidates and conduct the elections for the elective positions of Vice-President /President-Elect and two Directors.
- b. Every other year, candidates shall be nominated for the positions of Secretary and Treasurer.
- c. Every fourth year, candidates shall be nominated for the position of American Library Association Councilor.
- d. Names of the candidates shall be announced to the membership not less than one month prior to the election. Additional nominations may be made by members of the Association by writing in the name of the nominee on the ballot circulated.

- Section 2. No person shall be nominated who is not a member of the Association in good standing and whose consent has not been obtained.
- Section 3. Ballots shall be distributed not later than the one month prior to the annual meeting and shall be returned no later than two weeks prior to the annual meeting.
- Section 4. In cases where there is more than one candidate for an office, the candidate receiving the largest number of votes shall be elected.
- Section 5. In cases where there are more than two candidates for the two director positions, the two candidates receiving the largest number of votes shall be elected.

ARTICLE IV. EXECUTIVE BOARD

- Section 1. Duties and responsibilities of the Executive Board
- a. Attend at least 75% of the regularly scheduled meetings as a requirement for continued membership on the Executive Board, unless excused.
 - b. Follow the provisions of the Constitution, Bylaws and Handbook and notify the President of any revisions that may be needed.
 - c. Maintain a file of documents, related to the office or position held. Weed extraneous items and turn over any material more than two years old to HLA Archives. Pass the file to the successor.
 - d. The President shall call a meeting of the Executive Board within a month following the annual meeting, to commence carrying out plans for the year. Meetings shall be called once every month thereafter, unless omitted by vote of the Executive Board. Additional meetings may be called at the discretion of the President.
 - e. The Executive Board, within 60 days of taking office, shall adopt a budget for expenditures during the year, with planned expenditures not to exceed anticipated income. No additional financial obligations shall be incurred by officers, members or committees unless authorized by two-thirds vote of the members of the Executive Board present at a meeting and no payments shall be made by the Treasurer without prior authorization. However, moneys from the Association treasury allotted to a section or a committee by the Executive Board or separate funds raised by a section or a committee may be expended by them for purposes approved by the Executive Board without authorization for individual items, except as otherwise specifically stated in [this] the Constitution and Bylaws.
- Section 2. Any vacancy occurring on the Executive Board shall be filled in the following manner:
- a. The President.
The President-Elect shall automatically assume the duties but not the office of the President.
 - b. The Vice-President /President-Elect.
A successor is chosen by a special election conducted in accordance with the rules governing general elections, unless the vacancy occurs within two months immediately preceding distribution of ballots for the annual elections. Nominees will be those designated as candidates for the office of President.

- c. The Secretary, Treasurer, or ALA Councilor.
The vacancies shall be filled until the completion of the annual election through appointment by the President subject to approval of the Executive Board. If more than one year remains in the term of office, the election of a successor to complete the term shall be part of the annual elections.
- d. The Section Chairs.
Any vacancy shall be filled in accordance with the bylaws of the section.
- e. Members of the Executive Board filling vacancies as described above shall assume their duties immediately upon selection.

ARTICLE V. MEETINGS

- Section 1. General meetings of the Association shall be held annually at such place and time determined by the Executive Board.
- Section 2. Additional meetings of the Association may be held at the direction of the Executive Board.
- Section 3. The presence of five percent of the membership in good standing shall constitute a quorum for transaction of business at any official meeting of the Association.

ARTICLE VI. SECTIONS

- Section 1. The Executive Board may authorize the organization of a section of any group of members of the Association interested in the same field of librarianship, either a type of library or type of activity, or subject specialization, upon the petition of twenty-five members of the Association. Under exceptional circumstances, the Executive Board may authorize sections having fewer than twenty-five members.
- Section 2. The Executive Board may discontinue a section when in the opinion of the Board the usefulness of the section has ceased. Lack of meetings or other activity or lack of membership interest shall be deemed sufficient reason for discontinuance.
- Section 3. Each section shall represent a field of activity and responsibility clearly distinct from that of other sections.
- Section 4. Each section shall be completely self-governing, but shall act only through the Executive Board in matters which affect the relations of the Association with the public or the relation of the section with the Association.
- Section 5. The terms of office of section Chair shall coincide with that of the President of the Association.
- Section 6. When a new section is authorized by the Executive Board, one of the petitioners shall be appointed by the Association President to serve as temporary Chair until a section election is held.
- Section 7. Each section shall draw up bylaws appropriate to its activities. Such bylaws and any revisions shall be submitted to the Executive Board for approval, and a copy will be filed with the Secretary of the Association.

Section 8. A Chair and any other officers deemed necessary shall be elected by each section prior to the annual meeting. Only one vote is permitted from each section at Executive Board meetings.

Section 9. Section meetings shall be scheduled at the discretion of each section Chair.

ARTICLE VII. ROUNDTABLES

Section 1. The Executive Board may authorize the organization of a Roundtable of any group of members of the Association interested in the same philosophical or professional dimension of librarianship, upon the petition of twenty-five members of the Association. Under exceptional circumstance, the Executive Board may authorize Roundtables having fewer than twenty-five members.

Section 2. The Executive Board may discontinue a Roundtable when, in the opinion of the Board, the usefulness of the Roundtable has ceased. Lack of meetings or other activity or lack of membership interest shall be deemed sufficient reason for discontinuance.

Section 3. Each Roundtable shall represent a unique approach towards the profession of librarianship.

Section 4. Each Roundtable shall be completely self-governing, but shall act only through the Executive Board in matters which affect the relations of the Association with the public, or the relation of the Roundtable with the Association.

Section 5. The terms of office of the Roundtable Chair shall coincide with that of the President of the Association.

Section 6. When a new Roundtable is authorized by the Executive Board, one of the petitioners shall be appointed by the Association President to serve as temporary Chair until a Roundtable election is held.

Section 7. Each Roundtable shall draw up bylaws appropriate to its activities. Such bylaws and any revisions shall be submitted to the Executive Board for approval, and a copy will be filed with the Secretary of the Association.

Section 8. A Chair and any other officers deemed necessary shall be elected by each Roundtable prior to the annual meeting. Only one vote is permitted from each Roundtable at Executive Board meetings.

Section 9. Roundtable meetings shall be scheduled at the discretion of each Roundtable Chair.

Section 10. There is no limit on the number of Roundtables that HLA members can join.

ARTICLE VIII. COMMITTEES

Section 1. Standing committees shall consist of the following:

- a. Conference Committee to arrange the annual meetings of the Association. The chair shall appoint such sub-committee chairs as are necessary to carry out the duties of the committee.
- b. Legislative Committee whose duty shall be to work for governmental action favorable to libraries and librarianship in Hawai'i.

- c. Membership Committee to
 - (1) Promote HLA membership;
 - (2) Receive suggestions and make recommendations for honorary members;
 - (3) Write resolutions appropriate to each proposed honorary member and present resolutions at the meeting when honorary memberships are approved.
- d. Publications Committee to
 - (1) Coordinate the publications program of the Association in accordance with policy formulated by the Executive Board;
 - (2) Advise upon budget requirements and format of all publications of the Association.
- e. Mentoring Program Committee to promote mentor/mentee relationships among HLA members thereby strengthening professional connections and sharing knowledge, experience, and expertise for the mutual benefit and continued improvement of Hawai'i libraries.

Section 2. Financial Audit Committee

A Financial Audit Committee of three members, no one of whom is a member of the Executive Board, shall be appointed by the President to audit the accounts and report at the May meeting of the Executive Board.

ARTICLE IX. AD HOC COMMITTEES

Section 1. Ad Hoc committees shall be established as needed by the President.

Section 2. Such committees shall serve for a one-year period or less.

ARTICLE X. PUBLICATIONS

Section 1. The official publication of the Association shall be called the HLA Newsletter.

Section 2. The Association may also publish an official Journal and such other publications as may be deemed desirable.

Section 3. All additional publications shall be authorized and prices set by the Executive Board. Any new association or section periodical requiring the expenditure of Association funds shall be approved by a majority vote of the membership present at a general meeting.

Section 4. All editors shall be appointed annually by the President.

ARTICLE XI. AFFILIATIONS

Section 1. The Association upon recommendation of the Executive Board may affiliate the Association with any state or regional organization having purposes similar to the Association.

Section 2. The financial relationship of the Association and its affiliates shall be determined by the Executive Board and the governing body of the affiliate.

ARTICLE XII. AUTHORITY

Section 1. Robert's Rules of Order (Revised), in the latest available edition, shall govern the Association in all cases in which it can be applied and in which it is not inconsistent with the Constitution and Bylaws of the Association.

ARTICLE XIII. AMENDMENTS

Section 1. The bylaws may be amended at any official business meeting of the Association by a two-thirds vote of the members present and voting, provided that at least thirty (30) days advance notice of the proposed change be given to the members, or at any official annual meeting by the unanimous approval of those members attending and voting.

Duties of the Governing Body of the Association

DUTIES OF THE EXECUTIVE BOARD (See also Constitution, Article VI; Bylaws, Article IV.)

General

1. The Board shall be responsible for all financial obligations of the Association, with no payments issued by the Treasurer without its prior authorization.
2. The first Executive Board meeting should be held within a month after the annual meeting. At this first meeting, it has been the practice to have both old and new Boards present for an exchange of files and duties.
3. All Executive Board meetings are called together and presided over by the President.
4. All section, committee and other reports will be submitted to the President. The minutes of the Board meetings shall become part of the records of the Association.
5. If possible, there should be representation on the Board from a Neighbor Island. One recommendation is for at least one of the elected Directors to be from a Neighbor Island. Another recommendation is to elect one individual from the Hawai'i State Library System who is able to attend meetings in conjunction with HSPLS meetings.

DUTIES OF THE EXECUTIVE OFFICERS

PRESIDENT

General

1. The President will have served as Vice-President of the Association during the previous year. The President's term begins at the end of the Annual Conference and leaves office at the end of the following Annual Conference.

Duties

1. Leads the Association in carrying out the missions and objectives of HLA as set forth in the Constitution.
2. Presides at all Executive Board and General Membership meetings.
3. Appoints all Standing, Ad Hoc and Special Committee Chairs and Editors, who together with the Executive Board, may be present at Executive meetings. Except for the Financial Audit Committee and the Nominating and Election Committee, the President serves as an ex-officio member of all Committees.
4. Invites specified organizations to send representatives to meetings. It is recommended that the President give prior notice of invitations to other Board members.
5. Represents the Hawai'i Library Association at library-related functions, before the Board of Education and in the community.

6. May represent the Association at national and international conferences. The President may request funds to support his /her travel to one conference during his /her term. Any request for funding should include a statement outlining the justification for attendance and benefits to the Association.
7. Along with the ALA Councilor, acts as ALA's contact person to HLA.
8. Encourages and motivates the Officers, Executive Board members and Committee Chairs to set goals and to achieve them.
9. Appoints a Nominating Committee of three members three months before the Annual meeting.
10. Appoints a Financial Audit Committee of three members to audit the Association's financial records at least a month before the May Executive Board meeting.

Recommendations

- Be a member of HLA for at least 5 years.
- Be appointed to serve as an advisor of succeeding Executive Board.

VICE PRESIDENT/PRESIDENT ELECT

Duties

1. Assists the President in all administrative duties.
2. Serves as President in the President's absence.
3. Observes the Executive Board and duties of the President.
4. Supports the President by working on different projects with various committees as assigned.

Recommendations

- Should be a member of HLA for at least 4 years.
- Should have demonstrated leadership and interest in the library profession through active participation and service to HLA or similar professional association.
- May serve as the chairperson of the Program Committee (subcommittee of Conference Committee).

SECRETARY

Duties

1. Keeps full and complete, up-to-date minutes for both Executive Board and annual general membership meetings.
2. Reminds members regarding Executive Board Meetings.
3. Handles correspondence.
4. Provides for mail pick up as necessary and dissemination to proper persons.
5. Orders stationery and other supplies and disseminates to Board Members as needed.

6. Compiles and maintains current list of and contact information for Executive Board members and disseminates copies to Executive Board members.
7. Receives, considers and edits all resolutions (except those concerned with honorary members).
8. Keeps an official copy of the Constitution, Bylaws, and Handbook of the Association.
9. Keeps minutes for the current and two previous years. Any prior year's minutes should be transferred to the archives.
10. Sends name of ALA Councilor to ALA by August annually.

Send to: Executive Board-Council-Committee Secretariat 50 East
 Huron Street
 Chicago, Illinois 60611

TREASURER

Note: Treasurer's Manual will be given to the Treasurer and will not appear in this HLA Handbook.

Duties

1. Attends all Executive Board meetings and presents reports. Submits a written report when unable to attend meeting.
2. Keeps copies of all reports as permanent records.
3. Within 60 days of taking office, prepares a budget of projected income and expenditures to determine whether the projected programs of HLA are in line with its financial resources.
4. Annually reviews gifts to be made to related organizations and presents them to the Board.
5. Compiles budget requests from all Sections and Committees and presents them to the Board.
6. Handles and keeps accurate accounts of all cash transactions of the Association.
7. Submits annual report to the President to coincide with the annual reporting date established with the Internal Revenue Service.
8. Collects annual dues from members.
9. Assures prompt payment of fees due for: State excise tax, ALA Chapter dues, post office box, bulk mail, etc.
10. Recommends Co-Treasurer if necessary. The appointment of Co-Treasurer to be approved by the Executive Board.

Recommendations

- The Treasurer be a resident of Oahu to expedite the financial transactions.

DUTIES OF THE DIRECTORS

General

The position of Director was created to provide representation for the interests of the membership-at-large on the Executive Board.

Duties

1. Attend all Executive Board Meetings.
2. May double up as committee Chair according to Robert's Rules of Order.

Recommendations

- Should have been a member of HLA for at least five years and preferably have been elected member of the Board during this period.
- A neighbor island representative should be considered for this position.

DUTIES OF THE ALA COUNCILOR, HLA

Note: The ALA Councilor's Manual will be given to the ALA Councilor and will not appear in this HLA Handbook.

General

1. Is chosen for a four-year term.
2. Acts as official liaison between the various state library associations and the national association. The chapter Councilors provide a geographical balance to the Council assuring that there will be representation of all sections of the country in the governing body.
3. Attendance at meetings of the Chapter Relationships Committee would be useful, but is not required. This committee area of concern is the relationship between the chapters and the national association, especially in the area of ALA-chapter communication.

Duties

1. The new HLA Chapter Councilor is officially installed on the final day of the annual conference of ALA in the summer following his/her election. The old (incumbent) HLA Chapter Councilor works throughout the ALA annual conference week. Thus the new HLA Chapter Councilor does not have to attend the summer meeting.
2. Check annually with the HLA Treasurer in December to be sure Chapter's dues are paid up. If this is not done, the chapter Councilor will be disqualified and unable to participate in meetings of the ALA Council.

3. ALA Conference: Registration for Councilors may be handled at a separate desk. ALA will advise the Councilor how to register prior to the conference. Attendance is taken at each Council session. Councilors should stay at the conference for the entire week as important issues may arise on the final day and there is no absentee voting allowed. Councilors will receive material prior to the conference to enable informed voting. Voting may be by ballot, by voice, standing votes, and/or roll-call vote.
4. The Councilor should attend Board meetings to keep informed of the general feelings of the Board on various issues since time does not usually allow Councilor to canvass HLA membership on individual issues on which the Councilor will be voting
5. The Councilor is responsible for an article to be submitted in December to the ALA Yearbook about the Hawai'i Library Association.

Recommendations

- Councilor shall have demonstrated leadership and interest in the library profession through active participation and service in HLA or similar professional association.

SECTIONS

Chairs, General

1. Duly elected section chairs assume office at the end of the Annual Conference.
2. Each chair shall be a member of the section chaired.

Chairs, Duties

1. Appoint such officers or committees as may be needed to plan and implement section activities.
2. Prepare annual budget for the section and submit it to the Treasurer. Submit receipts and documented requests for reimbursement for section expenses in a timely manner to the Treasurer.
3. Sponsor a session at the Annual Meeting and as many other activities during the rest of the year as the members of the section may wish to plan and implement, within guidelines and overall budget set forth by the Executive Board.
4. Keep section members informed about section activities. Report on section activities at the Executive Board meetings. Submit articles and announcements pertaining to section activities to the Newsletter Editor in a timely manner. Report on section activities at the Annual Conference.

ADMINISTRATION SECTION

Administration Section Bylaws (draft, December 2001)

1. The organization shall be known as the Administration Section of the Hawai'i Library Association and shall be a Section of the Hawai'i Library Association as described in Article VI of the Hawai'i Library Association Bylaws.
2. The Object of the Section shall be to promote leadership for professional librarianship to the mutual benefit of members of this Section.

HAWAIIAN SECTION

Hawaiian Section Bylaws

1. The organization shall be known as the Hawaiian Section of the Hawai'i Library Association described in Article VI of the Hawai'i Library Association Constitution.
2. It shall be the purpose of this Section to bring together all those interested in the development of Hawaiian library collections for the discussion of common problems and the exchange of information; and to encourage and aid in the compilation of bibliographies, finding aids and reference materials in the field.
3. All persons subscribing to the purpose of the Section shall be welcome to participate in its activities.

May 26, 1959

INFORMATION TECHNOLOGY SECTION

Information Technology Section Bylaws (draft, December 2001)

1. The organization shall be known as the Information Technology Section of the Hawai'i Library Association and shall be a Section of the Hawai'i Library Association as described in Article VI of the Hawai'i Library Association Bylaws.
2. The Object of the Section shall be to promote professional librarianship to the mutual benefit of members of this Section.

REFERENCE AND USER SERVICES SECTION

Reference and User Services Section Bylaws (draft, December 2001)

1. The organization shall be known as the Reference and User Services Section of the Hawai'i Library Association and shall be a Section of the Hawai'i Library Association as described in Article VI of the Hawai'i Library Association Bylaws.
2. The primary objective of the Section shall be to promote professional librarianship, particularly reference service, to the mutual benefit of members of this Section.
3. Any member of the Hawai'i Library Association interested in the Section's objectives may hold membership in the Section.

SCHOOL AND MEDIA CENTER SERVICES SECTION

School and Media Center Services Section Bylaws (draft, December 2001)

1. The organization shall be known as the School and Media Center Services Section of the Hawai'i Library Association and shall be a Section of the Hawai'i Library Association as described in Article VI of the Hawai'i Library Association Bylaws.
2. The Object of the Section shall be to promote professional librarianship to the mutual benefit of members of this Section.
3. Chair of the section may act as a Hawai'i Association of School Librarians (HASL) Liaison if that Chair holds dual membership in HLA and HASL.

TECHNICAL SERVICES SECTION

Technical Services Section Bylaws (draft, December 2001)

Article I. Name.

The name of this Section shall be the Technical Services Section of the Hawai'i Library Association.

Article II. Object.

Section 1. The object of this Section shall be:

- a. To advance the status of the personnel in the technical and general services Section as valuable and needed members of the library supportive staff.
- b. To initiate activities leading toward the appropriate placement and employment of library technical and general services members.
- c. To promote effective communication among the technical and general services members, their employer and those involved in educational programs.
- d. To increase knowledge and skills in the technical and general aspects of library work.

Article III. Membership.

Any HLA member who is interested in the objectives of the Section may become a member.

YOUTH SERVICES SECTION

Youth Services Section Bylaws (draft, December 2001)

1. The organization shall be known as the Youth Services Section of the Hawai'i Library Association and shall be a Section of the Hawai'i Library Association as described in Article VI of the Hawai'i Library Association Bylaws.
2. The Object of the Section shall be to promote professional librarianship to the mutual benefit of members of this Section.
3. All persons subscribing to the purpose of the Section shall be welcome to participate in its activities.

Chair, Duties

1. Act as ex-officio member of the Nene Award Committee.

ROUNDTABLE

Chairs, General

Duly elected Round Table chairs assume office at the end of the Annual Conference.

Chairs, Duties

1. Appoint officers or committees as needed to plan and implement Round table activities.
2. Prepare annual budget for the section and submit it to the Treasurer. Submit receipts and documented requests for reimbursement for section expenses in a timely manner to the Treasurer.
3. Sponsor a session at the Annual Meeting, and as many other activities during the rest of the year as the members of the Round Table may wish to plan and implement, within the guidelines and overall budget set forth by the Executive Board.
4. Keep Roundtable members informed about section activities.
5. Report on Round Table activities at the Executive Board meetings and submit an annual report of activities to the President one month prior to the Annual Conference.
6. Submit articles and announcements pertaining to Round Table activities to the Newsletter Editor in a timely manner.

COMMITTEE GUIDELINES

STANDING COMMITTEES

General

1. Standing Committees are as listed in Article VII, Section 1 of the Bylaws of the Association.

Chairs

1. All Committee Chairs shall be personal members of HLA and appointed by the President.
2. All are expected to attend and take active part in HLA Board meetings. Chairs have no vote at board meetings.
3. Except for Legislative Committee, appointments shall coincide with the term of the President.
4. Keep section members informed about section activities through section electronic mailing lists. Maintain the section electronic mailing lists. Report on section activities at the Executive Board meetings. Submit articles and announcements pertaining to section activities to the Newsletter Editor in a timely manner. Report on section activities at the Annual Conference.

CONFERENCE COMMITTEE

Coordinator

Note: Conference Committee Coordinators Manual will be given to the Coordinator and will not appear in this HLA Handbook.

Coordinator, Duties

1. Coordinates the annual conference that is typically held annually in the fall, and any special programs that might occur that would be of interest to all the members. Selects, along with President, the Subcommittee Chairs for Program, Exhibits, Hospitality, and Registration.
2. Makes up master schedule for the conference.
3. Coordinates the efforts of the various subcommittees needed for the conference.
4. Calls meetings as needed with subcommittees.
5. Checks with hotel on availability of AV equipment and arranges parking validation and when bills must be paid.
6. Is available during conference for last minute changes.
7. Coordinates with Program Chair from neighbor island if held outside of Oahu.

Conference Subcommittee: Exhibits

Note: Exhibits Manual will be given to the Exhibits Subcommittee Chair and will not appear in this HLA Handbook.

General

1. The Exhibits Sub-committee should be composed of at least three members, one of whom may be an exhibitor who is utilized as a resource person representing the exhibitors' point of view.
2. The primary function is to plan and conduct the annual Conference Exhibits.

Duties

1. Submits a request for funds to the Board for its approval. The usual expenses include printing of information packets for exhibitors, stationery, stamps, and miscellaneous supplies needed for the Exhibits.
2. Sends letters of invitation to potential exhibitors well in advance.
3. In consultation with Conference Coordinator, determines fee to be charged.
4. Remains available during the time exhibits are open to troubleshoot and provide logistical assistance to exhibitors.

Conference Subcommittee: Hospitality

Duties

1. Leis: Friday dinner speaker and old officers. Assign people to present leis. Saturday luncheon speaker and new officers. Advise people who are to sit at the head table.
2. Table Decorations: Coordinator centerpieces when deemed appropriate.
3. Hospitality telephone at hotel: In Waikiki, consider need for and arrange, if necessary, courtesy room for use by HLA President during conference hours.
4. Arrange for seating for persons not taking meals, but who want to hear keynote speakers. Make place cards for dinner and luncheons.
5. Solicit donations of flowers and greenery for tables other than head table.
6. Write thank you letters to donators and helpers.

Conference Subcommittee: Program

Duties

1. Works with President and Conference Coordinator to establish conference theme.
2. Works with Conference Coordinator, and seeks input from the Executive Board, for selection and invitation of guest speakers.
3. Selects menus as necessary.
4. Works with Conference Coordinator to prepare budget for conference.
5. Introduces invited speakers and extends hospitality.
6. Obtains program information from sections.
7. Prepares call-to-conference.
8. Prepares and publishes conference program.
9. Writes thank you letters as needed for the President's signature.
10. Keeps an up-to-date file of names of journals and local news media to which releases should be sent. File should include correct address and the name of the person to whom announcements should be directed.

Media:

American Libraries; Publishers' Weekly; School Library Journal; College and Research Libraries; Hawai'i Newspapers and Radio/TV.

Conference Subcommittee: Registration

Duties

1. Prepares notices about registration and reservations for insertion in HLA Newsletter.
2. Prints tickets for drinks, dinner and lunch.
3. Prints signs for registration and reservation tables.
4. Prepares name tags.
5. Works with site hotel to assist attendees with reservations.
6. Tracks number of reservations for guarantees to hotel.
7. Obtains information from the State Librarian about reservations for Library Advisory Commissioners.
8. Is responsible for the registrations desk and arranges for volunteers to assist.
9. Collects all monies and checks for registration and meals and delivers to Treasurer.
10. Records registrations.

LEGISLATIVE COMMITTEE /ALA FEDERAL RELATIONS

General

The Chair is appointed by the Association President for the term beginning July 1 and expiring June 30 to coincide with the state legislative session. The Chair in turn appoints at least two committee members and notifies the President of the appointments. He or she registers as lobbyist as required by law.

Purpose

The primary purpose of the committee is to work for governmental action favorable to libraries and librarianship in Hawai'i.

Duties

1. Follows progress of library related bills and resolutions as they go through the legislative process. Whenever possible, attends legislative hearings on issues involving libraries and librarianship.
2. Reports proceedings to the Executive Board.
3. Makes and/or coordinates input on behalf of libraries and librarianship at legislative hearings.
4. Plans and coordinates HLA sponsored dialogues, contacts, and activities with legislators that would promote better understanding of issues involved.
5. Attends Executive Board meetings.
6. Prepares and submits an annual budget of this committee, usually by the second Board meeting each year.
7. Prepares and submits an annual report to the Association President.
8. Acts as ALA Federal Relations Coordinator with duties as follows:
 - a. Keeps abreast of federal legislation that will have implications for libraries in Hawai'i.
 - b. Complies with requests for action, as indicated in the "Washington Newsletter" disseminated by the Washington, D. C. office of the American Library Association.
 - c. Rallies support from other organizations interested in the welfare of library programs and services.
 - d. Contacts members of Hawai'i's congressional delegation by letter or through POM (public opinion message telegrams) to inform them of HLA's special interests in library legislation under consideration by the U.S. Congress.
 - e. Utilizes the HLA President's administrative funds for expenses, such as postage, telegrams, and long distance calls, when necessary because of time constraints.

MEMBERSHIP COMMITTEE

General

The Chair shall be appointed by the President. The Chair shall appoint at least two members to serve on the Committee, one of whom shall be responsible for recruiting new members and retaining old members.

Duties

1. Receives new membership dues and applications and forwards dues and membership information to the Treasurer.
2. Compiles a directory of members, to be issued shortly after the spring meeting, using guidelines provided by the Publications Committee.
3. Assists Publication Committee with printing of membership directory when necessary.
4. Updates membership list and corresponds with mailing service.
5. Arranges for distribution of directories to members, personal and institutional.
6. Sends two print copies of the directory to the HLA file at the State Archives.
7. Establishes general policies and procedures to secure new and continuing members.
8. Prepares annual budget to be submitted at the second Executive Board meeting.
9. Suggests honorary membership to the Executive Board and arranges for writing of resolutions to be read and voted on at the Annual Conference.
10. Cooperates with other library-related organizations to exchange membership application forms.
11. Authorizes the use of HLA mailing lists to the HLA board members for HLA professional purposes. Other uses must be brought before the Board.

Guidelines for Awarding Honorary Membership

1. The HLA Bylaw, Article I, Section 1(b) states: " Upon nomination by the Executive Board, persons who have rendered important service to the library interests of the state may be elected honorary members for life by a majority vote of the membership present at any official annual meeting of the Association." The contributions to the HLA should be defined. Retirement and membership in themselves are not sufficient to warrant the award. The requirements should be outstanding and continuing contributions to the organization and the profession.
2. For a more comprehensive screening system in selecting nominees for the award, it is suggested that the Membership Committee start early to explore possible nominations and invite the general membership to contribute names with justification for their recognition as honorary members. The nominated person should be screened by the Membership Committee before the March Board meeting, when they will be presented for approval.
3. The number of awards should be limited in numbers, so as to select only members who have made outstanding contributions.

4. The person so honored should receive a copy of the Resolution presented on the occasion of the award, and a copy of it should appear in the next HLA Newsletter and/or Journal.
5. When an honorary member dies, it is suggested that the Membership Committee follow up with appropriate action, such as a memorial notice in the HLA Newsletter.
6. Awarding of honorary memberships as public recognition of achievement need not be delayed until member retires.

PUBLICATIONS COMMITTEE

General

The Hawai'i Library Association may publish the HLA Journal, the HLA Newsletter, and a membership directory.

The Publications Committee shall be composed of a Chair appointed by the President, a Senior Editor, and at least two members chosen by the Chair, one of whom may be responsible for mailing activities.

Chair, Duties

1. Coordinates the publications program of the Association, in accordance with policies formulated by the Executive Board.
2. Considers budget requirements of publications and makes recommendations to the Executive Board.
3. Recommends general publications policies for Executive Board approval.
4. Advises upon format and frequency of publications.
5. Serves as a resource by suggesting topics for articles.
6. Upon request of an editor, serves as an Editorial Advisory Committee member to read and comment on articles submitted.
7. Assists the President in appointing new editors.
8. Reviews requests for new publications and makes recommendations to the Executive Board.
9. Meets with editors and the Membership Committee Chair to review budgetary needs and publications schedules.
10. Determines the needs for updating the DIRECTORY OF LIBRARIES and arranges for its publication.
11. Recommends publication subscription rates to the Executive Board for approval.
12. Delivers two copies of each publication to the HLA Archivist.
13. Includes statement on each membership directory that it is not to be used for commercial purposes. Other uses must be brought before the Board for approval.

Publications Subcommittee: Web Coordinator

General

The Association maintains a homepage on the World Wide Web. Information about the organization, a membership application, roster of current officers, texts of selected publications, and other news relevant to librarians are posted.

Duties

The Web Coordinator shall have access to the host computer where the files are stored and shall maintain and update the information on the homepage as needed.

Publications Subcommittee: HLA Newsletter

General

The HLA Newsletter is published 3-4 times annually and sent to all members of HLA. Special editions are published when the need arises. The Editor is appointed by the President annually.

HLA Newsletter Editor, Duties

1. Submits budget needs to the Publications Committee Chair.
2. Recruits volunteer reporters or contributors, e.g. Section Chair; Board members; Directors; Neighbor island libraries; Hawai'i State Library System Promotional Services.
3. Assembles items and prepares final copy for printing.
4. Coordinates delivery of the Newsletter.
5. Submits files of activities to person in succession.
6. Encouraged to attend meetings of the Executive Board as a non-voting member.

In order to be aware of the largest possible range of ideas for articles, the Editor should:

- Receive and read the Public Library newsletter "FYI", Holo I Mua, the U.H. Library Newsletter, HASL newsletter, military libraries' newsletter, the Maui Friends of the Library newsletter, and be aware of journals of other state library associations as well as national library periodicals.
- Keep in close contact with Hawai'i's library leaders i.e. State Librarian; U.H. Librarian; Dean of the U.H. School of Library and Information Studies; State Archivist; members of HLA Executive Board; etc.
- Attend as many section meetings as possible.

Note: Budget allocation should allow for at least four issues. New publication year issue should be published shortly after the Annual Conference.

Publications: Subcommittee HLA Journal

General

The HLA Journal may be published annually. It is free to members. Subscription rates to non-members are set by the Board upon recommendation by the Publications Committee.

Editorial Policies

The Hawai'i Library Association Journal should adhere to the following policy approved by the Executive Board for inclusion in the December 1971 issue of the Journal:

Articles accepted should concern libraries and library related topics in Hawai'i, the other Pacific Islands and Asia. The emphasis is on library and information resources in Hawai'i and bibliographic control of Hawaiiana; in other words, information not normally available in national and international publications. Suggestions from members of the Association regarding the format and content of the Journal are invited.

In general, reprinting of speeches and materials printed or distributed elsewhere should be discouraged. These materials, however, may be kept on hand for emergencies. Examples of the latter: HLA annual reports of HLA officers or statements of the HLA Executive Board.

Editor, Duties

1. Determines the contents of the Journal.
2. Consults with the Publications Committee on annual budget and maintains cost within budget allotment.
3. Gathers ideas for articles.
4. Maintains a file of suggestions for articles.
5. Solicits articles.
6. Provides instructions and guidance to potential writers.
7. Plans each issue and sets publication deadlines.
8. Notifies authors in writing about deadlines, number of words expected and other special instructions.
9. Edits and discusses with authors the changes and corrections in articles to be printed.
10. Returns rejected articles promptly.
11. Gets two written bids from local printers.
12. Makes arrangements with printer for publication of the JOURNAL.
13. Sends two copies of each issue to the HLA File at the State Archives.
14. Encouraged to attend meetings of Executive Board as non-voting member.
15. Attends meetings of the Publication Committee, upon request of the Chair.
16. Submits files to next person appointed editor.
17. Selects circulation manager.

Recommendations

- Manuscripts should be submitted at least eight (8) weeks prior to the scheduled date of publication. All articles should be typewritten and double-spaced and sent to the attention of the Editor, HLA Journal, P.O. Box 4441, Honolulu, HI 96813.
- Subscription requests should be sent to the attention of the Circulation Manager.
- Encourage continuation of the annual survey of Hawaiiana Publications.
- Use of photographs/pictures (if pertinent) greatly enhance the appeal of the JOURNAL, but their use should be limited because of the proportionately higher cost of printing photographs.
- Include HLA Honorary Membership Resolutions.

MENTORING PROGRAM COMMITTEE

General

The Chair is appointed by the President. At least three committee members shall be appointed by the chair-in-term who will notify the President of the appointments.

Purpose

The primary purpose of the committee is to monitor the HLA Mentoring Program

Duties

1. Receive new mentor volunteers
2. Assist members in matching mentors and mentees with closely-related interests.
3. Maintain HLA Mentoring Program Webpage

Receive and respond to any inquiries related to the program

SPECIAL COMMITTEES

General

Special Committees may be established as deemed necessary by the President. All Special Committee Chairs shall be appointed by the President. All shall be personal members of HLA. All are encouraged to attend and take active part in HLA Board meetings. Special Committee Chairs have no vote at Board Meetings. Duration of appointment is assigned by the President and must be completed within the President's term, unless otherwise agreed upon by the President-Elect. Special committees might include: Financial Audit Committee, Constitution and Bylaws Committee, Handbook Committee, Intellectual Freedom Committee, Publicity Committee, Nominations and Elections Committee.

FINANCIAL AUDIT COMMITTEE

General

A Financial Audit Committee of three members shall be appointed by the President at the end

of the fiscal year for the purpose of auditing the accounts and to report at the May Executive Board Meeting. See also Bylaws, Article VII, Section 2.

Duties

1. Spot check vouchers, cancelled checks, bank statements, etc.
2. Check that the balances on the treasurer's annual report, checkbook ledger, and bank statement are in agreement.
3. Check that records are in order and expenditures are justifiable.

Recommendations

Former year's Treasurer be Chair of the Financial Audit Committee, if feasible.

CONSTITUTION AND BYLAWS COMMITTEE

General

A Constitution and Bylaws Committee of three members, none of whom are voting members of the Executive Board, are appointed by the President when the President and/or Executive Board find that revisions are needed.

Revising the Constitution and / or Bylaws is not a solution to all problems and should be done only when obvious conflicts or discrepancies are noted, or when organizational changes become necessary.

Proposed amendments to the Constitution and/or Bylaws must be presented to the membership and voted on as defined in the Constitution and Bylaws.

Recommendations

- It is recommended that at least one of the members appointed to the Committee have had previous experience on such a committee.
- The Parliamentarian should be invited to serve on the committee.
- The Committee should review Bylaws of sections to assure there is no conflict with HLA Constitution and Bylaws.

HANDBOOK COMMITTEE

General

The Chair is appointed by the President. Two committee members may be appointed by the Chair.

Duties

1. Responsible for revision of the handbook which serves as a guide for the Executive Board, committee members, and general membership. Note: Individual Committee Chairs and Organizational Representatives will be responsible for informing the Handbook Chair of changes in their individual committees and organizations which should be reflected in the Handbook when it is revised.
2. Chair should attend Executive Board meetings which may affect the procedures in the Handbook. Note: The President shall keep the Chair informed of such Board meetings to be attended. The Chair of this Committee has no vote at Executive Board meetings.

Recommendations

A Handbook Committee should be formed within five years of the last revision or when substantial changes are deemed necessary by the Executive Board.

INTELLECTUAL FREEDOM COMMITTEE

General

The Chair is appointed by the President. The Chair appoints at least one additional member to serve on the Committee and notifies the President of the appointment(s).

Duties

1. Monitors local events which could possibly impact on intellectual freedom/freedom to read. Maintains file of pertinent clippings and other correspondence.
2. Reviews legislation proposed in the State House of Representatives and State Senate which have to do with intellectual freedom.
3. Keeps the national Office for Intellectual Freedom, American Library Association apprised of local events and proposed legislation. Provides information to that office upon request.
4. Receives INTELLECTUAL FREEDOM NEWSLETTER and MEMORANDUM. Sends copies to committee members and HLA's ALA Councilor. Reports items of general interest to the Executive Board.
5. Responds with appropriate action to issues concerning intellectual freedom on a local and occasionally national level. For example, drafts and sends telegrams to congressional leaders in support of, or opposition to, proposed legislation. Confers with the President of the Association regarding action to be taken.
6. Encouraged to attend Executive Board meetings, but is not a voting member.
7. Prepares and submits annual report to the Association President.

PUBLIC RELATIONS COMMITTEE

General

The Chair is appointed by the President. The Chair appoints at least one additional member to serve on the Committee and notifies the President of the appointment(s).

Duties

General:

1. Publicize, to the general public, the value and importance of libraries and the various events and activities of HLA and disseminate appropriate communications to the media.
2. Establish and maintain contact with all committees and sections for information about newsworthy events.

Annual Conference:

1. Releases publicity to mainland professional journal announcements four months prior to publication.
2. As soon as conference program information is available, prepares press release including information about the speakers. Submits release to Hawai'i newspaper editors so that information will be publicized the week prior to the conference.
3. Submits for "Calendar of Activities" of local news media. Information should be available to editors so that notices can be publicized the week prior to the conference.
4. Prepares and submits press release(s) following the conference. This can include conference highlights, special activities, honored guests, include photographs if possible.

Photography:

1. Arrange for photographers to cover the conference if the situation warrants it.

NOMINATING AND ELECTIONS COMMITTEE

General

A Nominating and Elections Committee of three members, none of whom are voting members of the Executive Board, are appointed by the President three months before the annual elections. Annual elections precede the annual conference in the fall. The purpose of the committee is to formulate a slate of candidates and complete the election for HLA officers, directors, and ALA Councilor. See also Bylaws, Article III.

Duties

1. The committee collects and validates nominations for: President-Elect; Secretary; Treasurer, and two Directors. Every fourth year candidates shall be nominated for the position of American Library Association Councilor.
2. The committee presents candidates names to the Executive Board together with the candidate's written acceptance at least two months before the annual conference and conducts the election.
3. The election shall take place prior to the annual fall business meeting held at the annual conference. It shall be done by mail ballot in order that every personal member may have a vote. See Bylaws, Article III.

Procedure

Nominations for office should be made in accordance with the suggested policy for each office. Each candidate should be a personal HLA member in good standing. At least one director should be from a neighbor island. Whenever possible, candidates will be representative of different types of libraries, so that across-section of the membership may be represented.

Balloting may be returned by mail postage paid, but is more economical if the HLA Newsletter is used for distribution.

When possible, two members should be nominated for each position.

If section elections are to be by ballots mailed with general ballot, each section should be responsible for sending information to the Nominations and Elections Committee.

AD HOC COMMITTEES

1. Ad hoc committees (for a specific purpose) may be established as deemed necessary by the President.
2. All ad hoc committee chairs shall be appointed by the President and shall be personal members of HLA.
3. All ad hoc committee chairs are expected to attend and take active part in Executive Board meetings during their term of appointment. Chairs have no vote at Executive Board meetings.
4. Term of the appointment to ad hoc committees is only for the length of time necessary to perform their duties.

ARCHIVIST

General

HLA files are kept by the Archivist. Files included in the collection are: "Presidents"; "Secretaries"; "Treasurers"; "Reports of Sections"; "Standing Committees"; Ad Hoc Committees"; "Membership Directories"; and "Publications".

Pertinent materials are kept for preservation and historical purposes. The files are available for research.

Archivist, Duties

1. Maintains files in Archives for the Hawai'i Library Association.
2. Determines suspense dates for weeding materials.
3. Attends board meetings to be advisor on past policy.

Policies for Preserving Pertinent Records of HLA

1. **President:** Sort out correspondence and other materials gathered during his/her term of office and transfer to HLA archives the following records:
 - a. President's annual report.
 - b. Complete reports of each section Chair, each standing committee Chair, and each ad hoc committee Chair which the President has appointed, said reports having been submitted to the President for the annual report.
2. **Secretary:** Keep on hand all official minutes of the Executive Board meetings and minutes of each general HLA meeting for the current year AND for the two preceding years. Therefore, each incoming secretary after 1973 will transfer to the HLA archives any minutes of meetings held three years before his/her term of office begins.
3. **Treasurer:** Holds current records and all money records for the two preceding years. All records previous to this three year period to be HLA archives, such records to be held for 10 years then discarded,
4. **Publications:** Two copies of every publication released by HLA or any section of HLA to be deposited upon publication to the HLA archives.
5. Any other records submitted for preservation will be considered on their own merit and pertinence.

PARLIAMENTARIAN

The President may appoint a Parliamentarian who serves as a non-voting member of the Executive Board.

Duties

Attends all meetings of the Executive Board and of the General Membership and advises on rules of order when requested by any member of the Board or when he/she notes that there is a violation of the Constitution and/or Bylaws of the Association, or a violation of Parliamentary Procedure.

Authority

Robert's Rules of Order (Revised) in the latest edition shall be the governing authority for the Association in all cases where it can be applied and in which it is not inconsistent with Constitution and Bylaws of the Association. (See Bylaws, Article XI).

AWARDS

Distinguished Librarian Award

Background

The first formal meeting of HLA was held in January 1922. An ad hoc committee was formed for this award to commemorate the 50th anniversary of HLA in the spring of 1972. The committee recommended the establishment of a new award, to be called the Distinguished Librarian Award to be given in the April 1972 Spring Conference

General Requirements

1. This award will recognize an exceptional contribution by an HLA member to HLA or to the library profession in Hawai'i. Such contribution may be in the form of outstanding publications, unusually superior service to HLA, or eminent performance in the field of librarianship in Hawai'i.
2. This award will be in the form of a Resolution which will be presented to the awardee and a copy published in the HLA Newsletter or HLA Journal.
3. This award is to be a separate and distinct recognition, not to be confused with or included in the conferring of an Honorary Membership.
4. This award will carry the honor of special recognition but not monetary award.
5. This award should not become an annual award. It is to be awarded only when appropriate. Executive Boards in future years will have the prerogative of deciding when, and if, such an award will be made.

Nene Award

Background

The Nene Award was originated by a third-grade class at the University Elementary School of the University of Hawai'i. During the 1958-59 school year, they held a contest to select the best fiction book for children published in the previous 5 years whose author was still living. In the following years, the contest attracted interest and extended into grades 4, 5, and 6. Soon others outside of University Elementary School became interested in the project and a committee was formed to consider setting up a state award. The Nene Award was established as the Hawai'i State Children's Book Award in 1964. The first award was announced in November of that same year.

The Nene Award is sponsored jointly by the Hawai'i Association of School Librarians (HASL) and by the Children and Youth Section of the Hawai'i Library Association. HASL and HLA will alternate financial management of the Award.

The purpose of the award is to help the children of Hawai'i:

- To become acquainted with the best contemporary writers of fiction.
- To choose the best rather than the mediocre.
- To honor an author whose books have been enjoyed by the children of Hawai'i.

The eligibility rules are:

1. Book must be fiction.
2. Book must have a copyright date within the last 6 years.
3. Book must be suitable for grades 4 - 6.
4. Author must be living.
5. Author cannot win more than once in a 6-year period.

The schedule for the year is:

October - Begin promotion and reading.

November to March - Continue promotion and reading.

March - voting.

April - Announcement of winner during National Library Week.

Librarian of the Year Award

Background

Awarded to a librarian in the state of Hawai'i to recognize exceptional professional achievement and/or service.

Qualifications may include one or more of the following:

- Outstanding service to a particular library community
- Contributions to the improvement of library service
- Development of innovative library services
- Contributions to the library profession
- Advancement of Hawai'i library interests through legislative activities or library promotion activities
- Contributions to intellectual freedom in Hawai'i
- Contributions in literacy or information literacy education in Hawai'i

Nominees must be residents of the State of Hawai'i and must have worked in the library profession in Hawai'i for at least three years.

Nominations should include (1) a 200-500 word statement addressing the nominee's qualifications and (2) the name, address, telephone number, job title, and employing institution (if applicable) of the nominee and the nominator.

Hawai'i Library Friend of the Year

Background

Awarded annually to a non-librarian who has made a notable contribution to a library or libraries, or to the interests of libraries in the state of Hawai'i.

Qualifications may include one or more of the following:

- Financial support of a particular library or libraries
- Donations of materials to the collection(s) of a particular library or libraries
- Advancement of Hawai'i library interests through legislative activities or library promotion activities
- Contributions to intellectual freedom in Hawai'i
- Contributions in literacy or information literacy education in Hawai'i
- Other activities in support of Hawai'i library interests or in support of the library profession in Hawai'i

Nominees must be residents of the state of Hawai'i and may not be employed in the library profession.

Nominations should include (1) a 200-500 word statement addressing the nominee's qualifications and (2) the name, address, telephone number, job title, and employing institution (if applicable) of the nominee and the nominator.

ORGANIZATIONAL REPRESENTATIVES

General

Other Organizations with similar goals as those of the Association may elect to send liaison representatives. The Association maintains liaison with the following organizations, but not all may choose to send representatives: Beta Phi Mu; Friends of the Library of Hawai'i; LIS Alumni Group; Hawai'i Association of School Librarians; Ka Hui Heluhelu; Medical Library Association Liaison; UH Library and Information Studies Program - Hui Dui; Special Libraries Association.

Representatives from these groups should report to the HLA Secretary. Names and contact information of the representatives should be forwarded to the Executive Board.

University of Hawai'i Library and Information Studies Program Student Representative

General

Presidents of the American Library Association University of Hawai'i Student Chapter and Hui Dui, the student body of the Library and Information Studies Program of the University of Hawai'i, will be the student representative and alternate student representative to the Executive Board of the Hawai'i Library Association. In the event that neither the representative nor the alternate can attend the meeting, the two organizations shall select a second alternate.

Duties

1. Serve as a liaison between the Library and Information Studies Program student body and the Executive Board of the Hawai'i Library Association.
2. Attend all meetings of the Executive Board as a non-voting member during the school semester for which selected.
3. Submit news of student activities for publication in the HLA NEWSLETTER.
4. Keep the Library and Information Studies Program student body informed of HLA activities by announcements, oral or written and through a column in the student newsletter.
5. Conduct a membership drive for the Hawai'i Library Association among the student body of the School of Library and Information Studies. The representative (or alternate) will request a list of active membership from the Hawai'i Library Association membership chair at the beginning of her/his term as representative and as needed to identify SLIS students who are not members of HLA.
6. Submit appropriate material of year's activities at the end of the term to the archivist for the Association's files. Gives file of activities to person in succession.

Hawai'i Association of School Librarians Liaison

The Hawai'i Association of School Librarians shall be represented on the Executive Board of HLA by one of its members appointed by the President of HASL. The liaison person may hold dual membership in HLA and HASL. Duties shall include attending meetings, keeping each organization informed of significant activities and events of the other, and bonding working relationships and communication between the organizations.

Medical Library Association Liaison

General

The Medical Library Association is a National Organization of Health Sciences Librarians. The Medical Library Group of Hawai'i is the local chapter of MLA and meets regularly with programs of interest to health science librarians. The Chair of the Group will normally serve as the liaison to the HLA Executive Board as a non-voting member.

Duties

1. Serve as a liaison between the Medical Library Group of Hawai'i, the Medical Library Association, and the Executive Board of the Hawai'i Library Association.
2. Attend meetings of the Executive Board as a non-voting member and perform appropriate duties.
3. Keep the Executive Board informed of the activities of the Medical Library Association by announcements and submission of materials for the HLA Newsletter.
4. Keep the Medical Library Group of Hawai'i membership informed of HLA activities.

Special Libraries Association Hawai'i Pacific Chapter Liaison

General

The Pacific-Pacific Chapter, Special Libraries Association, is an organization which was formed in 1972 to provide an association of individuals and organizations having professional, scientific or technical interest in library and information science, especially as these apply in the recording, retrieval and dissemination of knowledge and information in areas such as the physical, biological, technical, and social sciences and the humanities; and to promote and improve the communication dissemination and use of such information for the benefit of libraries throughout Hawai'i, and extending to all islands and countries west of Hawai'i and bordering on the Pacific Ocean.

Objectives

According to the Bylaws of the Hawaiian-Pacific Chapter, SLA, and the Extra-Association Relations Policy of the Special Libraries Association, the Liaison Representative to the HLA Executive Board should include the following objectives.

1. Increase awareness of special libraries and create understanding of their importance.
2. Extend knowledge of the present and future role of special libraries.
3. Develop and maintain respect and good will among professional associations and governmental groups.
4. Promote the objectives of the library and information science profession by cooperation with similarly oriented groups.

Chapter representation and affiliation

Chapter representatives to joint committees and meetings of other societies shall be appointed by the President. The Chapter may affiliate with a local common interest organization provided that the objectives of such organizations are consistent with those of the Special Libraries Association.

Duties and responsibilities

1. Serve as liaison between the Executive Board of the Hawaiian-Pacific Chapter, SLA and the Executive Board of HLA for the term of one year.
2. Attend HLA Board meetings as a non-voting member.
3. Report activities and programs of the Hawaiian-Pacific Chapter, SLA, to the Executive Board of HLA, as appropriate to their mutual interest and concern.
4. Coordinate submission of appropriate material to both Boards for publication in newsletter and bulletins.