

Asian American Law Librarians Caucus 2004 Business Meeting Agenda

Monday, July 12

5:15 – 6:15 P.M.

HCC Room 103

Pin-sheng Hsiao, Presiding

1. Call to Order
2. Introduction
3. Members' Introduction
4. Approval of the Minutes from the 2003 Business Meeting
5. Reports of officers
 - Treasurer's Report
6. Committee reports
 - Communications & Publicity Committee Report
 - Membership Committee Report
 - Nominations Committee Report
 - Program Committee Report
7. Election of new officer
8. Approval of bylaws revision
 - Bylaws Committee report
9. New business
 - Procedures manual
 - Mentoring program
10. Announcements
11. Adjournment

2003 AALLC Business Meeting Minutes

Time: 5:20 - 6:20 PM, July 14, 2003

Location: Washington State Convention and Trade Center, Seattle, Washington, Room 310

Attendees: Ting James (St. Louis University), Wei-Yau Huang (Santa Clara County Law Library), Hua Li (Villanova University), Frank Liu (Duquesne University), Cindy Wang (Emory University), Pin-sheng Hsiao (Reed Smith LLP), Lan Tran (Louisiana State University), David Mao (Covington & Burling), Andrew Evans (Washburn University), Robert H. Hu (Texas Tech University), Hainan Yu (Brooklyn Law School), Lu Nguyen (Orange County Public Law Library), Yukino Nakashima (Columbia University), Joan Liu (New York University), Mon Yin Lung (Florida International University), Cossette Sun (Alameda County Law Library), Heija Ryoo (Southern Illinois University), Miki Scholl (University of St. Thomas), Dongfa Zhou (William Mitchell College of Law), Wei Luo (Washington University), Swee L. Berkey (University of Hawaii), Ming Lu (Los Angeles County Law Library), Keiko Okuhara (University of Hawaii), Roger Xiang (American Express), Yuan Yao (Georgetown University), Yan Hong (University of Connecticut), Joanne She (U.S. Department of Justice).

Actions: The meeting was called to order at 5:20 p.m. President Ting James presided over the meeting. Introductions of those present were made around the room at the beginning of the session.

I. Approval of the Minutes of the 2002 Business Meeting

The minutes of the 2002 Business Meeting, previously posted on the Caucus's Web site as part of the October 2002 newsletter, were approved.

II. Treasurer's Report

The treasurer did not attend the meeting. President Ting James reported that the Caucus's account showed a current balance of approximately \$600.

III. Committee Reports

Membership Committee (Yan Hong, chair): No report was made.

Nomination Committee (Mila Rush, chair): Swee Berkey presented a report on behalf of Mila Rush. The Committee nominated Robert H. Hu as Vice President/President Elect for a one-year term and Yuan Yao as Secretary/Treasurer for a two-year term.

Communications & Publicity Committee (David Mao, chair): David Mao asked members to support the newsletter by contributing stories. He solicited members' suggestions and ideas for the newsletter. He expressed interest in publishing members' essays about their Seattle convention experiences. Webmaster, Pin-sheng Hsiao reported that AALL recently moved the server from Washburn University to AALL headquarters in Chicago. Also a new software, Lyris has been adopted for listserv management, and please note that listserv is now called forum. AALL is setting more restrictions to forum subscribers. Most likely, only AALL members will be allowed to subscribe to AALL forums. The new policy will be announced in September.

Program Committee (Pin-sheng Hsiao, chair): Pin-sheng Hsiao announced that a tour to the Seattle Asian Art Museum has been arranged and will take place on Tuesday, July 15. Interested members should meet at Registration Desk at 2:30 PM. President Ting James added that the Annual dinner is scheduled at China Harbor restaurant after the museum tour. Please meet at Registration Desk at 5:15 PM.

IV. Elections

Robert Hu's nomination was approved and he was elected Vice President/President Elect for a one-year term.

There was an objection from the floor to the nomination of Yuan Yao as Secretary/Treasurer. The objection was that Yao should not have been nominated. As he was a member of the Nominations Committee, his nomination appeared to be a conflict. The nomination was withdrawn. Subsequently, Yao was nominated for the Secretary/Treasurer position from the floor. A motion was seconded and the nomination passed to elect him as Secretary/Treasurer for a two-year term.

V. AALL George Strait Minority Scholarship

Frank Liu stated that AALL has set 2005 as the target date for collecting \$100,000 from the AALL membership toward the George Strait Minority Scholarship. The Scholarship will fund minority individuals going to law school or library schools. Caucus members David Mao and Andrew Evans, for example, have benefited from the scholarship fund in the past. Frank Liu called on the Caucus to make a contribution to the fund. A motion for the Caucus to make a \$255 contribution to the fund was made from the floor and was passed. The President of the Caucus will write a letter to the AALL President and include a \$255 check payable to the scholarship fund.

VI. Committee Structure

President Ting James suggested that we might need to rethink our Committee structure. Mon Yin Lung was opposed to the idea of having the immediate-past president serve as Nomination Committee chair.

VII. Unfinished Business

None.

VIII. New Business

President Ting James thanked Swee Berkey for creating and producing a beautiful bookmark for the Caucus. The bookmark will be used as a tool to market the Caucus.

Ting James also thanked Heija Ryoo, who is retiring after the Seattle convention, for her many years of service to the Caucus. Mon Yin Lung expressed her gratitude to Heija as well. Heija stated that after thirty-six years at Southern Illinois University she was ready for retirement and personal fun. She hoped the Caucus would continue to grow.

It came to our attention that the current bylaws need to be revised. It was proposed that a committee be formed, which will look into the matter and draft a workable revision.

Andrew Evans asked that people who are interested in going to the Bruce Lee Exhibit on Wednesday, July 16 should meet in front of Exhibit Hall at 11:30.

IX. Adjournment

The business meeting was adjourned at 6:20 PM.

BYLAWS OF THE ASIAN AMERICAN LAW LIBRARIANS' CAUCUS

Article I: NAME

The name of this caucus shall be the Asian American Law Librarians' Caucus (AALLC).

Article II: OBJECT

The object of the AALLC shall be: to provide a forum for the exchange of ideas and information on, and to represent its members' interests and concerns within the American Association of Law Libraries (AALL). It shall promote law librarianship; develop and increase the effectiveness of Asian American law librarians; foster cooperation among Asian American members of the profession; and provide for the further continuing education of Asian American law librarians.

Article III: MEMBERSHIP

Membership shall be open to any person requesting affiliation with the AALLC.

Article IV: ANTIDISCRIMINATION

Neither membership, nor full participation in the activities of this caucus shall be denied to any person on account of race, color, religion, sex, age, national origin, sexual orientation, or disability.

Article V: OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers

The officers shall consist of a president, vice president/president-elect, and treasurer/secretary.

Section 2. Terms of Office

The vice president/president-elect shall serve a two-year term, the first year as vice president, and the second year as president. A new vice president/president-elect shall be elected each year. The secretary/treasurer shall serve a two-year term, and shall be elected every other year. Officers shall serve until the adjournment of the annual business meeting.

Section 3. Duties of Officers

- a. President. It shall be the duty of the president to coordinate all business and projects through the executive committee of the caucus; to appoint members to the committees of the caucus and appoint chairs of said

committees; to prepare a column for each issue of the caucus's newsletter; to chair the annual meeting; to act as liaison to the AALL; to prepare required reports for and correspondence with the AALL as appropriate.

- b. Vice President/President-Elect. It shall be the duty of the vice president/president-elect to work with the executive committee; to solicit and develop program ideas as chair of the program committee; and to conduct any other duties delegated by the president.
- c. Secretary/Treasurer. It shall be the duty of the secretary to maintain all written and financial records of the caucus, including the taking and reporting of minutes of business meetings, managing the budget, and preparing reports as required.

Section 4. Executive Committee

There shall be an executive committee consisting of five (5) members including the officers named above, the immediate past president, and the chair of one of the standing committees who shall be appointed by the president.

Section 5. Vacancies

All other vacancies in offices shall be filled by a member of the executive committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except, the vice president/president-elect shall automatically become president upon a vacancy in such office and shall continue in that office until the expiration of the term for which he was originally elected to serve as president, and the immediate past president shall automatically become vice president upon a vacancy in such office and shall serve until the expiration of the pending term.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

There shall be a nominating committee appointed by the president, to consist of three (3) members, none of whom shall be a member of the executive committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve a one-year term. The president shall designate the chair of the committee.

Section 2. Nominations

The nominating committee shall nominate one candidate for each office. Names of candidates shall be presented by the nominating committee to the president at least three months before the annual meeting to enable the president to inform the members of the nominations; notification of the members may be done by announcement in a

newsletter sent to all members of the caucus or on the caucus's listserv.

Section 3. Voting

General elections shall take place during the annual meeting of the caucus and election to an office will be by quorum of members present.

Article VII. MEETINGS

Section 1. Annual meeting

There shall be an annual meeting of the caucus, preferably held in connection with, or during the annual meeting of the AALL. The scheduling of the annual meeting during the annual meeting of the AALL shall be cleared with the annual meeting program chair, or as otherwise provided in the AALL Bylaws. Meetings shall be open to all members of the AALL, but no person may vote in any meeting who is not a caucus member.

Section 2. Quorum

A quorum shall consist of the members present at the meeting.

Article VIII. COMMITTEES

There shall be five standing committees: a bylaws committee, a communications and publicity committee, a membership committee, a nomination committee, and a program committee. There shall be such other standing or special committees as the executive committee or president shall create. Unless otherwise provided, committee chairs shall be designated by the president of this caucus.

Article IX: PARLIAMENTARY AUTHORITY

Sturgis Standard Code of Parliamentary Procedure, in the latest edition, shall govern all deliberations of the caucus.

Article X: AMENDMENTS

These bylaws may be amended at the annual meeting of the caucus, by a simple majority vote of the members present. Notice of proposed amendments shall be published in the caucus's newsletter or published on the caucus's listserv, thirty (30) days in advance of the meeting.