AALL Law Repositories Caucus  
Handbook  

Last updated: October 2016

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, Secretary, Member at Large, and Past Chair. This Handbook will outline the responsibilities of the officers and committee chairs and should be used as a guide for new and returning caucus leadership. The Handbook will be updated 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** - Hot Topic and Poster Session proposals due.

**May** - 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 report to Executive Committee.

**July/August** - 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 re-registered with AALL and Handbook should be reviewed.

**December** - Deadline to return Annual Meeting scheduling forms.
Executive Committee

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 his/her duties.
b. Perform duties of the Chair if he/she is 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 former 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. Maintain records of the caucus to include taking and reporting the minutes from business meetings.

b. Distribute minutes to the Caucus membership at large via the AALL online community.

c. Conduct election for caucus officers.

d. Serve on the Executive Committee.

**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.

**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.

**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.
**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 re-appointed.

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.

**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 SIS’s, for potential collaboration and/or sponsorship of programs.

**Projects Committee**

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

**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.

**Revision Notes:**

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