

# ACMLA RULES OF PROCEDURE

## 1. INTERPRETATION AND DEFINITIONS

In these Rules of Procedure (which are to be used in conjunction with the by-laws), unless the context otherwise requires:

- “the Association” means the Association of Canadian Map Libraries and Archives/Association des cartothèques et archives cartographiques du Canada (ACMLA/ACACC);
- “the members” mean the membership of the Association as defined in Article 2 of the by-law;
- “member in good standing” means members who have paid dues to the Association, whether partly or fully;
- “Executive Board” means the Executive Board of the Association as defined in Article 5 of the by law;
- “officer” refers to an Officer of the Association as defined in Article 7 of the by-law;
- “elected officer” refers to an officer who is elected by the membership and serves as a member of the Executive Board. All Executive Board members will serve as directors of the Association, as described in Section 5 of the ACMLA by-law Part 9 of the Canada Not-for-profit Corporations Act;
- “appointed officer” refers to an officer who is appointed by the Executive Board and is not an Executive Board member;
- “fiscal year” refers to the Association’s financial year, which runs concurrent with the calendar year, unless otherwise determined by the Executive Board;
- “Membership Meeting” refers to any meeting of the members, held in accordance with Article 4 of the by-law. Association practice is to hold an Annual Membership Meeting annually in conjunction with the Annual Conference;
- “Annual Conference” refers to the annual professional conference; and
- words in the singular include the plural and vice-versa.

## 2. EXECUTIVE BOARD (ELECTED OFFICERS OF THE ASSOCIATION)

All Executive Board members must be members of the Association in good standing at the time of nomination.

Terms of office for the elected officers are as follows:

- The President shall act after their term as Past President.
- The terms of office for the Secretary and the Treasurer shall each be three years. Initial election under the new governance structure will be two years for each of these positions to allow a staggered election of Executive Board members. All subsequent elections for these positions will be for three years.
- The terms of office for the Vice President Professional Development and the Vice President Communications & Outreach shall each be three years.

### **President or Co-Presidents**

The President(s) will:

- Act as the chief executive officer of the Association and, when present, preside over all meetings of the Members of the Association and the Executive Board;
- Act as a representative of the Association to other organizations as required, or appoint another Executive Board member to do so;
- Be charged with the general management and supervision (schedule meetings at least biannually or as needed, set agenda, etc.) of the affairs and operations of the Association;
- Act as a signing officer for cheques drawn on Association funds;
- Sign documents requiring certification, along with the Treasurer or another officer appointed by the Executive Board for the purpose;
- Provide leadership in the evaluation, revision, and implementation of the Business Plan, in cooperation with other members of the Executive Board;
- Strike the Nominating Committee (see the section on “Nominating Committee”);
- Provide notifications of the results of all elections in accordance with the by-laws, upon receiving the results from the Nominating Committee; and
- Manage the Mentoring Program in coordination with the Vice President / President-Elect.

### **Vice President/President-Elect**

The Vice President/President-Elect will:

- Act as an officer of the Association and a member of the Executive Board. In the absence or disability of the President, perform the duties and exercise the powers of the President;
- Liaise with the Regional Representatives and bring their feedback to the Executive Board;
- Develop recruitment strategies with the help of other Executive Board members, where appropriate;
- Ensure that a welcome package is sent to new members on behalf of the Executive Board (this package may include a welcome letter, copy of the Bulletin, and other items as appropriate);
- Consult regularly with the Vice President Communications & Outreach and the Vice President Professional Development regarding member benefits such as publications and conferences;
  - Oversee the Mentoring program in coordination with the President; and
- Perform additional duties as required by the Executive Board and/or President.

### **Past President(s)**

The Past President(s) will:

- Serve as an officer of the Association and a member of the Executive Board;
- Chair the Awards Committee (See *Awards Committee*);
- Apply for, administer, and disburse funding which is available to the Association; and
- Perform additional duties as required by the Executive Board and/or President.

### **Vice President Professional Development**

The Vice President Professional Development will:

- Act as an officer of the Association and a member of the Executive Board;
- Develop and maintain the professional development plan/strategy with the input of the officers of the Association;
- Facilitate the planning of the Annual Conference by:
  - Striking and chairing the special Conference Committee annually;
  - Maintaining and updating the *Conference Manual* and distributing it to new Conference Committee members;
  - Providing guidance and facilitating consistency in conference planning practices from year to year;
  - Developing and monitoring the conference budget in consultation with the Treasurer and the Conference Committee; and
  - Reporting to the Executive Board on behalf of the Conference Committee;
- Recommend to the Executive Board the creation of special/ad-hoc committees as needed, to plan and run professional development opportunities/events, and serve as a member of each of these committees; and
- Perform additional duties as required by the Executive Board and/or President.

### **Vice President Communications & Outreach**

The Vice President Communications & Outreach will:

- Act as an officer of the Association and a member of the Executive Board;
- Chair the Communications Committee (See *Communications Committee*);
- Develop and execute a communications plan/strategy with the input of the officers of the Association;
- Review the communications plan/strategy annually and make adjustments as needed;
- With the input and participation of the membership, issue statements advocating on behalf of the Association about issues affecting geographic information and information professionals;
- Manage the membership discussion list;
- Establish and/or maintain the Association's social media presence;
- Recommend to the Executive Board the creation of special/ad-hoc committees as needed, and serve as a member of each of these committees; and
- Perform additional duties as required by the Executive Board and/or President.

### **Treasurer**

The Treasurer will:

- Act as an officer of the Association and a member of the Executive Board;
- Keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account, and deposit all monies or other valuable effects in the name and to the credit of the Association in such bank(s) as may from time to time be designated by the Executive Board;
- Present to the Executive Board, and to the membership at the Annual Membership Meeting, an account of all transactions from the previous fiscal year and of the financial position of the Association;
- Act as a signing officer of the Association when so designated by the Executive Board;
- Act as a signing officer for cheques drawn on Association funds;
- Prepare and submit annually, with appropriate filing fee, to Industry Canada the form that lists the Executive Board members and their complete postal addresses;
- Arrange for the Association's financial statement to be audited (as necessary) by a qualified individual who is not an employee or supervisor of the Treasurer, and not a member of the

Executive Board;

- Prepare a budget annually for approval by the Executive Board and the membership; and
- Perform additional duties as required by the Executive Board and/or President.

## **Secretary**

The Secretary will:

- Serve as an officer of the Association and a member of the Executive Board;
- Upload the minutes of all proceedings of the Executive Board and of the Members to the Association website
- Provide a copy of the minutes of the Annual Membership Meeting to the *Bulletin* editor for the issue of the *Bulletin* that follows the Annual Conference;
- Update Consumer & Corporate Affairs for approval and registration of any by-law amendments voted upon by the Membership via MyBA or mail;
- Provide a copy of the *Rules of Procedure and credentials to required accounts* to new Executive Board members and Committee chairs;
- Keep the Web Coordinator and Editor of the ACMLA Bulletin informed about current officers and committee membership;
- Ensure the maintenance of the archival record of the Association (minutes, working documents, summarizing events, recordings, etc);
- Review the *Rules of Procedure* document annually to ensure its currency; and
- Perform additional duties as required by the Executive Board and/or President.

## **3. APPOINTED POSITIONS**

Prior to the Annual Membership Meeting, the Executive Board will issue a call for brief (maximum 100 words) expressions of interest from the Membership for all available appointed positions. Based on the expressions of interest, Executive Board members will make the appointments and announce them at the Annual Membership Meeting. Appointed positions will normally have a term of three years, renewable. In the event of a vacancy outside the three year term, the appropriate Executive Board representative may appoint a member to hold the position for the remainder of the three year term.

Appointed positions are not members of the Executive Board. All appointed positions report to the Executive Board through a specified Executive Board member as described below.

### **Membership Officer**

The Membership Officer will:

- Serve as an officer of the Association;
- Report to the Executive Board through the Vice President/President-Elect;
- Create and accurately maintain a list of members;
- Provide copies of the membership list to the *Bulletin* editor, the Nominating Committee, or members of the Executive Board as required;
- Provide a list of members in good standing to establish quorum at Membership Meetings;
- Provide infrastructure for members and other participants to register for the Annual Conference;
- Send bilingual membership renewal forms to all members near the end of the membership year;

- Send out receipts to those who have renewed, ensure that their name and address are correct on the membership list, and report to the Treasurer on monies received;
- Send out receipts in response to new memberships, and notify appropriate members of the Executive Board, appointed officers, or committees to ensure appropriate communications are sent to the new member; and
- Perform additional duties as required by the Executive Board and/or President.

## **Publications Officer**

The Publications Officer will:

- Act as an officer of the Association;
- Report to the Executive Board through the Vice President Communications and Outreach;
- Serve as a member of the Communications Committee (See *Communications Committee*);
- Distribute publications on behalf of the Association (subject to availability);
- Manage publications inventories;
- Respond to inquiries concerning publications;
- Distribute publications by:
  - Preparing invoices and labels, envelopes, etc.;
  - Filling orders with appropriate material; and
  - Maintaining an inventory of all publications;
- Send reminders for overdue accounts;
- Maintain publications files, records of sales and inventories in accord with recommendations of the Association's auditor of the Executive Board; and
- Perform additional duties as required by the Executive Board and/or President.

## **Editor of the ACMLA *Bulletin***

The *Bulletin* Editor will:

- Serve as an officer of the Association;
- Report to the Executive Board through the Vice President Communications and Outreach;
- Serve as a member of the Communications Committee (See *Communications Committee*);
- Issue calls for content for the ACMLA *Bulletin*;
- Review all material submitted and select material for publication based on content and quality of writing, requesting edits as appropriate;
- Recommend a preferred style guide and referencing style, and ensure that the finished *Bulletin* meets standards of quality and appearance, as required by the Executive Board;
- Prepare the manuscript of the ACMLA *Bulletin* for publishing, according to the schedule established by the Executive Board;
- Manage correspondence relating to the *Bulletin*, including acknowledgements of receipt for submitted material, requests to authors for additional material or information, acknowledgements of appreciation, and any inquiries about the *Bulletin* and its publication;
- Provide reports and updates related to the *Bulletin* and its publication at the request of the Executive Board;
- Maintain a backup copy of the finished *Bulletin* in electronic form on behalf of the ACMLA and provide a copy to the Executive Board as required; and
- Perform additional duties as required by the Executive Board and/or President.
- Stipend of \$1000

## French Editor of the ACMLA *Bulletin*

The French Bulletin Editor will:

- Serve as an officer of the Association;
- Report to the Executive Board through the Vice President Communications and Outreach;
- Serve as a member of the Communications Committee (See *Communications Committee*);
- Review French submissions and select material for publication based on content and quality of writing, requesting edits as appropriate;
- Translate metadata from older articles;
- Coordinate translation of Association documents, such as minutes for publication in the Bulletin
- Perform additional duties as required by the Executive Board and/or President;
- Stipend of \$1000

## Web Coordinator

The Web Coordinator will:

- Serve as an officer of the Association;
- Report to the Executive Board through the Vice President Communications and Outreach;
- Serve as a member of the Communications Committee (See *Communications Committee*);
- Maintain and keep current the Association's website (e.g., maintain conference page, Executive, etc);
- Manage and maintain the association's email server;
- Post the minutes of the Annual Membership Meeting;
- Create new web pages to enhance access to information for members;
- Recommend changes in website design to the Communications Committee;
- Recommend technical changes to the format of the website to enhance accessibility to the Communications Committee;
- Update ICANN registration annually;
- Monitor web hosting services and make recommendations to Executive Board regarding renewal of services;
- Prepare a report for the Annual Membership Meeting;
- Form and chair special, project-based committees dealing with the Association's web presence, where appropriate; and
- Perform additional duties as required by the Executive Board and/or President.

## Regional Representatives

There shall be up to 5 (five) regional representatives, 1 (one) each for Western Canada (British Columbia, Alberta, Saskatchewan, Manitoba, Nunavut, Northwest Territories, Yukon), Ontario, Québec, Atlantic Canada (New Brunswick, Prince Edward Island, Nova Scotia, and Newfoundland and Labrador), and International - who will represent member interests in those geographic regions. Regional representatives will normally work and/or reside in the geographic region they represent and be a member of the Association in good standing.

The Regional Representatives will:

- Respond to the call from the Bulletin Editor and report any events, projects of note or training opportunities from their region;
- Report to the Executive Board through the Vice President Communications and Outreach;
- Serve as a member of the Communications Committee (See *Communications Committee*);
- Bring forward issues or solutions affecting geographic information and information professionals as

requested by members in their geographic regions.

- Encourage participation in association across geographic regions.

#### Western Association of Map Libraries (WAML) Representative

The WAML representative will:

- Respond to the call from the Regional News Editor and report any upcoming WAML conference or event items;
- Post the Carto conference messages to the WAML list and vice-versa;
- Share post-conference debriefs between the two associations

## 4. MEETINGS

### Membership Meetings

- The Association will hold Membership Meetings in accordance with the by-law, at least once a year and usually in conjunction with the Annual Conference.
- The President will serve as chair of these meetings or, in the President's absence, the Vice President/President-Elect, or the member with the longest service on the Executive Board, in that order.
- Meeting minutes will be recorded and distributed.
- The time and place of Membership Meetings shall be decided by the Executive Board and, when applicable, the Executive Board will take into account invitations received to hold such meetings at the time and location specified by the invitation.
- In addition to any other business that may be transacted, a Membership Meeting will normally include the presentation of a report from the Executive Board and the review of a financial statement. When appropriate, an auditor's report will be presented, and the results of any elections will be confirmed in accordance with these Rules of Procedure.

### Executive Board Meetings

- The President(s) will serve as chair of Executive Board meetings or, in his absence, the Vice President(s)/President-Elect(s), or the member with the longest service on the Executive Board, in that order.
- Minutes of the Executive Board meetings will be taken and such minutes will be distributed by the Secretary.
- In Executive Board meetings, the admittance of observers is at the discretion of the chair of the meeting.
- Persons invited to attend Executive Board meetings have the right to speak if they are invited in a consultative or advisory capacity.

## 5. COMMITTEES

### Initiation and Establishment

Committees are initiated:

- A. by the membership, through a resolution at a Membership Meeting; or

B. by the Executive Board, through a resolution by the Executive Board.

Committees initiated under either of these terms will have a name, tenure (standing or special), terms of reference, a chair, and members, all of whom will be members in good standing.

## **Reporting**

All committees, whether standing or special, will report to the Executive Board. The committee chair will submit an annual report on behalf of the committee, including statements on the status of the committee's membership, progress made towards the goals established in the terms of reference, a financial statement regarding funds received and expended, if any, and a budget submission, if any, for the ensuing fiscal year.

The annual report will be submitted to the Executive Board, through the responsible officer, by the stated deadline as set by the Executive Board. The Executive Board will arrange to have all committee reports posted to the Association's website prior to the Annual Membership Meeting.

## **Dissolution**

The Executive Board may disband a standing committee by resolution, if the functions, aims and/or objectives of the committee are no longer relevant or needed or have changed substantially from those laid down in the terms of reference.

A special committee will be disbanded when the specific task for which it was created has been completed and chronicled in a final report, which will note the completion of the task and will contain a recommendation for dissolution of the committee.

A special committee is automatically disbanded by the Executive Board when no annual reports have been received for two consecutive years. No resolution of the Executive Board is necessary to disband such a committee, but the dissolution will be recorded in the minutes of the Executive Board and reported at the next Membership Meeting.

## **6. STANDING COMMITTEES**

### **Awards Committee**

#### *Terms of Reference*

To solicit nominations and select recipients for awards, following procedures outlined in the *Awards Manual*, which contains a description of each award and the procedures for bestowing.

#### *Reporting Structure & Membership*

The Awards Committee will be chaired by, and report to the Executive Board through, the Past President.

### *Duties & Responsibilities*

- Following the guidelines set in the *Awards Manual*, the Awards Committee will consult annually to decide if there is a suitable recipient for each of the awards.
- The committee chair will solicit the membership for award nominations via the ACMLA listserv and/or *Bulletin*.
- The committee will present its selection(s) to the Executive Board prior to the Annual Membership Meeting.

## **Communications Committee**

### *Terms of Reference*

To facilitate productive and transparent communication among members and between the Association and the broader geographic information community.

### *Reporting Structure & Membership*

The Communications Committee shall meet at least once annually, will be chaired by, and report to the Executive Board through, the Vice President Communications & Outreach. Membership will include the Editor of the ACMLA *Bulletin*, the Web Coordinator, and other representatives as required.

### *Duties & Responsibilities*

- Assist the Vice President Communications & Outreach in the creation, maintenance, and implementation of the Communications Strategy;
- Develop and maintain the Association's public and private communications mechanisms (including but not limited to: social networking spaces, web content, email communication, and printed communications & publications);
- Develop materials to be used to advocate on behalf of the Association regarding issues affecting geographic information and information professionals;
- Advise other committees and groups on the use of communication tools for online collaboration, and solicit content from them for public channels; and
- Provide assistance where needed to the Editor of the ACMLA *Bulletin*, and the Web Coordinator, in the fulfillment of their duties.

## **7. SPECIAL COMMITTEES**

A special committee is a committee that convenes for a specific task and then dissolves. Some special committees are re-convened annually to accomplish a recurring task.

### **Nominating Committee**

#### *Terms of Reference*

To ensure that elections are carried out properly and without prejudice, for the benefit of the Association, in accordance with these Rules of Procedure.

#### *Reporting Structure & Membership*

The Nominating Committee will be struck by the President each year, normally at least three (3) months

in advance of the Annual Membership Meeting. Committee membership should include no fewer than three (3) members of the Association in good standing, at least two (2) of whom are not members of the Executive Board. The President will not attend meetings of the Nominating Committee but the committee will report directly to the President. Members of the committee are ineligible for nomination to any elected position in the year they serve on the committee.

#### *Duties & Responsibilities*

- Seek nominations for all offices up for election in a given year, and ensure that the nominators and candidates are members in good standing.
- Conduct an election in accordance with these Rules of Procedure, to be concluded before the Annual Membership Meeting. The election should be conducted in such a way that all voting members have the opportunity to participate in the election. Members should be provided with information about the candidates and sufficient time to cast their ballot. The time allowed may be determined at the discretion of the chair, with the goal of achieving the highest possible response rate.
- Count the ballots received, and notify the President of the results of the election. The President will then notify the Executive Board, candidates, and the membership.

### **Conference Committee**

#### *Terms of Reference*

To plan and facilitate the Association's Annual Conference.

#### *Reporting Structure & Membership*

The Conference Committee is a special committee that will be chaired by, and report to, the Executive through the Vice President Professional Development. The Treasurer will normally be a member of the Conference Committee, to provide support for budgeting.

#### *Duties & Responsibilities*

- Organize the events and schedule of the conference, including:
  - Local arrangements;
  - Call for papers, selection of speakers, and development of the schedule of speakers; ◦ Arrangements for speakers and their needs;
  - Logistics for the Annual Membership Meeting; and
  - Financial arrangements including the setting of conference fees and/or the seeking of sponsors to cover all costs incurred.
  - Creating and maintaining association conference pages (abstracts, schedules, speaker bios, etc);

In practice, these tasks may be divided up into two separate special committees (commonly referred to as the "Local Arrangements" and the "Program" committees), both of which report to the Executive Board through the Vice President Professional Development.

- Make regular reports on the progress of planning to the Executive Board, and submit a final report after the conference which should include a detailed financial statement;
- Provide suggestions or amendments to ensure the currency and usefulness of the *Conference Manual*, which is maintained by the Vice President Professional Development; and
- Apply to the Treasurer for "seed" money if needed to facilitate conference planning. It is expected

that this advance will be recovered through the conference fees and will be repaid to the Treasurer following the completion of the conference.

## **8. ADOPTION AND AMENDMENTS TO THE RULES OF PROCEDURE**

- These Rules of Procedure will come into force through communication to the members of the Association at an Annual Membership Meeting.
- Amendments to the *Rules of Procedure* can be initiated by the Executive Board, a committee, or by a minimum of two members in good standing in the form of a written proposal. The proposal will include a rationale for the amendment and will be submitted to the Executive Board. The Executive Board will consider the proposal at its next meeting and may at this time and at its discretion, invoke such amendments as are felt necessary. The membership will be informed of any substantial changes. The Secretary will be responsible for maintaining the currency and accuracy of the *Rules of Procedure* document.
- The most up-to-date version of the *Rules of Procedure* document will be made available on the ACMLA website and by any other appropriate electronic means. The *Rules of Procedure* will be sent to every new Executive Board member, committee chair, and officer of the Association.

*Rules of Procedure* revision date:

May 2024