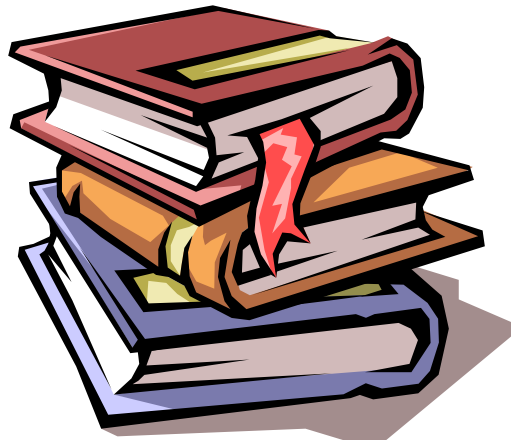


Georgia Library Media Association, Inc.



POLICIES, PROCEDURES, AND EXHIBITS

**Adopted: 2007
Amended:**

Page		GLMA Policies Table of Content
4	Policy 1	Organization
		1.1 Membership
		1.2 Board of Directors
		1.3 Districts
		1.4 Committees
6	Procedure	1P. Standing Committee Coordinators
	Procedure	2P. Organizational Maintenance Standing Committee
		2P.a. Handbook Subcommittee
7		2P.b. Nominating Subcommittee
		2P.c. Membership Subcommittee
		District Chairs
8		2P.d. Organizational Partners Subcommittee
9	Procedure	3P. Finance Standing Committee
	Procedure	4P. Communication Standing Committee
10	Procedure	5P. Advocacy Standing Committee
	Procedure	6P. Awards and Grants Standing Committee
		6P. a. GLMA Mable Wyche Underwood Grant Subcommittee
11-15	Exhibit	6P.a.i. GLMA Mable Wyche Underwood Grant Application
16	Procedure	6P.b. Library Media Specialist of the Year Subcommittee
17-23	Exhibit	6P.b.i. Georgia School Library Media Specialist of the Year
24	Procedure	6P.c. Intellectual Freedom Award Subcommittee
		6P.d. William E. Patterson Award Subcommittee
25		7P. Special Projects Standing Committee
		7P. a. Helen Ruffin Reading Bowl Subcommittee
26		8P. Professional Development Standing Committee
27	Policy 1 (con't)	1.5 Official Address
		1.6 Official Year
	Policy 2	Officers
		2.1 President
		2.2 President-elect
		2.3 Secretary
28		2.4 Treasurer
	Policy 3	Finances
		3.1 Budget and Dues
		3.2 Bank Accounts
		3.3 Expenditures
		3.4 Travel Expenses

29		3.5 Reimbursement
	Policy 4	Publications
		4.1 Leadership Manual
		4.2 <u>The GLMA NewsLeader</u>
	Policy 5	Affiliations
	Policy 6	Miscellaneous
		6.1 Awards and Grants
		6.2 Records
30		6.3 Printing
		6.5 Bulk-Rate Mailings
		6.6 Non-Discriminatory Policy

GEORGIA LIBRARY MEDIA ASSOCIATION, INC.

POLICY

I. Organization (See Bylaws Article IV, Membership)

I.1 Membership

Types of membership:

- **Regular** – any person eligible who desires regular member status, even if eligible for special category.
- **Student** – a pre-service and/or full-time student preparing for a career in the library media profession.
- **Retired** – a retired educator or library media professional, or other, who was eligible for membership while employed.

POLICY

I.2 Districts (Bylaws, Article IX, District and Committee Organization)

- There shall be a maximum of sixteen (16) Districts and a minimum of eight (8) established geographically to best represent the membership.

POLICY

I.3 Board of Directors (Bylaws, Article VI, Board of Directors)

- The Board of Directors is the official representative body of the association, which consists of the Executive Committee (elected officers) and the appointed Coordinators, Subcommittee Chairs and District Chairs (District Chairs may be elected by the Districts). As such, it is the governance authority (voting members) of the association.
- Some duties may be delegated to individuals and/or Committees, but duties normally reserved to the governance authority by parliamentary law are the responsibility of the Board of Directors.

POLICY

I.4 Committees (Bylaws, Article IX, District and Committee Organization)

A. COORDINATORS

Coordinators for each Standing Committee shall:

- Communicate regularly with their Subcommittees Chairs and act as the Committee representative on the Board of Directors.
- Present quarterly reports of the activities and function of their Committees to the Board of Directors.

B. SUBCOMMITTEE CHAIRS

Chairs for each Subcommittee shall:

- Communicate regularly with the Coordinator of their Standing Committee

- Present quarterly reports of the activities and function of their Subcommittee to the Board of Directors.
- C. **STANDING COMMITTEES AND SUBCOMMITTEES**
- 1) **Organizational Maintenance Standing Committee**
 - GLMA Handbook --Bylaws, Policies, Procedures, and Exhibits
 - Nominating
 - Membership
 - District Chairs
 - Organizational Partners
 - 2) **Finance Standing Committee**
 - 3) **Communication Standing Committee**
 - GLMA Website
 - Publications
 - Publicity
 - Intra-organizational Communication
 - 4) **Advocacy Standing Committee**
 - Government Relations
 - Community Relations
 - 5) **Awards and Grants Standing Committee**
 - GLMA Mable Wyche Underwood Grant
 - Library Media Specialist of the Year (LMSOTY) Award
 - Intellectual Freedom Award
 - William E. Patterson Award
 - Other Awards/Grants
 - 6) **Professional Development Standing Committee**
 - Summer Institute
 - 7) **Special Projects Standing Committee**
 - Helen Ruffin Reading Bowl
 - Georgia Peach Book Award for Teen Readers
 - Georgia Association of Media Assistants (GAMA)
 - Curriculum Projects

PROCEDURE

IP. Standing Committee Coordinators

(Bylaws, Article IX , District and Committee Organization)

Duties:

- To supervise, coordinate, and facilitate the work of the committees.
- To serve on the Board of Directors as a link with the committees.

Responsibilities:

- To attend all Board of Directors' meetings.
- To assist the President in recruiting capable Chairs for all Subcommittees.
- To assist Committee Chairs in choosing members for each Committee.
- To assist Subcommittees in setting goals, and timelines for achieving the goals.
- To gather information from each Subcommittee Chair for reporting activities in each issue of The GLMA NewsLeader.
- To prepare quarterly reports to the Board of Directors concerning the goals, activities, accomplishments, etc. of the Committees.

Guidelines:

- Committee Chairs are appointed by the President with the assistance of the Standing Committee Coordinator prior to the Summer Institute.
- Committee members are chosen by the Committee Chair, with the assistance and advice of the Coordinator.
- Names of Committee Members are reported to the President to be included in the directory.
- The Coordinator should maintain frequent contact with each Committee Chair, offering any needed assistance, monitoring progress toward stated goals, and serving as a communication link between the Board of Directors and the Committees.

PROCEDURE

2P. Organizational Maintenance Standing Committee

Purpose:

- To ensure the continuous revision of the GLMA Handbook – Bylaws, Policies, Procedures and Exhibits
- To coordinate the nomination of new officers
- To promote membership, particularly through assistance to District Chairs
- To promote communication with all GLMA Organizational Partners

2P.a. Handbook Subcommittee

Purpose:

- To prepare and distribute a GLMA Handbook containing Bylaws, Policies and Procedures of the organization through electronic or print format.
- To conduct an annual review and evaluation of the GLMA Bylaws, Policies, and Procedures, assessing both the organizational effectiveness of GLMA and the accuracy with which the document describes the organization.
- To draft proposed changes to the GLMA Bylaws, Policies, and Procedures if changes are deemed necessary and to place those changes before the membership.

Procedures:

- The Handbook Subcommittee is chaired by the President-elect.
- The Handbook shall include the Bylaws, the Policies, and the Procedures and be made available to all members in an electronic format on the GLMA Website and at the Executive Office.
- The GLMA Handbook Subcommittee provides an up-to-date Handbook to each member of the Board of Directors, the ex-officio members of the Board of Directors and to Committee Chairs at the time of the annual Summer Institute or upon request from the Executive Office.
- The Committee will update the Handbook as needed.
- The Committee solicits input from the Board of Directors and from the membership for the annual review.
- Proposed changes are reviewed by the Executive Committee and the Board of Directors.
- The Board of Directors shall have the power and authority to amend, alter or repeal the Bylaws, Policies or Procedures or any provision thereof, and may from time to time adopt additional Bylaws, Policies or Procedures.
- Each Officer, Coordinator, District Chair, and Committee Chair is canvassed as to needed changes related to his or her respective area of responsibility.
- Proposed changes are presented to the Executive Committee and the Board of Directors for review.
- Procedural changes approved by the Board of Directors shall be submitted to the Handbook Committee for inclusion in the GLMA Handbook.
- All changes become effective upon the affirmative vote by the Board of Directors

2P.b. Nominating Subcommittee

Purpose:

- To recruit qualified candidates for the appropriate offices to be filled each year.
- To conduct the election and notify the membership of results.

Procedures:

- The President-elect serves as Chair of this Committee.
- Résumés of each candidate are published prior to the election in the fall edition of The GLMA News Leader.
- Ballots are mailed first class to all members.
- Counting of ballots is done by a committee that includes at least one non-member.

2P.c. Membership Subcommittee

Purpose:

- To coordinate efforts to maintain a high level of membership renewals and to attract new members.

Procedures:

- The President-elect serves as Chair of this Committee.
- The membership brochure is updated by July of each year.
- The membership application is available on the GLMAWebsite.
- The Executive Office will update the membership directory monthly and provide an electronic copy to the Board of Directors upon request. The directory is available to the general membership upon request.

District Chairs

Duties:

- To provide leadership to the GLMA membership within the sixteen (16) designated Districts in the state.
- To represent the membership within the District on the Board of Directors.
- To assist the President-elect in promoting membership in the GLMA District represented.

Responsibilities:

- To attend all meetings of the Board of Directors.
- To present Quarterly Reports to the Board of Directors concerning the goals, activities, accomplishments, and needs of the District and send an electronic copy of the Quarterly Report to the Communication Coordinator for publication in The GLMA NewsLeader, to the Executive Office, and to the Secretary for inclusion in the minutes.
- To sign all vouchers which are generated within the District and send to the Treasurer for payment.
- To set a yearly calendar of events for the District to include: any District-wide meetings, the District Reading Bowl Competition, Committee meetings, etc.
- To maintain files of any material relevant to District business to be turned over to the Executive Office at the annual Summer Institute.

Guidelines:

- The District Chair should solicit new members.
- The District Chair should plan at least two (2) meetings per year, and maintain frequent contact with District Members through emails and other means. These events should encourage new member participation, also.
- The District Chair should form a committee to select the District Library Media Specialist of the Year. The District winner's application will be forwarded to the GLMA Executive Office for entry into the state competition.
- The District Chair should encourage participation in the Helen Ruffin Reading Bowl.

2P.d. Organizational Partners Subcommittee

Purpose:

To foster improved relations and communications between GLMA and our Organizational Partners.

Definition:

Organizational Partners are other educational organizations within Georgia who actively coordinate with GLMA in sharing information and sponsoring activities. These partners shall include, but not be limited to, Georgia Association of Educators (GAE), Georgia Association of Media Assistants (GAMA), Georgia Department of Education (GaDOE), Georgia Association of Instructional Technology (GAIT) and Georgia Independent School Librarians (GISL).

Procedures:

- The President of GLMA in conjunction with the Presidents of the partner organizations shall appoint as a liaison a person in good standing in both organizations.
- The duty of the liaisons is to foster communications between GLMA and the partner organizations in order to share information and coordinate shared activities.
- Liaisons shall serve on the GLMA Board of Directors and be expected to hold a place of leadership in the partner organizations.
- Liaisons shall submit quarterly reports to the GLMA Board and the Board of the Partner Organization concerning any shared activities.
- The President serves as Chair of this Committee.

PROCEDURE

3P. Finance Standing Committee

Purpose:

- To prepare an annual budget for presentation to the Executive Committee and the Board of Directors at the annual Summer Institute.
- To establish dues in the amount to meet the budget.
- To inform the membership concerning the financial status of the organization.
- To ensure that necessary reports or returns are filed with the IRS.
- To authorize and/or conduct an annual financial audit of the organizational records.

Procedures:

- The Finance Committee will consist of a representative from the Executive Office, the Treasurer, and will be chaired by the President.
- The Committee ensures that the Executive Office is bonded.
- Financial statements are presented at each Executive Committee and Board of Directors meeting.
- The Committee lends assistance to the Treasurer as needed in the management of funds and in keeping the books and records.

Guidelines for Vouchers:

- Committee Chairs must submit itemized expense vouchers to the Coordinator under whom the Committee falls, within 30 days of the expense.
- Vouchers for District expenses are submitted to the appropriate District Chair, following the guidelines listed above.
- Signed vouchers are sent to the Executive Office for payment.
- The Executive Office will alert the President and Treasurer of expenditures over the budgeted amount. Any expenditure over the budgeted amounts must be approved by the President and the Treasurer before payment.
- The President reserves the right to sign or initiate a voucher in any budget area.

PROCEDURE

4P. Communication Standing Committee

Purpose:

- To maintain the GLMA Website.
- To publish quarterly the official online organization newsletter, The GLMA NewsLeader.
- To publish, when feasible, an annual journal for media professionals.
- To maintain the Executive Board listserv.

Procedures:

- The Communications Coordinator is responsible for the content of the Webpage and serves as the editor of the The GLMA NewsLeader.
- Inform the organization of the deadline for publication of each issue of The GLMA NewsLeader. The Coordinator of Communication will solicit Board members and District Chairs for the appropriate content, theme, coverage, contributors, deadlines, etc. of the issue.
- The Coordinator of Communication is responsible for:

- Maintaining back files of all official publications
- Securing a Webmaster or printer to assist in all aspects of producing publications
- Gathering and editing the material to be included
- Transmission to the Webmaster.

PROCEDURE

5P. Advocacy Standing Committee

Purpose:

- To inform the membership of legislation and other governmental issues affecting the library media profession in Georgia.
- To work with the GLMA lobbyist in establishing an agenda of issues concerning the profession and in focusing the efforts of the membership on these issues.
- To promote the role of the media program and its ability to enhance student achievement

Procedures:

- An annual legislative agenda is distributed to the membership through the GAMEDIA listserv or The GLMA NewsLeader by mid-November.
- Members are asked to make contact with their legislators before the session begins in January with regular updates throughout the year.
- Advise the membership in ways to promote understanding of exemplary media programs to administrators, board members, school staff, parents, community members, and other stakeholders.

PROCEDURE

(See also, Policy: Miscellaneous)

6P. Awards and Grants Standing Committee

Purpose:

- To coordinate efforts involved in the presentation of all official awards and grants presented by GLMA.

6P.a. GLMA Mable Wyche Underwood Grant Subcommittee

Procedures:

- Procedures and criteria are determined by the Board of Directors under the direction of the Awards and Grants Coordinator.

Criteria:

- A GLMA membership of at least 2 years.

EXHIBIT 6P.a.1.

GLMA Mable Wyche Underwood Grant

PURPOSE: To allow building level library media specialists who are members in good standing of GLMA to develop, design, implement, or continue an ongoing program which promotes the use of library media center in the instructional program.

AWARD: The award shall consist of grants from \$300-\$500 for school library media specialist at the building level.

CRITERIA:

1. Recipients must have been a GLMA member for two years before applying for the grant.
2. Grant requests must be typed and may not exceed the length of the form. They must not include additional materials.
3. Grants will be judged by the following criteria:
 - Quality**
 - Innovativeness** (Interpretation: a packaged commercial program that can be purchased could qualify as long as its application is innovative).
 - Clear Objective**
 - Benefits of Projects to Students**
 - Budget**
 - Evaluation Plan**
4. Grant recipients must agree to attend the Award Program or Luncheon at GaCOMO to receive the awards.
5. Grant recipients must agree to participate in a concurrent workshop along with other grant recipients at a GaCOMO convention to share the merits of their projects. It is intended that each grant recipient will make only a 15 minute presentation. Should a grant recipient choose to present a whole concurrent program independently, the recipient would not be expected to participate in the joint presentation.
6. Grant recipients may not apply again for another grant for five years.
7. An attempt will be made to award at least one media specialist at each school level (one elementary school, one middle school, and one high school) with a grant providing all criteria are met.
8. The selection Committee will consist of five library media specialists appointed by the Board of Directors. The chair of the GLMA Awards Committee shall be included in this number.
9. Application **deadline is** _____. All grants must be postmarked and received by that date. Faxes will not be accepted.
10. The Selection Committee will meet during the June Leadership Workshop in Macon to select recipients.

EXHIBIT – GLMA MWU GRANT

Budget

(Describe how the money will be used)

Total: _____

Evaluation Plan

(Briefly describe how you will evaluate the project)

Signature of Media Specialist: _____

Signature of Principal: _____

Applications must be postmarked and received by _____.

No faxes will be accepted

Criteria for Judging

- Quality
- Innovativeness
- Clear Objective
- Benefits of projects to students
- Budget
- Evaluation Plan

EXHIBIT – GLMA MWU GRANT

Return 6 copies of this typed form to:

**Grants Chair
GLMA Executive Office
487 Winn Way, Suite 100
Decatur, GA 30030**

Name: _____ GLMA District: _____
(See district map at www.glma-inc.org to determine your district.)

Position: _____

School Name and Address: _____

School Phone: _____ Home Phone: _____

E-mail Address at School: _____

E-mail Address at Home: _____

EXHIBIT – GLMA MWU GRANT

Principal,

Your media specialist has applied for a GLMA grant. If awarded the grant, he or she will be expected to turn in an evaluation of the grant by _____. The evaluation should address the number of students affected, impact on student learning, a list of itemized expenses, and recommendations for improvement of the project. **Failure to turn in the evaluation will result in the school being assessed a \$100 fee payable to GLMA by your school.** By signing below, you are agreeing to pay this fee in behalf of your school if your media specialist fails to turn in an evaluation by _____.

Signature of principal: _____

Principal's name (typed or clearly written): _____

Principal's E-mail address (typed or clearly written):

Signature of media specialist: _____

Do not write in this box. This box is for the GLMA Grants Chair only.
GLMA member:

GLMA member since _____ (year)

6P.b. Library Media Specialist(s) of the Year Award (LMSOTY)

Subcommittee

Procedures:

- This award is presented jointly with the Georgia Association for Instructional Technology (GAIT).
- Procedures and criteria are to be determined by a joint committee of GLMA and GAIT members at the Annual GaCOMO Conference. Results will be presented at the next Board of Directors meeting.
- GLMA will be responsible for chairing the LMSOTY Committee and providing the checks, and plaques for District and state winners on even-numbered years (ex. 2006, 2008). GAIT will be responsible for the same on odd-numbered years.
- District winners should be announced by May of each year.

Criteria:

- Applicants must be a member of GLMA or GAIT.
- Any member of the LMSOTY Committee who is nominated for the award must resign from the Committee but not from the Board of Directors. Any member(s) of the Board of Directors who are nominated for the award shall abstain from voting on matters related to the award during their term of office.

Guidelines for Nominations:

- Guidelines are presented in the brochure created by the committee and published online for all members of GLMA and GAIT.

EXHIBIT 6P.b.1



Georgia School Library Media Specialist of the Year

Sponsored by

Georgia Association for Instructional Technology (GAIT)

Georgia Library Media Association (GLMA)

The two state school library media professional organizations, GAIT and GLMA co-sponsor the Georgia School Library Media Specialist of the Year Award to recognize K-12 library media specialists whose services have resulted in exemplary library media programs.

Rules and Procedures:

1. Nominees must be currently assigned to a building level library media center, have three or more years of experience as a library media specialist, and be a member of one of the sponsoring organizations.
2. Any member of the LMSOTY Committee who is nominated for the award must resign from the committee but not from the Board of Directors. Any member(s) of the governing board who is/are nominated for the award shall abstain from voting on matters related to the award during their term of office. Therefore, current members of the GAIT & GLMA Board of Directors are eligible for the award.
3. Administrators, teachers, parents or other library media specialists may submit nominations for System Level Library Media Specialist of the Year to the School System Library Media Committee.
4. The School System Library Media Committee will review the nominations and select a Library Media Specialist of the Year to recognize and honor at the system level and will also handle local recognition in the news media. System level selection has to be completed and postmarked to the GLMA office by _____.
5. Each GLMA district chair will convene a committee to review the system level applications in order to select a district winner by _____. From these district winners, the Library Media Specialist of the Year of the Year (LMSOTY) will be chosen from a group of GAIT and GLMA members at the Summer Institute in June.
6. This state winner will be announced at the 2008 Georgia Council of Media Organizations (GaCOMO) conference. All district winners, as well as the state winner, along with their enablers, will be recognized and presented awards at the GaCOMO general session. Each district LMSOTY should plan to be at the GaCOMO conference where awards are given and the state winner is announced. District winners are encouraged to attend the conference.

EXHIBIT – LMSOTY

7. District chairs are encouraged to make nominations from within the district, especially if there are few nominees. The district chair or his/her delegate should see that area newspapers are notified of the selection of this person.

Application Form:

(See appendix for format.) Incomplete applications will not be judged. The entire application may not exceed seven (7) pages and must consist of:

1. **A one page cover sheet.** See the attached cover sheet in appendix.
2. **A one page résumé** (vita or résumé) which can be single-spaced. See the attached sample for suggested formatting. The resume must not exceed one page and must be in a list format. Assessors will not judge a narrative format or consider any information which exceeds the one page limit.
3. **A written narrative**, not to exceed three (3) double-spaced pages, which discusses the philosophy of your library media program with supporting examples and specific evidence (see judging criteria below). The narrative must not exceed three double-spaced pages and must include headings which correspond to the rubric which will be used for judging. Font size must be size 11 or greater. Margins must be at least one inch on all sides. See the attached sample for proper formatting. Assessors will only judge three pages and not consider any information past three pages.
4. **One letter of recommendation** written by the person placing the nomination which may come from a teacher, parent, administrator, or fellow library media specialist. The letter must not exceed one page.
5. **A statement about your enabler** providing the name, position, address, email address, and telephone number of the person who has been most professionally influential in enabling you to establish an exemplary library media program. An enabler is an individual who, more than anyone else enables the library media specialist to provide an exemplary program. Because exemplary school library media programs do not exist in isolation but are the heart of the instructional program, there is an individual who stands out as enabling the library media specialist to provide an exemplary program. Write a one-paragraph rationale of your selection.
6. **Proof of membership in GAIT or GLMA** by attaching a copy of a current membership card from either organization to the nomination. (This does not count as one of the seven required pages.)

Judging Criteria:

The Library Media Specialist of the Year Award is awarded for individual excellence in the library media field through service to students, teachers, and community at the K-12 levels. Examples of each of the following must be cited in the application and will be the criteria used for judging:

EXHIBIT – LMSOTY

- Leadership role through staff development, committee involvement, or professional advocacy
- Involvement in professional organizations
- Promotion of information technology utilization and literacy
- Promotion of reading and literature
- Involving parents and/or the community in the library media program as partners
- Working collaboratively with the educators in your building
- Innovative techniques used in your library media program
- Deliberate and ongoing professional development as a learner which is relevant to media services

Prizes for Recipients:

- a. **System Level Recipients** – Prize determined by each local school system
- b. **District Level Recipients** - \$50.00, a plaque, and a certificate for each enabler (All will be presented by the state organizations at GaCOMO)
- c. **State Level Recipient** - \$200.00, a plaque, a one-year membership to GAIT and GLMA, and a certificate for the recipient's enabler (presented at GaCOMO).

Submitting applications:

Each System Library Media Committee should mail one complete application package postmarked to the GLMA office below by **April 1, 2008**

LMSOTY Chair
GLMA, Inc.
487 Winn Way, Suite 100
Decatur, GA 30030

EXHIBIT – LMSOTY

Library Media Specialist of the Year Cover Sheet

Include this cover sheet with your packet

Your Name: _____ Home Phone #: _____

Email Address: _____

Name of your School: _____

School Address: _____

County in which your school is located: _____

GLMA District in which your school falls: _____
(See GLMA District Map located at www.glma-inc.org)

LMSOTY Checklist:

Have you included:

- ___ 1. Proof of membership in GAIT or GLMA for current year
- ___ 2. A letter of nomination/recommendation
- ___ 3. One page biographical sheet
- ___ 4. A statement about your enabler
- ___ 4. Written Narrative (3 pages)
- ___ 5. Six copies of entire application including this cover sheet

Do not write in this box. This box is for the LMSOTY Chair only:	
Current Membership in GAIT or GLMA has been verified:	
GAIT: _____	Year: _____
GLMA: _____	Year: _____

EXHIBIT – LMSOTY

Appendix

Format for Résumé which must be in a List Format - Not to exceed one (1) page – May be single-spaced]

NOMINEE'S NAME
Nominee for XYZ County School System
2007 Library Media Specialist of the Year

Biographical Sheet

Name of School

Superintendent's Name and Principal's Name

School Name, Grades, and Size (Number of students)

Educational Background

Personal and Professional Achievements/Honors/Leadership Roles:

EXHIBIT – LMSOTY

Appendix

[Format for written narrative - Not to exceed three (3) double-spaced pages.
Headings must be used.]

NOMINEE'S NAME
Nominee for XYZ County School System

2007 Library Media Specialist of the Year

Written Narrative

Discuss the philosophy of your library media program as it relates to the following items citing examples as evidence:

Leadership role through staff development, committee involvement, or professional advocacy (cite examples)

Involvement in professional organizations (cite examples)

Promotion of information technology utilization and literacy (cite examples)

Promotion of reading and literature (cite examples)

Involving parents and/or the community in the library media program as partners (cite examples)

Working collaboratively with the educators in your building (cite examples)

Innovative techniques used in your library media program (cite examples)

Deliberate and ongoing professional development as a learner which is relevant to media services (cite examples)

Name: _____

EXHIBIT – LMSOTY

Judging Criteria for the Library Media Specialist of the Year Award

As a judge, you are looking for evidence that the following eight categories have been met. Look for examples in the applicant’s letter of nomination, résumé, and/or narrative. This is each applicant’s evidence of fulfilling these judging categories. If an applicant is providing only their philosophy of involving parents and community as partners, for example, and not citing any examples of how they have accomplished this, he/she should receive a score of 1 in this category. A score of five indicates going above and beyond what is expected in a normal media program. You will need to judge what constitutes going above and beyond the norm when scoring in each category.

(Assign points from one to five, with 1 being the lowest and 5 being the highest)

Judging Criteria	1 (no evidence)	2	3	4	5 (exemplary evidence)
1. Leadership role through staff development, committee involvement, or professional advocacy					
2. Involvement in professional organizations and networking					
3. Promotion of information technology utilization and literacy					
4. Promotion of reading and literature					
5. Involving parents and the community in the library media program as partners					
6. Working collaboratively with educators in the school					
7. Innovative techniques used in the library media program					
8. Ongoing professional development and learning relevant to media services					
Totals	1 x ____	2 x ____	3 x ____	4 x ____	5 x ____

Total Score:

6P.c. Intellectual Freedom Award Subcommittee

An award established by the American Library Association and AASL

Procedures:

- The Intellectual Freedom Committee will place any information regarding the award, soliciting nominations, and selecting the recipient on the GLMA Website.
- The Chair of the Awards and Grants Committee should be involved in the final selection process.
- The Awards and Grants Committee assists in publicity and promotion of the award.
- The award is presented at The Georgia Council of Media Organizations (GaCOMO) by a representative of SIRS and the Chair of the Intellectual Freedom Committee or his/her designee.

Criteria:

- Nominations must come from an active GLMA member and can be an individual or group.
- Nominees will be judged on:
 - The role they have played in actively promoting free access to information in their sphere of influence and beyond.
 - The degree to which they exemplify the spirit of intellectual freedom.
 - The impact of their efforts to promote freedom of information and ideas.
- Documentation of the above criteria must accompany the nomination.

6P.d. William E. Patterson Award Subcommittee

Procedures:

- The recipient for the award is chosen by the President.
- The President consults with the Committee Chair as to the appropriate wording for the award plaque.
- The award is presented by the President during the GaCOMO.

Criteria:

- The award will recognize long term, outstanding service to the GLMA and the library media profession.

PROCEDURE

7P. Special Projects Standing Committee

Purpose:

- To inform the membership of any statewide or national events throughout the year that would serve to promote public awareness of library media services and that would offer programming opportunities within the library media centers, i.e. Media Month, National Library Week, Children's Book Week, etc.
- To initiate promotional activities for the profession as appropriate.

Procedures:

- The committee has responsibility for providing dates for annual GLMA calendar for all library media related observances.
- Articles are provided for The GLMA NewsLeader reminding the membership of the observances and offering ideas for implementing them in the school setting.

7P.a Helen Ruffin Reading Bowl Subcommittee

Coordinating Standing Committee: Special Projects

Purpose:

- To organize and implement the annual district competitions and statewide Helen Ruffin Reading Bowl.
- To provide guidelines, suggested dates, and any other necessary information to the local and District Level Reading Bowls.

Procedures:

- Brochure with guidelines will be available online.

PROCEDURE

8P. Professional Development Standing Committee

Purpose:

- To plan and coordinate the Summer Institute
- To seek state approval of awarding PLU credits for participation in the Summer Institute and Georgia Council of Media Organizations (GaCOMO) Conference.
- To assess need throughout the state for workshop sessions that could be provided under the auspices of GLMA.

Procedures:

- The committee works with the conference program committee in preparing the proposal for PLU credits, including several options for participants.
- Necessary PLU forms and information are included with the conference brochure.
- Surveys are published in The GLMA NewsLeader for gathering opinions about possible GLMA sponsored in-service activities
- The Board of Directors shall meet annually during the Summer Institute to plan for the coming year's program. Calendars, budgets, etc., will be set.

POLICY

1.5 Official Address/ Telephone (Bylaws, Article II, Offices)

- The association, through the Board of Directors, shall maintain an official mailing address and telephone number for the association. The association shall contract annually with an individual or group for management services. Said individual or group shall maintain the official GLMA Executive Office.

1.6 Official Year (Bylaws, Article XI, Miscellaneous Provisions)

- The official year of GLMA shall be January 1 through December 31.

POLICY

2. Officers (Bylaws, Article VII, Officers)

2.1 President

- The President shall observe all duties normally associated with the office, and specifically shall:
- Be the official spokesperson for GLMA
- Serve as the official representative to the AASL Affiliate Assembly
- Designate representatives to serve in the place of the President as needed
- Prepare the annual calendar for publication in the first edition of The GLMA NewsLeader
- Appoint ex-officio members of Board of Directors and Committees
- Appoint Committee Chairs and make other appointments
- Represent GLMA on the Georgia Council of Media Organizations (GaCOMO) Conference
- Will propose the budget to the Board of Directors for the following fiscal year at the Summer Institute
- Choose the recipient of the William E. Patterson Award annually when appropriate, which may or may not be annually

2.2 President-elect

- The President-elect shall:
- Assume the duties of the President in his or her absence
- Share GaCOMO responsibilities with the President
- Chair the Nominating Subcommittee
- Chair the Membership Subcommittee
- Chair the Handbook Subcommittee
- Perform other duties as assigned by the President

Criteria for Election

- Eligibility includes at least one year of service to GLMA as a member of the GLMA Board of Directors prior to becoming a candidate for President-elect

2.3 Secretary

The Secretary shall:

- Prepare minutes of all official meetings of the association and mail or post copies to all members of the Board
- Submit a summary of the minutes in the next edition of The GLMA NewsLeader
- Perform other duties as assigned by the President

2.4 Treasurer

The Treasurer shall:

- Oversee the keeping of the association's financial records by the Executive Office
- Approve expenditures and disbursements
- Perform duties related to taxes and accounting
- Coordinate the Finance Committee
- Present a quarterly financial report as prepared by the Executive Office
- Assist the President in the preparation of the budget

POLICY

3. Finances (Bylaws, Article X, Bank Accounts and Loans)

3.1 Budget and Dues

- The Finance Committee, composed of the President, President-elect, Treasurer and the Executive Office, shall prepare an annual program budget for the association and present it to the Board of Directors at the Summer Institute.
- Dues shall be established in an amount to meet the budget and shall be presented to the Board of Directors for action.
- Dues for retired and student members shall be one-half that of regular members.

3.2 Bank Accounts

- The association shall maintain appropriate bank accounts. The President and the Treasurer shall be signatories to the accounts.
- Whenever, on the rotating basis, GLMA serves as Treasurer of the Georgia Council of Media Organizations (GaCOMO), an account for GaCOMO shall be maintained and the Treasurer and the Chair of the GaCOMO Council shall be signatories to the account.

3.3 Expenditures

- Expenditures which exceed the amount budgeted in any category must be approved by the President and the Treasurer.

3.4 Travel Expenses (See also, Procedure: Finance Standing Committee)

- Travel expenses, as stipulated by line items in the budget, may include:
 - 1) **Registration fees** for Affiliate Assembly meeting
 - 2) **Air travel** : Airfare will be reimbursed at the lowest rate available on any airline
 - 3) **Automobile mileage**: Mileage is only paid for travel to meetings where the President or President-elect is representing GLMA and will be paid at the current state rate.
 - 4) **Hotel**
 - 5) **Meals** in conjunction with conference functions (luncheons, banquets, etc.)
- GLMA is entitled to have two voting delegates at the American Association of School Librarians (AASL) Affiliate Assembly of the American Library Association (ALA). These voting delegates will be the President and the President-elect per Article VII, Sections 7.2 and 7.3 of the GLMA Bylaws, and therefore, GLMA will reimburse said officers for expenses that cover attendance to the Affiliate Assembly up to the budgeted amount. GLMA is not responsible for reimbursement of other ALA expenses. If either of these officers is not able to attend, the President may appoint other representatives.
- Reimbursement for additional expenses must be approved by the Executive Committee.

3.5 Reimbursement (See also, Procedure: Finance Standing Committee)

- GLMA members are entitled to reimbursement of expenses for items designated in the annual budget incurred in relation to their official duties as members of GLMA.
- Reimbursement for expenses *not* allocated in the annual budget must be approved by the Executive Committee.
- All requests for reimbursement shall be submitted on a GLMA Voucher *with itemized receipts attached*. Vouchers must be approved by the Board member responsible for the budgeted item (either by a signature or an attached email) and then sent to the Executive Office.
- Unapproved vouchers will not be reimbursed. If you have questions about the voucher form, contact the Executive Office.

POLICY

4. Publications

4.1 GLMA Handbook

- The GLMA Handbook shall contain the GLMA Bylaws, Policies, Procedures and Exhibits. It will be available on the GLMA Website and housed in the Executive Office in both electronic and print formats.

4.2 The GLMA NewsLeader

- The GLMA NewsLeader is the official newsletter of the association and shall be published online.

POLICY

5. Affiliations

5.1 AASL - American Association of School Libraries

5.2 ALA - American Library Association

5.3 GAE – Georgia Association of Educators

5.4 GaCOMO- Georgia Council of Media Organizations (GLMA, Inc.), shall participate in activities of the GaCOMO Council so long as the council remains viable. The President shall appoint four representatives annually to the GaCOMO Council, maintaining some continuity within this group. The four representatives shall be the President, the President-elect, the Past-President, and the Treasurer.

5.5 ISTE – International Society for Technology in Education

POLICY

6. Miscellaneous

6.1 Awards and Grants (See also, Procedures: Awards and Grants Standing Committee)

All award and grant programs will be coordinated through the Awards and Grants Committee. The following awards shall be made when appropriate, which may or may not be annually:

- a) GLMA Mable Wyche Underwood Grant
- b) Library Media Specialist of the Year (GLMA and GAIT co-sponsor this state award.)
- c) Intellectual Freedom Award

d) William E. Patterson Award

e) Other Awards/Grants

6.2 **Records**

- Organizational minutes and financial records shall be maintained and housed by the Executive Office.

6.3 **Printing and Mailing**

- All printing and mailings will be approved by the President and handled by the Executive Office. The official bulk rate mailing label and the official GLMA logo are on file at the Executive Office.

6.4 **Non-Discrimination Policy**

- It is the policy of GLMA not to discriminate on the basis of age, sex, race, color, religion, national origin, or handicap in its programs, activities, and employment practices.
- It is the position of GLMA that environmentally sound practices through conservation and recycling be promoted.