

PREFACE

This Procedures Manual is intended as a working guide for the officers of the Transportation Division. It incorporates the regulations and recommended procedures of both the Division itself and of the Special Libraries Association. In addition, the wisdom and experience of Division members who have held office have been included.

The Manual complies with the recommendations of the Special Libraries Association for the development of such a manual for Division use. It is anticipated that the Manual will be revised as required, and to that end, it is issued in loose-leaf format. Suggestions for additions, corrections, and other changes should be submitted in writing to the Executive Board of the Transportation Division.

A large debt of gratitude is owed to Janice Bain who spent many long hours compiling the first edition of the Manual. Without her thorough and competent efforts, the task of revision would have been infinitely more difficult.

Marty H. Lovelock
Ottawa, February 1984

Updated by Mary Silva
Phoenix, February 2001

CHAPTER I

Overview:

The Transportation Division was established on March 28, 1943, and has as its stated objective the promotion of "the exchange of knowledge and information among individuals and organizations interested in the development, control and use of information resources in transportation both in general or in one of its many subdivisions, including air, highway, rail, urban and water transport, and multimodal transportation."

The Division, as currently constituted, has four elected officers: Chair, Chair-Elect, Secretary-Treasurer and immediate Past-Chair. There are thirteen appointed officers: Bulletin Editor, Production Editor, Advertising Manager, Archivist, Bylaws Chair, Fund-raising Chair, Government Relations Chair, Government Transportation Research Information (GTRIC) Chair, International Chair, Public Relations, Long Range Planning Chair, Membership Chair, Nominating Chair, and Chairs for the two standing Committees of the Division – the Special Projects Committee, and the Networking Committee. Special committees may be appointed as the need arises.

The activities of the Division are guided by three documents: the By-Laws of the Special Library Association, the By-Laws of the Transportation Division, and the document entitled Guidelines for Divisions and Sections, issued annually by the Association. In addition, the Division Cabinet within SLA, the "Action Deadlines" contained in the above-mentioned Guidelines, and the Conference deadlines issued by the association provide the annual chronological structure for Division activities.

The Transportation Division has had a lengthy record of service to the Association with members having served on the Executive Board, as members on Association-wide committees and as SLA representatives to other organizations. Division members have also been active participants and office-holders in other Divisions and in the Chapters.

Division members, singly, and through the Division and/or its Committees, also serve the broader transportation information community through active membership in other transportation associations, through authorship, and as advisors in local, academic and federal environments.

Annual Conference:

An annual meeting/ conference of the Association is mandated by its By-Laws (Article VII) and an annual meeting of the Division by its By-Laws (Article V). The Division's annual business meeting (fig. 1) is to be held during the Association's conference, prior to the Division Cabinet's annual business meeting (usually held on Tuesday evening). This is to enable members to discuss or act upon issues to be brought before Cabinet. Subsequent to its business meeting, the Division's Executive Board

meets, as required by Division By-Laws (Article III, section 3). Committee Chairs and other appointed officers also attend the Board meeting.

¹Transportation Division, By-Laws, article I, section 3: Scope note.

In addition to the annual business meeting, the Division's program at the Conference includes several sessions organized around specific themes (fig. 2). These sessions may be co-sponsored with other Divisions, or may be organized by one of the Division's Committees (e.g. International, Networking Committee). A field trip to a local transportation-related industry or point-of-interest usually completes the formal program. The Division has also traditionally held an open house for at least two evenings; either in a suite maintained exclusively for the Division or shared with another Division; or in a Conference meeting room. The Government Transportation Research Committee has a full day program, usually on Sunday.

CHAPTER II

Officers – Duties and responsibilities:

The elected officers of the Transportation Division are the Chair, the Chair-Elect, the Secretary-Treasurer and the immediate Past-Chair. These officers comprise the Executive Board of the Transportation Division.

The appointed officers include the Bulletin Editor, Production Editor, Advertising Manager, the Membership Chair, the Archivist, Bylaws Chair, Fund-raising Chair, Government Relations Chair, Government Transportation Research Information (GTRIC) Chair, International Chair, Long Range Planning Chair, Public Relations Chair, Nominating Chair, and the Chairs of the Division's two standing committees and of any functional committees which may be in existence at any one time.

The qualification for election and/or appointment to Division office, and the duties and accepted practices of the officers and committees are set forth both in SLA By-Laws, in the afore-mentioned Guidelines. . . , and in the Division's By-Laws.

The Executive Board:

The Executive Board consists of four Division members elected to office - the Chair, the Chair-Elect, the Secretary-Treasurer and the immediate Past-Chair. The Board holds the power and authority to manage the Division's property and to regulate and govern its affairs.

The Board must hold at least one meeting annually, and may hold additional meetings at the call of the Chair, or upon the written request of any of the other Board members. Appointed officers may attend Board meetings but do not have the right to vote. Three members of the Board constitute a quorum.

Further references: Transportation Division. By-Laws, Article III: Executive Board.

Chair:

The duties of the Chair, as indicated by the Guidelines. . . (section E), are as follows:

- 1) appoint Chairs for all Committees specified in the Division By-Laws. Indicate the term of the appointment in the offer, and obtain written acceptance.
- 2) appoint an Auditor by the end of December to audit the Division's financial statement as prepared by the Secretary-Treasurer. The Auditor can be a Division member, but may not be an officer or an incoming officer of the Division, or a current or incoming member of the SLA Board of Directors.

comment: it may be advisable, in view of geographic distances between members, to allow the Secretary-Treasurer to suggest names of individuals within his/ her community who could act in this capacity.

- 3) send 2 copies of the following reports to the specified Cabinet officer, or ensure that the proper individual forwards them:

	<u>from Division</u>	<u>to Cabinet</u>
annual report of the Division	Chair	Chair
approved minutes of the Division Annual Business Meeting	Chair	Chair
audited financial report	Secretary – Treasurer	SLA Accountant
Division By-Laws, as revised or amended	Chair	Chair-Elect
Division procedures manual	Chair	Chair-Elect

Be sure to sign all documents.

- 4) Conference and Cabinet Meetings:

Represent the Division at the Winter Meetings of the Association and at the Division Cabinet Meetings, including Joint Cabinet-Meetings, if any. If unable to attend, appoint another Division member. (Preferably an Officer) to represent the Division and fully brief him/her.

The Division Chairs and Chairs-Elect and the Chapter Chairs and Chairs-Elect constitute the Association's Division and Chapter Cabinets, respectively. Attendance at the meetings is one of the most important responsibilities of the Division and Chapter officers. The Cabinets can only be effective if all representatives participate.

Attend the administration and orientation meetings for Division officers, sponsored by the Cabinet and held during the Winter Meetings and the Annual Conference.

Attend, if possible, the open meetings of the SLA Board of Directors.

Preside at the Division's annual business meeting, which must be held prior to the Division Cabinet Meeting, during the Conference.

Include presentation of any items of business referred from Cabinet.

comment: in view of costs of travel in attending 4 sets of meetings, candidates for the office of Chair-Elect should be able to assure the Nominating Committee that they will be able to attend all required meetings, even if they must personally assume the financial liabilities.

The Division will reimburse the Chair and/or Chair-Elect if their expenses to the Winter Conference and/or Annual Conference are not reimbursed by their employers. Division reimbursement will be 50% of the expenses (but cannot exceed \$500.00 each) for travel, lodging, and subsistence.

- 5) Promote current and new projects and publications. Coordinate, if necessary, with the Manager of the Association's Publications Department.
- 6) Miscellaneous duties:

Informs the Association Office immediately when the Division appoints a member as a representative to another professional society.

Makes decisions on Division policy or refers them to proper authority.

Sends copies of all current records, as appropriate, to succeeding Division officers, within 20 days of the end of the Annual Conference.

Serves on the Standing Committee on Division Formation and Scope when designated.

In addition, the Transportation Division requires that the Chair be responsible for the supervision of planning for the Division program during the Annual Conference; preside at all business meetings of the Division; be an ex-officio member of all Committees except the Nominating Committee; be responsible for the preparation of such reports as may be required of other Division officers by the Division Cabinet officers, and issue a call for nominations for the Division's Professional Achievement Award.

As a matter of courtesy to fellow officers, copies of all documents and reports submitted to Division cabinet and SLA headquarters, as well as correspondence concerning Division business, should be forwarded to the Chair-Elect and the Secretary-Treasurer.

The Chair often acts, as do other members of the Executive Board, as the Career Guidance Officer of the Division. This usually only involves correspondence, with reference to the SLA brochure which describes the various types of special libraries. Identification of a transportation library in geographic proximity to the inquirer may also be helpful.

Further references: Transportation Division. By-Laws, Article IV: Officers
Guidelines for Divisions and Sections, section E, F, G, H, S

Chair-Elect:

The duties of the Chair-Elect, as outlined in the Guidelines. . . are as follows:

- 1) takes office at the Division's annual business meeting
- 2) attends administrative and orientation meetings for incoming Division officers at the annual conference
- 3) begins preparations for the Conference in the year in which he/she is Chair.
- 4) appoints a local Division representative, if available, in the Conference area where he/she will serve as Division Chair.
- 5) attends all meetings of the Division Cabinet and any joint Cabinet meetings, plus conference planning sessions, held during the Winter Meetings.

Note: The Transportation Division will reimburse the Chair and/or Chair-Elect if their expenses to the Winter Conference are not reimbursed by their employers. Division reimbursement will be 50% of the expenses (but cannot exceed \$500.00 each) for travel, lodging, and subsistence.

- 6) works with other Division officers to prepare the budget for the ensuing year
- 7) acts for the Division Chair in his absence or as otherwise directed
- 8) performs such other duties as required for operation of the Division
- 9) forwards records to the next incoming Chair-Elect. Make sure, as new Chair, that all new officers have their files.

In addition, the Division requires that the Chair-Elect shall assist the Chair in the performance of his duties, and shall assume all the duties and obligations of the Chairship in the event of absence or withdrawal of the Chair. The Chair-Elect also assumes responsibility for the Division's official bulletin, although in practice, the responsibility is usually left with the Bulletin Editor.

Further references: Transportation Division. By-Laws, Article IV: Officers.
Guidelines for Divisions and Sections Section E

Secretary-Treasurer

The positions of secretary and treasurer are combined in the Transportation Division, and the elected officer is designated "Secretary-Treasurer". The term of office for this position is two years. According to the Guidelines. . ., the duties of the Secretary are:

- 1) records the minutes of the Division's annual business meeting, and prepares 4 copies for distribution to the Division Chair, the Division Cabinet Chair (2 copies) and the Division Archives.
- 2) Ensures minutes are published in the Division bulletin.
- 3) Records the minutes at Executive Board meetings.

comment: within the Transportation Division, the Secretary-Treasurer reads the minutes at the Executive Board Meeting held subsequent to the annual business meeting. In this way, the immediate approval of the Board may be obtained.

- 4) conducts official correspondence and maintains a file of current records, transferring archival material to the Archivist at Year's end. Financial records are kept for seven years.

Likewise, the duties of the Treasurer are listed as:

- 1) to collect, deposit, and expend the funds for the Division as required and as authorized by the Chair. All funds must be deposited to a bank account in the Division's name, preferably in a U.S. bank. A savings account as well as a checking account may be established, depending on the amount of funds and the amount of activity in the checking account. Each deposit must be identified by source, and every expenditure must be authenticated by an invoice, receipt, or other formal justifying document.
- 2) to follow SLA's instructions closely regarding incoming funds attributed to "gifts" and those attributed to "services rendered"
- 3) writes letters to each donor, per SLA's form letter, indicating the total value of goods and services for donor's IRS requirements
- 4) keep careful track of this data for SLA's IRS requirements. Gathers tax identification number (or social security number from each donor and also payee (speakers, etc.) for IRS purposes, per guidelines from SLA.
- 5) to prepare the Division's annual financial statement on prescribed forms. The fiscal year opens January 1 and closes December 31. All statements must be audited by an Auditor appointed by the Chair, and two copies

forwarded to the SLA accountant by the end of January. Copies are also sent to the Division Chair and Chair-Elect. The Treasurer gives an interim report at the Division's annual business meeting.

The Division's allotment check will not be mailed until the Association Accountant has approved the Division's report.

comment: The Secretary-Treasurer of the Transportation Division has traditionally selected an Auditor within his geographical locale, and submitted the name to the Chair for approval. The Auditor can be a member of the Division, and may not be a member of the Board nor an appointed officer, nor a member of the Association's Board of Directors. The audit should include careful examination of all banking transactions, inspection of bank statements, matching of checks against invoices or other justifying documents, and the to-the-penny accuracy of the statement itself.

In addition, within the Transportation Division, the Secretary-Treasurer fulfills other responsibilities, mainly in relation to the Annual Conference:

- 1) while registering at the Conference center, picks up and pays for tickets to Division events for speakers or other program participants who are not Association members.
- 2) posts a notice on the bulletin board in the registration area indicating the location of the Division's hospitality suite (hotel and room number) and the days and hours of open house. (Bring felt marker and pins as these are usually not provided)
- 3) mandatory attendance at the Treasurer's Meeting is required, during which information and advice on preparing financial statements is provided by the Association accountant.
- 4) attends all Division Meetings and Workshops to make note of the equipment provided (podiums, microphones, a/v equipment, etc.) This should be checked against the Chair pre-conference request to SLA, and later against the invoice for accuracy.
- 5) should be prepared to read the minutes of the previous annual business meeting if so requested during the current business meeting.
- 6) records the names of all present at the annual business meeting, and later verifies them as members or guests.

- 7) between the business meeting and the Executive Board Meeting, reviews and rewrites, if necessary, the minutes just recorded for presentation to the Board for approval.
- 8) collects all invoices / receipts for expenses incurred during the Conference on the Division's behalf by its members, and re-imburses each individual as soon as possible.
- 9) ensures that signature authorization forms for the Division's bank account are signed by the new members of the Executive Board (the incoming Chair and the Secretary-Treasurer, when applicable)

Further references: Transportation Division. By-Laws, Article III: Officers.

Guidelines for Divisions and Sections. Section E, L, M, and Appendix 2.

Immediate Past Chair:

The immediate Past Chair is a member of the Executive Board, and carries out such duties as the Chair may assign.

- 1) usually truncates the Division's annual report, which was prepared prior to the conference, for publication in the Division's bulletin.
- 2) reviews and revises the Division's Policy/ Procedures Manual.

Further references: Transportation Division. By-Laws, Article III: Officers.

CHAPTER III

Committees:

Many of the activities of the Division are conducted under the auspices of committees, which are either functional or standing in nature. Functional committees discharge the administrative processes of the Division (nominations, by-laws / procedures manual revisions, etc.), whereas standing committees handle other longer term matters deemed necessary by the Executive Board.

Standing Committees:

The Transportation Division currently has two standing committees which are responsible to the Executive Board: Special Projects and Networking. The Chairs are appointed by the Division Chair for a one-year term, unless determined otherwise by the Executive Board. No one member can serve on any one Committee in excess of six years. In addition, the Division Chair serves as ex-officio member of all Committees.

Each Committee Chair must submit an annual written report of its activities, together with any recommendations considered necessary or advisable, to the Executive Board. Committee Chairs may attend meetings of the Executive Board but do NOT have the right to vote.

Transportation Networking Committee:

The Committee was established officially by the Division's Executive Board in February 1973. Its purpose was to provide a means for the Transportation Division to participate in planning and implementing a U.S. national transportation research information system and to define the role of transportation libraries within the system. The Committee was established to provide a liaison point with the Transportation Research Board's TRIS Overview Committee. While TRIS remains as a major interest and responsibility, the Committee's scope has expanded to include other networking efforts in transportation information services in North America.

Permanent members were originally drawn from five large general libraries represented in the membership – U.S. Department of Transportation, U.S. Transportation Systems Center, University of California (Berkeley) Institute of Transportation Studies, Northwestern University Transportation Center and the Port Authority of New York – New Jersey. The Port Authority and the Transportation Systems Center dropped their membership and the Transportation Research Board and the Canadian Transport Commission have been added as permanent members. Regular members have been appointed to provide library representation based on modal coverage, organizational support and library size and serve at the Chair's request. The Committee meets each year during the Annual Conference, and frequently sponsors programs. The Committee or its members have also participated in meetings with the federal government and other

information providers and has issued reports concerning transportation information problems and opportunities.

Special Projects Committee

This Committee has traditionally taken responsibility for compiling Division-sponsored publications. It acts on the direction of the Executive Board, and may also be requested to embark on other projects related to Division affairs (e.g. surveying information needs of the industry; etc.).—The Committee is composed of its Chair and as many members as may be required to complete the project in hand. Four members of the Committee should represent various facets of modal transportation interests. Committee members will be appointed by the Committee Chair. The Division Chair will appoint an Executive Board Member as Board Liaison to work with the Committee.

SLA Standing Committees

The Division may also have representation in standing committees within the Association. At present, the Division has one such representative on the Networking Committee.

FUNCTIONAL COMMITTEES

Nominating Committee

The Nominating Committee is the only functional committee which is appointed every year. The appointment of the Committee Chair and members is not at the Division Chair's discretion, but must be approved by the Executive Board. The Committee must be appointed no later than six months prior to the annual business meeting, and shall consist of three Division members who are not on the Executive Board, but one of whom must be a member of the previous Nominating Committee. The duties of the Nominating Committee are to:

- 1) nominate for elective office members of the Division
- 2) stress to the nominees for Chair-Elect that attendance at all Cabinet meetings, held during both the Winter meetings and the Annual conference, are part of the responsibilities of the elected candidate.
- 3) obtain written acceptance from nominees.
- 4) obtain biographical information on nominees
- 5) send the Nominating Committee report to the Executive Board at least 3 _ months prior to the annual business meeting

- 6) announce the nominations in a special electronic supplemental issue of the Bulletin, which will be posted on the Division web site and on the Division discussion list in February.
- 7) Respond to special mailing requests made by members without electronic access to the nomination announcement described in item 6.

Further nominations, accompanied by written acceptance by the nominee, may be entered by petition of six Division members, and must be filed with the Nominating Committee at least two months before the annual business meeting. The report of the Nominating Committee is presented by the Committee Chair for approval by the membership at the annual business meeting.

Other committees of a functional nature may be appointed by the Division's Executive Board as the need arises. The Transportation Division has, in the past, established such committees to revise its by-laws, to compile or revise its Procedure Manual, etc. A brief description of these committees, with their responsibilities is given below.

Bulletin Editor:

The purpose of the Division bulletin is to inform members about future meetings and special projects, officers, new members, publications and news of general interest to the membership. Three editions are published in one year. The Bulletin Editor is appointed by the Chair, and assumes full responsibility, although Division By-Laws has assigned this to the Chair-Elect.

The Editor is responsible for bulletin text preparation, make-up and proof-reading. Suggested items for inclusion are:

- papers by members and guest speakers at Division Meetings;
- descriptions of Division members' libraries;
- changes in membership lists;
- form for membership information to add or correct the Membership Directory
- details of past and future meetings;
- professional activities of members;
- bibliographies
- special columns with by-lines by members or subject items solicited from members;
- column profiling members of the Executive Board: "Meet the Executive Board"
- Chair's messages;
- annual reports of officers and committees;
- Minutes of the annual business meeting;
- list of officers
- Conference program plans; and
- nominations for Division office.

Copies of the bulletin must be mailed to all members in good standing, to members of the Board of Directors, and 3 copies to the Association office. Division friends and prospective members, library schools, etc. may also be included. Copies should also be mailed to the Chairs of other Divisions. Bulletins are mailed using bulk first class for faster delivery. The Division Chair should regularly forward to the Editor any bulletins received from other Divisions or Sections as an additional source of news and information.

Two bound volumes of Bulletins should be produced periodically for the Archives and the Bulletin Editor.

Each issue of the bulletin must include the following disclaimer:

Special Libraries Association assumes no responsibility for the statements and opinions advanced by the contributors to the Association's publications. Editorial views do not necessarily represent the official position of the Special Libraries Association. Acceptance of an advertisement does not imply endorsement of a product by Special Libraries Association.

The Bulletin Editor must file an annual report with the Division Chair, with copies to the Secretary-Treasurer and the Archivist. The report should include:

names of the Editor and others involved in publishing the bulletin;
number of issues;
number of copies of each issue distributed;
"per head" cost to Division members;
list of all accomplishments, innovations, problems; and
recommendations for improvements.

Bulletin Production Editor:

The Bulletin Production Editor is responsible for the printing and distribution of the Division's Bulletin. They are also responsible for posting an electronic file on the Division's web page and announcing this availability to members on the Division's discussion list.

Bulletin Ad Manager:

The Bulletin Ad Manager is responsible for contacting vendors and selling advertising for the Bulletin. They also print and distribute a brochure giving costs and deadlines for advertising.

Further references: Guidelines for Divisions and Sections. Section I.

Membership Chair:

The Membership Chair is appointed by the Division Chair, and should:

- 1) maintain up-to-date membership records, as received from the Association office.
- 2) write letters of welcome to new Division members, and include a copy of the Division's membership directory.
- 3) submit names and addresses of new members to the Bulletin Editor.
- 4) compile or up-date the Division's membership directory, as directed by the Division Executive Board.
- 5) act as "host" to new members attending their first Conference.
- 6) follow-up delinquent members by encouraging re-instatement
- 7) forward recommendations for Honorary Memberships to the Board of Directors
- 8) perform such other functions as may be assigned by the Division Chair

The Membership Chair also prepares an annual report for submission to the Chair and for presentation at the annual business meeting. This report should include the total number of members, the number of new members, and the number of non-renewed members. Data on modal, geographic and organizational affiliation may be extracted from the membership reports, and the analysis may then be used by the Board in formulating recruitment policies.

In addition to the Membership Chair, there is a Subcommittee on Membership Promotion. They are responsible for contacting all new and prospective members. They are also responsible to update and revise the Division's brochure for prospective members.

Further references: Guidelines for Division and Sections. Section N.

Archivist:

The Transportation Division approved the creation of a Division Archives at its annual business meeting in 1979. The Archives should include materials of genuine historical importance; non-current yet relevant correspondence of Division officers; items concerning policy or of a controversial nature; all publications, including every issue of bulletins and/or newsletters; all reports and all minutes; closed account books; all Division awards and citations, with accompanying documentation; all compiled rosters of

officers and members; by-laws; photographs; procedures manuals; and other items which might apply specifically to the Division.

The Archivist is expected to prepare an annual report for submission to the Division Chair and for presentation at the annual business meeting.

Further references: Guidelines for Divisions and Sections. Appendix 7.

Bylaws Chair:

The Bylaws Chair receives any changes, additions, or deletions that are suggested for the Division's Bylaws. The Bylaws Chair may survey selected Division members for their comments and then draft the Bylaws revision. The Bylaws Chair is then responsible for following procedures as stated in Article XIII of the Division's Bylaws (Amendments).

Government Relations Chair:

The Government Relations Chair is responsible for monitoring and informing members of any government activity that may impact Division members. The Government Relations Chair also drafts correspondence or Division policy statements that address these government activities and sends it to the appropriate government agency on behalf of the Division.

Conference Hospitality Chair

The Conference Hospitality Committee is responsible for the Division's Open House(s) and provides a buddy system of old and first timers to the Conference. For the Open House the Committee does the following:

- provides access to the Division Suite (if present)
- welcomes visitors
- stocks or monitors the stocking of the bar. Useful items to bring along are a shot-glass, bottle-opener and a small knife.
- sets up a system of alternating bar-tenders, with two volunteers from the membership on duty each evening.
- sets a single charge per drink (which is preferable to a cover-charge), and prices should be clearly posted near the bar.
- provides a supply of small change and bills

Fundraising Chair

The Fundraising Chair shall appoint a fundraising committee, which shall include the business manager, who is responsible for bulletin advertising. The Chair shall monitor the committee's duties, which are to contact potential and existing sponsors and receive pledges for sponsoring Division programs. The Chair shall also be responsible

for acknowledging this sponsorship at the Annual Business meeting and in the Division Bulletin.

Government Transportation Research Committee (GTRIC)

The GTRIC Chair is responsible for the all-day program usually held on a Sunday during the annual Conference. The program should address the information needs and concerns of Government Transportation Librarians.

International Affairs Chair

The International Affairs Chair is responsible for monitoring all international activity that may impact Division members. The International Affairs Chair also usually plans one program to be held during the Annual Conference.

Public Relations Chair

The Public Relations Chair is responsible for developing and coordinating public relations activities for the Division. The committee should solicit the Board and membership for constructive suggestions and ideas for the public relations committee to pursue. The committee should also prepare a public relations plan. See the SLA Public Relations Handbook.

Further references: Transportation Division. By-Laws. Articles VI: Committees; IX: Nominations and Elections; X: Publications; XI: Division Representation and Affiliation. Guidelines for Divisions and Sections. Sections I (Publications); J (Projects and other Professional Activities); N (Nominating Committee); T (Committee Relations).

CHAPTER IV

Transportation Division Award Program:

The Award Program, which began in 1982, consists of The Transportation Division Professional Achievement Award.

This Award, consisting of a plaque (fig. 3), shall be given to a past or present member of the Division on the basis of outstanding contributions and/or service to the Transportation Division. This contribution and/or service may take the form of contributions to library and transportation literature or bibliography, to the work and effectiveness of Special Libraries Association and the Transportation Division, or to the transportation field through organizational work or publication. The Award is not made posthumously. The purpose of the Award is to honor those who have rendered distinguished service or have made a significant contribution to transportation libraries and librarianship.

Procedures:

- 1) Call for nominations. It is the responsibility of the Chair to place a call for nominations in the first issue of the Division bulletin following the Annual Conference.
- 2) Award Committee. The Executive Board of the Division (Chair, Chair-Elect, Secretary-Treasurer and Immediate Past Chair) is the judging committee for this Award. Nominations must be received by January 1 of the year in which the Award is to be given. All nominees receive consideration; a simple majority vote of the Executive Board decides.
- 3) Notification. It is the duty of the Chair to inform the recipient and the recipient's employer of the Division's intention to present the Award. In addition, press releases may be sent out to appropriate professional journals.
- 4) The Award. The Chair is responsible for purchasing, with Division funds, a plaque with the appropriate inscription.

Frequency:

There is no requirement that the Award is presented every year. The program will decrease in stature unless a concerted effort is made to maintain high levels of quality.

Presentation:

The Award has traditionally been presented at the Division's annual business meeting, but may be given at any other time or place deemed appropriate by the

Executive Board. It is the responsibility of the Chair to correspond with the recipient and advise him/her where the Award will be presented.

**APPENDIX III
OFFICERS' TIMETABLES**

Chair:

<u>date</u>	<u>action</u>
June (Conference)	A) presides at the "New Business" portion of the Division's annual business meeting. Introduces new business, discusses plans for the next Annual Conference, etc. Adjourns the meeting.
	B) presides at the Executive board meeting
	D) attends Division Cabinet and Conference planning meetings
June (non-Conference activities)	E) corresponds with Committee Chairs with a formal offer of appointment. Obtains written acceptance. Forwards copies of this Manual.
	F) sends 2 copies of the signed and approved minutes of the annual business meeting and the annual report of the Division to the Division Cabinet Chair. Also sends copies to Division Officers, Division Archives and the Bulletin Editor.
July 15	A) sends copy to the Bulletin Editor, including opening remarks as the new Chair, a list of Division officers, and a call for nominations for the Division's Professional Achievement Award.
	B) initiates correspondence with potential speakers, etc., for the Division's Conference program. Makes formal inquiries concerning arrangements for field trips or other special events.
September 1	A) submits request for actions, if any, by the SLA Board of Directors at their autumn meeting, or requests for funds in addition to the regular allotment. Sends copies to SLA headquarters and to the Division Cabinet Chair
November 1	A) submits copy to Bulletin Editor
15	A) submits preliminary Conference program, including names of speakers, titles of topics, addresses of meeting locations if outside Conference premises, etc. Copies to be sent to SLA Conference Co-ordinator, to the Conference Chair, and to the Division Cabinet Chair.

December 1	A) completes request for actions, if any, by the SLA Board of Directors at the Winter Meetings. Send copies to SLA headquarters and to the Division Cabinet Chair
	B) ensures that the Nominating Committee has been appointed in full. Sends Chair a copy of this Manual.
January	A) appoints an Auditor to approve the Division's financial statements
15	B) ensures that the Secretary-Treasurer has submitted the Division's financial statements to the SLA accountant.
February 1	A) final copy of the Conference program, with abstracts of papers, to be sent to the Conference Chair, to the SLA Conference Co-ordinator, and to the Division Cabinet Chair.
	B) supplies Conference Co-ordinator with names and addresses of program participants who are not Association members. This enables the SLA office to forward Conference programs to them.
March	A) accepts the report of the Nominating Committee and prepares a special mailing of this report, for distribution to the membership. This mailing may also include other items of interest, e.g. changes to the Conference program, etc. Send copy of the Nominating Committee report to the Division Cabinet Chair
March 15	A) submits copy to the Bulletin Editor, including the Division's Conference program.
	B) approaches candidates for appointment as Committee Chairs, etc.
April 1	A) requests fellow officers and Committee Chair to prepare and forward their annual reports by April 15
May 1	A) Division annual report (fig. 4), including the above Committee reports, etc., is due. Send 2 copies to the Division Cabinet-Chair. Copies should also be forwarded to the Division's Chair-Elect and Secretary-Treasurer
	B) completes and forwards the equipment

	questionnaire for the Conference program. Sends copy to the Secretary-Treasurer
June (conference)	A) conducts the Division's annual business meeting
	B) attends Division Cabinet meetings, as required
June (non-Conference activities)	C) prepares abbreviated copy of the Division's annual report for the use and distribution of the incoming Chair and for publication in the Division's bulletin
	D) forwards records and files to the incoming Chair within 20 days of the end of the Annual Conference. Non-current files may be sent to Archives. Sends copy of this Manual to the incoming Chair-Elect

Chair-Elect:

<u>date</u>	<u>action</u>
June (Conference)	A) assumes office
	B) attends administrative and orientation meetings for incoming Division officers
July	A) begins preliminary planning for the Conference program for which he/she will be Chair
January	A) attends the Association's Winter meetings
March	A) approaches candidates for appointment as Committee Chairs, etc.
	B) corresponds with Committee Chairs with a formal offer of appointment. Obtains written acceptance. Forwards copies of this Manual.
June (Conference)	A) assumes office as Chair during the annual business meeting
	B) keeps copy of this Manual for reference as Chair

Secretary-Treasurer:

<u>date</u>	<u>action</u>
January	A) prepares the Division's financial statement (see <u>Guidelines</u> , app. 2)
	B) recommends name of potential Auditor to the Chair for approval
	C) meets with the Auditor to audit the Division's financial statement. Sends 2 copies of signed statement to the SLA accountant, plus copies to the Chair and Chair-Elect
February	A) receives allotment check for the Division and deposits it as soon as possible
April	A) prepares interim financial report and forwards to Division Chair
May	A) requests signature authorization cards from the Bank to bring to the annual meeting for completion
June (Conference)	A) picks up tickets for non-SLA participants at Division programs
	B) posts notice at registration area concerning the Division's hospitality suite
	C) makes note of food and beverages supplied for the Division's open house and checks it against a copy of the Chair's original request. (fig. 5)
	D) makes note of equipment supplied at Division programs and checks it against copy of the Chair's original request
	E) attends the Treasurers' meeting
	F) records the names of those present at the Division's annual business meeting. Takes the minutes. Reads the minutes of the previous year's annual business meeting if so required, and delivers the Treasurer's interim report.
	G) attends the Executive Board meeting, takes the minutes, and reads the minutes of the annual business meeting for approval by the Board
	H) collects invoices / receipts of expenses incurred and reimburses each expenditure accordingly
	I) ensures signature authorization cards for the Division's bank account are duly

	completed
June (non-Conference activities)	J) types approved minutes of the annual business meeting, and forwards to the Chair for distribution
	K) forwards completed signature authorization cards to the Bank
	L) transfers records and copy of this manual to the incoming Secretary-Treasurer within 20 days of the end of the Conference. Sends obsolete files to Division Archives

Bulletin Editor

<u>date</u>	<u>action</u>
June (non-Conference activities)	A) obtains copies of the truncated annual report of the Division, the minutes of the annual business meeting, a list of new officers, and a black-and-white photograph of the new Chair
July	A prepares the Summer issue of the Transportation Division Bulletin, including the above, and submits it to the Production editor. Keeps a copy on file.
October	A) sends out copy reminders to Division officers and Committee Chair, requesting contributions for the forthcoming issue of the Division bulletin (fig. 6)
November	A) prepares the Fall/Winter issue of the Bulletin and submits it to the Production Editor. Keeps a copy on file.
February	A) sends out copy reminders to Division officers and Committee Chairs
	B) obtains the nominations from the nominating committee and announces them via the discussion list and web site as a special edition of the Bulletin.
March	A) prepares the Spring issue of the Bulletin. This issue should include the final Division program for the annual conference. Forward it to the Production Editor, and keep a copy on file.
April	A) prepares and forwards an annual report to the Division Chair
June (Conference)	A) attends the Bulletin Editors' meeting, sponsored by the Association's publication office
	C) presents annual report at the Division's annual business meeting
June	D) forwards copy of this Manual to the succeeding Bulletin Editor (if applicable)

Membership Chair

<u>date</u>	<u>action</u>
April	A) prepares annual report and membership analysis and forwards to the Division Chair
June (Conference)	A) presents annual report at the Division's annual business meeting
	B) forwards copy of this Manual to succeeding Membership Chair (if applicable)

Public Relations Chair

<u>date</u>	<u>action</u>
April	A) prepares annual report and forwards it to the Division Chair
June (Conference)	A) presents annual report at the Division's annual business meeting

Archivist

<u>date</u>	<u>action</u>
April	A) prepares annual report for submission to the Division Chair
June (Conference)	A) presents annual report at the Division's annual business meeting

Standing Committee Chair

<u>date</u>	<u>action</u>
November 15	A) submit preliminary conference session program to Division Chair (as applicable)
February 1	A) submit final conference session program to Division Chair (as applicable)
April	A) prepare annual report of the Committee for submission to the Division Chair
June (Conference)	A) present annual report of the Committee at the Division's annual business meeting
	B) forward copies of this Manual to succeeding Chair (as applicable)

Nominating Committee Chair

<u>date</u>	<u>action</u>
December	A) sends written acceptance of appointment to the Executive Board, and ensures other Division members have done likewise
January / February	A) confers with Committee members in selecting candidates for Office
	B) approaches candidates; informs them of the responsibilities of the Office; obtains written acceptance and a brief biography from each
February	A) files the Committee's report with the Executive Board
	B) announce the nominations in a special electronic supplemental issue of the Bulletin, which will be posted on the Division web site and on the Division discussion list
April	A) accepts nominations of write-in candidates. Such nominations must be sponsored by six Division members and accompanied by the written acceptance of the nominee
June (Conference)	A) presents the Committee's report to the membership at the annual business meeting
June (non-Conference activity)	A) returns copy of this Manual to the incoming Chair for distribution to the next Committee Chair