

THE SEMINAR ON THE ACQUISITION OF  
LATIN AMERICAN LIBRARY MATERIALS

**OPERATIONAL HANDBOOK**

I. Duties of Officers and Other Executive Board Members

A. Executive Director

1. The Executive Director shall be in charge of the activities of the SALALM Secretariat and of its employees, shall plan and convoke meetings, and perform all duties customary to the office, or that may be assigned to him by the Executive Board. (Bylaws, Art. V, Sect. 3.c)
2. Coordinates annual meetings, including appointing the Rapporteur General (Bylaws, Art. V, Sect. 3.c), assuring that committee meetings are scheduled, preparing agenda, and serving as liaison between the President and Host Representative. Prepares and mails documentation for annual meetings.
3. Serves on Conference Planning Committee. (Bylaws, Art. V, Sect. 3.c)
4. Receives edited resolutions from the chair of the Policy, Research and Investigation Committee.
5. Serves on the Executive Committee. (Bylaws, Art. V, Sect. 2)
6. Upon request, mails ballots to the membership for proposed amendments to the Bylaws (Bylaws, Art. XI, Sect. 3.b) and for other matters requiring decision.
7. Prepares annual report on the activities of the SALALM Secretariat for inclusion on the SALALM Website.
8. Arranges for preparation and appropriate processing of legal forms necessary to the operation of SALALM.
9. Prepares annual report on receipts and disbursements by the Secretariat.
10. Assists the Finance Committee in preparing the annual budget (Bylaws, Art. V, Sect. 3.c)
11. Collaborates with the Host Representative, Vice-President/President-Elect, and Finance Committee in the preparation of the conference budget. (See also Operational Handbook, Section III, "Responsibilities of Host Institution.")
12. Approves disbursal of funds by the Treasurer for items not included in the annual budget. (Bylaws, Art. V, Sect. 3.c)
13. Sends out Committee Preference Forms to the membership and receives completed forms. Sends committee rosters to SALALM Website Content Editor for publication on the SALALM Website.
14. Maintains and keeps current master list of committee membership.
15. Routes correspondence to appropriate officers and committee chairs.

16. Maintains membership rolls, receives dues, and sends out renewal notices and follow-ups.
17. Receives from the chair of the Nominating Committee the results of the annual election of officers and Members-at-Large of the Executive Board.
18. Prepares “SALALM Membership List” and sends to host institution for reproduction and distribution at the annual conference.
19. Prepares and sends out SALALM organizational materials.
20. Prepares and sends out announcements of publications.
21. Sells publications in stock.
22. Sends review copies of publications to journals for review.
23. Sends copies of publications to Copyright Office.
24. Reproduces and mails “Notice to the Press” and invitation to the annual conference. Sends conference invitation to the recipient(s) of the Marietta Daniels Shepard Memorial Endowed Presidential Scholarship.
25. Revises, prints, and distributes the brochure on SALALM.
26. Receives from Past President names and addresses of individuals whose papers have been accepted for publication in the *Papers of the Annual Meeting of the Seminar on the Acquisition of Latin American Library Materials* (hereafter *SALALM Papers*); sends to them and receives back from them copyright release forms; applies for copyright for *SALALM Papers*; distributes *SALALM Papers* as needed. Submits review copies to appropriate publications.
27. In collaboration with the Editorial Board, arranges for the production of all other SALALM publications. Sends to authors and receives back the copyright release forms; applies for copyright; reproduces and distributes the publications. Submits review copies and arranges for publicity.
28. Receives name of winner of the José Toribio Medina Award from the chair of the award panel; arranges for certificate to be prepared and to be signed by the President. Publicizes name of award winner in appropriate sources.
29. Codifies the Executive Board decisions with the assistance of appropriate SALALM members.
30. Invites appropriate organizations and institutions to become “Special Members” (i.e., Sponsoring Members).
31. Nominates former presidents and/or other long-term members of the Executive Board for Honorary Membership if no one else has already done so.
32. Sends donation in memory of deceased member to the charity of choice or an appropriate charity in the amount of one annual personal membership.
33. Distributes, gathers and keeps on file annual Conflict of Interest and Whistleblower Protection policies for all officers, executive board members and committee/subcommittee chairs.
34. Receives, signs, and returns a notice of compliance with SALALM’s Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

35. Ensures that whistleblower protection notification is posted on the SALALM Website.

#### B. President

1. Presides at all meetings of the Executive Board, and during the annual conference, presides at all session of SALALM in which business is transacted by the membership.
2. Serves as chair of the Conference Planning Committee (Bylaws, Art. V, Sect. 3.a); appoints additional members as needed; plans program, taking into consideration a balance between library issues and academic presentations as well as requests of the book dealers; solicits working papers; prepares and sends instructions for authors of working papers; and, in consultation with the Executive Secretary and Host Representative, drafts the “Notice to the Press” announcing the annual Seminar.
3. Signs certificate for the José Toribio Medina Award.
4. Appoints new chairs of committees as required. (See also Vice-President’s duties, #3)
5. Serves on the Executive Committee. (Bylaws, Art. V, Sect. 2)
6. Prepares “Message from the President” for the SALALM Website, including highlights of the actions of the Executive Board, as necessary.
7. Establishes task forces and advisory groups with the advice and consent of the Executive Board and appoints members as appropriate. (Bylaws, Art. V, Sect. 3.a)
8. In the event that a Past President cannot fulfill the responsibilities of preparing the papers for publication (see Past President’s duties, #2), the President may designate another person to complete the task.
9. Receives, signs, and returns a notice of compliance with SALALM’s Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

#### C. Vice-President/President-Elect

1. Presides at meetings in the absence of the President.
2. Serves as advisor to the Finance Committee in preparing the annual budget for the year during which he will be President. (Bylaws Art. V, Sect. 3.b)
3. In preparation for his year as President, selects in advance new chairs of committees as required, these to be announced at the annual meeting at which he assumes the office of President.
4. Receives, signs, and returns a notice of compliance with SALALM’s Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

#### D. Treasurer

1. Serves as custodian of the funds of the organization and carries out such other duties as are specified in the Bylaws. (Bylaws, Art. V, Sect. 3.d)
2. Assists the Finance Committee in preparing the annual budget. (Bylaws, Art. VI, Sect. 2.b)

3. Arranges for preparation and processing of SALALM tax forms.
4. Serves on the Executive Committee. (Bylaws, Art. V, Sect. 3.d)
5. Receives, signs, and returns a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

E. Past President

1. Serves as an *ex officio* voting member of the Executive Board. (Bylaws, Art. VI, Sect. 1.a)
2. Collects working papers of the past conference, selects and arranges the papers for publication, provides an Introduction, forwards draft to the chair of the Editorial Board for copy editing and inputting into a word processor, and has the option of final editorial review before publication. Sends names and addresses of persons whose papers have been accepted for publication to the Executive Secretary.
3. Receives, signs, and returns a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

F. Members-at-Large of the Executive Board

*(See Bylaws, Article VI)*

1. Attend and participate in all Executive Board meetings.
2. Carry out tasks assigned by the Executive Board.
3. At the request of the President, assist in conference planning; participate in task forces, special projects, or advisory groups.
4. An Executive Board Member-at-Large who fails to attend two consecutive meetings and who does not voluntarily resign will be removed from office. (Text adapted from motion approved by the Executive Board in 1987.)
5. Receive, sign, and return a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

G. Rapporteur(s) General (appointed by the Executive Director and EB approval)

1. Serves as an *ex officio* non-voting member of the Executive Board.
2. Takes minutes of Executive Board meetings and general business sessions at the annual Seminar; makes a recording of these meetings and sessions. Distributes copies of the Executive Board minutes to those on the Board. Prepares and sends a digest of the major decisions and actions of the Executive Board to the President immediately after the meetings to be included in the "Message from the President" in the SALALM Website. Sends copy of minutes approved by the Executive Board (incorporating any corrections, if made) to the SALALM Website Content Editor and to the Executive Director.
3. Consults with the President on number and topics of sessions to be presented at the annual conference. Selects and coordinates rapporteurs for these sessions. Consults with the Executive Director to make arrangements for recording equipment to use at sessions and meetings.

4. Collects summary reports of program sessions, workshops, and discussion groups from rapporteurs as soon as possible following the conference. Edits reports, which are sent to the SALALM Website Content Editor for publication.
  5. Forwards recordings of meetings and sessions with any handouts submitted by the rapporteurs to the Nettie Lee Benson Latin American Collection, University of Texas at Austin, for deposit in the SALALM archives.
  6. Receives, signs, and returns a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.
- H. Host Representative (Representative of Host Institution for annual Seminar)
1. Serves as an *ex officio* non-voting member of the Executive Board for the year he is Host Representative and for the year following.
  2. Submits a conference budget to the Finance Committee for approval; reviews budgets for pre- or post-conferences.
  3. Serves on the Conference Planning Committee; is responsible for all local arrangements. (See also Operational Handbook, Section III, "Responsibilities of Host Institution.")
  4. Serves as an *ex officio* member of the Conference Planning Committee for the next annual Seminar.
  5. Receives, signs, and returns a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.

## II. COMMITTEES

Under the terms of Article VII of the SALALM Bylaws, the following regulations are approved by the Executive Board for the structure and functioning of committees.

### A. General Regulations

#### 1. Types of Committees

There shall be four main types of committees, as follows:

##### a. Standing Committees

Standing committees shall be concerned with matters related to SALALM interests which require continuous attention and once established, they shall remain in existence unless dissolved by the Executive Board. Standing committees shall consist of Executive Board committees and substantive committees.

##### b. *Ad Hoc* Committees

*Ad hoc* committees shall be concerned with interests or projects of term duration or with a prescribed term of activity and accomplishment. They shall be retained or dissolved by the Executive

Board in relation to their activity and its completion following the annual committee review by the Executive Board.

c. Joint Committees

Joint committees shall be concerned with interests germane to two or more standing committees and shall serve to coordinate these interests. The rules for standing committees will apply.

d. Subcommittees

Subcommittees may be formed within standing committees to concentrate on specific and narrow areas of activity falling within the province of the standing committee. Subcommittees shall be established and dissolved by the Executive Board on the recommendation of the parent standing committee. Subcommittees of standing committees may be established either as *ad hoc* or standing subcommittees and may consist of one or more persons as required by the nature of the assignment.

2. Birth, Life, and Death of Committees

a. Committees shall be established by the Executive Board acting independently or following an adopted resolution from the membership at an annual or other meeting. The President may establish task forces and advisory groups with advice and consent of the Executive Board (Bylaws, Art., VII, Sect. 1) and appoint members as appropriate.

b. Functions of new committees shall be outlined by the Policy, Research and Investigation Committee in consultation with the chair of the committee.

c. The work of all standing committees shall be reviewed in depth at least every three years by the Executive Board. The Policy, Research and Investigation Committee will serve as the arm of the Executive Board to do the reviewing and to make recommendations to the Board.

d. The work of all *ad hoc* committees and subcommittees shall be reviewed annually by the Executive Board. In addition to a general assessment, the review of all committees may take the form of suggesting new directions for and revisions or modifications of the committee's work and may also include (when appropriate) recommending the dissolution of the committee at the next annual meeting. The Policy, Research and Investigation Committee will carry out the review on behalf of the Executive Board and make recommendations to the Board.

e. *Ad hoc* committees may be dissolved by the Executive Board on the completion or suspension of their assignment without reference to the membership.

f. On the decision of the Executive Board that any standing committee is no longer appropriate or sufficiently active, the membership may be asked to vote on its dissolution.

### 3. Membership of Committees

- a. Personal members of SALALM in good standing may join a committee by selecting it on the Committee Preference Form distributed annually by the Executive Director.
- b. The term of membership shall be for one year; however, members may serve successive terms without limit. Committee appointments shall begin with the adjournment of the annual conference (Bylaws, Art. VII, Sect. 1). In joining a committee, members commit themselves to attending all meetings of the committee whenever possible; participating as appropriate; and responding immediately to matters brought to their attention, whether during committee meetings or through interim communications.
- c. Members may serve on one or more committees concurrently, but they may be chair of no more than one committee or subcommittee at a time, with the following exception: Chairs of the Executive Committee, Nominating Committee, liaison committees with other organizations, or *ad hoc* committees may also be chair of one additional committee or subcommittee each. Chairs of subcommittees are members of the parent committee. Committee chairs are eligible to serve on the Executive Board simultaneously.

### 4. Committee Officers

- a. Each standing, *ad hoc*, and joint committee shall normally have a chair. If the chair is unable to attend a given meeting, he should appoint a substitute chair for that meeting who shall fulfill the chair's duties as listed under 4.b. below.
- b. The committee chair shall be responsible for:
  1. Obtaining the current committee records from the previous chair.
  2. Planning for and conducting the committee's business as determined by its terms of reference and the periodic review by the Executive Board.
  3. Assigning duties to members, including recording minutes of meetings.
  4. Coordinating these assignments.
  5. Holding meetings.
  6. Advising the Executive Board concerning subcommittees to be established and on other matters relevant to the committee's functions.
  7. Reporting on the committee's activities annually, as required. (See Sec. 6 below.)
  8. Drafting resolutions pertinent to the committee's area of interest as these suggest themselves at all sessions during the annual meeting, to be forwarded in writing to the chair of the Policy, Research and Investigation Committee in order to be presented to the membership at the Seminar's business meeting.

9. Forwarding all non-current records to the SALALM archives, in accordance with the policy stated in Sec. III of the Operational Handbook.
  10. Receives, signs, and returns a notice of compliance with SALALM's Conflict of Interest and Whistleblower Protection policies to be placed annually on file at the Secretariat.
- c. With three exceptions committee chairs are appointed for a three-year term subject to annual review and may not be reappointed for at least one term. They may, however, continue to serve as committee members. Subcommittee chairs shall be appointed by the chair of the standing committee under the same conditions, except that subcommittees consisting of a single member who virtually serves as chair shall not be so limited in term of office. The chair of the Nominating Committee serves a one-year term only; the chair of the Editorial Board serves at the pleasure of the Executive Board as does the chair of the SALALM Website Committee.
  - d. Vacancies occurring in the office of chair shall be filled by the President or Vice-President, as appropriate; e.g., if a vacancy occurs during the year, it is filled by the President; if it occurs at the close of the year, by the Vice-President.
5. Duties of Committees

All Executive Board committees shall be responsible for policy-making, while substantive committees shall be responsible for action in execution of policy. The following statement describes the duties of committees in general, and it may be added to or altered by the Executive Board at any time:

Committees are to:

- a. Carry out activities ascribed to them by SALALM, keep in touch with members of the group and get their support and collaboration in these activities.
- b. Prepare verbal reports of progress for the annual conference.
- c. Submit an annual written report for publication on the SALALM Website. (See Sec. 6 below.)
- d. Hold regular meetings as scheduled at the annual meetings of SALALM. Some committees or subcommittees may find it necessary to hold other meetings during the year or additional meetings during the regular annual SALALM meeting.
- e. Take notes, prepare minutes, draft follow-up resolutions for sessions and/or matters relevant to their area of interest at annual SALALM meetings.
- f. When appropriate or called upon to do so, plan special meetings or sessions devoted to special topics, request necessary working papers, and obtain speakers or panel members for the special sessions.
- g. Carry out other related assignments as requested.



- h. Review budget requests.
6. Committee Reporting Responsibilities and Procedures
- a. Annual reports should be forwarded to the SALALM Website Content Editor, except that chairs of subcommittees should send their annual reports to the chairs of their parent committees. These reports will be published on the SALALM Website.
  - b. If a committee report is not received by the date requested, the SALALM Website Content Editor will note “No response received” by the name of the chair. Late reports will appear in a subsequent issue. If any are still lacking, the President may consult with the committee chairs.
  - c. Each committee chair should appoint a member of the committee to be responsible for taking notes on all committee activities at the annual conference. This committee reporter should summarize and edit these notes for inclusion in the appropriate committee report.
  - d. Chairs of committees are urged to be in touch with chairs of subcommittees and *ad hoc* committees and with all appointed committee reporters in order to work out reporting details and format. A one-person committee that has successfully carried out an annual assignment might require no more than a sentence in the report of the parent committee which states this fact. On the other hand, a subcommittee which has held extensive separate meetings and pursued various activities would need a committee reporter and a separate committee report. The goal is to succeed in collecting committee reports which correctly reflect the activities of the organization.
  - e. Reports should contain the following information:
    - 1. List of committee members, including the chair.
    - 2. Action on SALALM resolutions for which the committee is responsible.
    - 3. Status and continuing activities of committee and subcommittees where appropriate.
    - 4. Proposed activities, new activities, discontinued activities.
    - 5. Correspondence and contacts with outside agencies, institutions, organizations, persons, etc.
    - 6. Committee discussions and meetings, including summary report of committee participation in the annual seminar.

## B. Committee Structure

1. Executive Board
2. Executive Board Committees
  - 2.1 Bylaws Committee
  - 2.2 Policy, Research and Investigation Committee
  - 2.3 Editorial Board
    - 2.3.1 SALALM Website Content Editor
    - 2.3.2 Editor of *Hispanic American Periodicals Index*
    - 2.3.3 Editor of *Bibliography of ... Bibliographies*
    - 2.3.4 Editor of SALALM Web Publications
    - 2.3.5 Medina Award Panel
  - 2.4 Membership Committee
    - 2.4.1 SALALM Scholarship
  - 2.5 Finance Committee
  - 2.6 Nominating Committee
  - 2.7 Conference Planning Committee
  - 2.8 Enlace/Outreach
  - 2.9 Communications Committee
3. Substantive Committees and Subcommittees
  - 3.1 Acquisitions Committee
    - 3.1.1 Library/Bookdealer/Publisher Subcommittee
    - 3.1.2 Serials Subcommittee
    - 3.1.3 Marginalized Peoples and Ideas Subcommittee
  - 3.2 Access and Bibliography Committee
    - 3.2.1 Cuban Bibliography Subcommittee
    - 3.2.2 Electronic Resources Subcommittee
    - 3.2.3 Digital Primary Resources Subcommittee
    - 3.2.4 SALALM Iberian Studies (SIS) Subcommittee
  - 3.3 Library Operations and Services Committee
    - 3.3.1 Cataloging and Bibliographic Technology Subcommittee
    - 3.3.2 Research and Instruction Services Subcommittee
    - 3.3.3 Audio-Visual Media Subcommittee
  - 3.4 Interlibrary Cooperation Committee
4. Joint Substantive Committees
5. Affinity Groups
  - 5.1 CALAFIA [California Cooperative Latin American Collection Development Group]
  - 5.2 HAPI [*Hispanic American Periodicals Index*]
  - 5.3 LALA-L [Latin Americanist Librarians' Announcements List]
  - 5.4 LAMP [Latin American Materials Project]
  - 5.5 LANE [Latin America North East Libraries Consortium]
  - 5.6 LASER [Latin American Studies Southeast Region]
  - 5.7 Libreros

- 5.8 MOLLAS [Midwest Organization of Libraries for Latin American Studies]
- 5.9 LARRP [Latin Americanist Research Resources Project]
- 5.10 ALZAR [Academic Latina/o Zone of Activism & Research]
- 5.11 DiScoLA [Digital Scholarship on Latin America]
- 6. *Ad hoc* committees and subcommittees (determined as needed)

## C. Committee function statements

### 2. Executive Board Committees

#### 2.1 BYLAWS COMMITTEE

*Purposes.* To maintain the integrity of the Bylaws, and the Operational Handbook and to see that the organization operates within them. To analyze and interpret the Bylaws, and Operational Handbook, to recommend amendments, and to review the activities of the association to determine whether or not it is conforming to them.

*Activities.*

1. Maintains an ongoing review of the Bylaws, and other basic documents.
2. Initiates amendments to the Bylaws or frames such in response to a SALALM resolution or at the request of the Executive Board.
3. Revises the Operational Handbook as requested by the Policy, Research and Investigation Committee, or the Executive Board, or in response to a review of minutes of the Executive Board.
4. Evaluates amendments suggested by others.
5. Furnishes the texts of amendments to the Secretariat in order that they may be presented to the Executive Board and to the membership for vote according to provisions in the Bylaws.
6. Observes the operations of the association to see that it is operating legally.

#### 2.2 POLICY, RESEARCH AND INVESTIGATION COMMITTEE

*Purpose.* To advise the Executive Board with respect to goals, objectives, and activities of the organization and to serve as a committee on committees, suggesting structure and formation of committees and assignment of committee responsibilities appropriate to SALALM goals.

*Activities.*

1. Serves as a committee on resolutions at annual conferences, drafting resolutions with the assistance of the President and the chair of the Conference Planning Committee, receiving resolutions from committees, presenting resolutions to membership for approval, distributing resolutions to appropriate persons and organizations, and providing edited text of resolutions to Executive Director and SALALM Website Content Editor.
2. Advises Executive Board and committees.
3. Carries out activities of investigation pertinent to the general aims of SALALM.
4. Evaluates periodically the committee structure of SALALM and recommends revisions as needed.

## 2.3 EDITORIAL BOARD

*Composition.* Appointed members and five *ex officio* members, who are the SALALM Website Content Editor, the editor of the *Hispanic American Periodicals Index (HAPI)*, the chair of the Medina Award Panel, the editor of the *Bibliography of Latin American and Caribbean Bibliographies*, and the editor of SALALM Web Publications. The chair of the Editorial Board serves at the pleasure of the Executive Board.

*Purpose.* To advise and recommend policies concerning SALALM publications and related publications to which SALALM provides advisory assistance and to undertake those activities necessary to the continuance of the SALALM publications program.

*Activities.*

1. Establishes and reviews bibliographical standards for SALALM publications.
2. Recommends policy concerning the scope, content, and format of SALALM organizational publications.
3. Solicits for publication works which are appropriate for publication under the sponsorship of SALALM.
4. Recommends for publication under SALALM sponsorship those works which relate to the purposes of SALALM and meet SALALM editorial standards.
5. Reviews works submitted for possible publication.
6. Collaborates with the President and Executive Director in seeking funding for the SALALM publications program.
7. Collaborates with the Executive Director in recommending fees to be charged for SALALM publications.
8. Assists and supports SALALM Website Content Editor in determining policy for the SALALM Website.
9. Acts as SALALM Advisory Board for the *Bibliography of Latin American and Caribbean Bibliographies*.
10. Acts as SALALM Advisory Board to *HAPI* editor.
11. In collaboration with the Executive Director, arranges with professional copy editor(s) and word processing firms or services to prepare and mail *SALALM Papers*, which have been forwarded to the chair by the Past President.
12. Appoints members of the Medina Award Panel, receives their recommendations, with justifications, from the chair.

### 2.3.1 SALALM Website Content Editor

Appointed by Vice-President or President as appropriate; serves as *ex officio* member of the Editorial Board.

*Activities.*

1. In collaboration with the Executive Director and Editorial Board determines content of the SALALM Website, except for those items mandated by the Executive Board.
2. Provides to the Executive Director on a planned schedule a clean copy of each issue of the SALALM Website, with all details of format clearly designated.
3. Works with Editor of SALALM Web Publications for getting materials published on the SALALM Website.

#### 2.3.2 EDITOR OF *Hispanic American Periodicals Index*

Serves as *ex officio* member of the Editorial Board.

#### 2.3.3 EDITOR OF *Bibliography of Latin American and Caribbean Bibliographies*

Appointed by the Editorial Board; serves as *ex officio* member of the Editorial Board.

*Activities.*

1. Compiles contents of the annual *Bibliography of Latin American and Caribbean Bibliographies* with the assistance of volunteer contributors and provides the Executive Director camera-ready copy of the completed manuscript for publication.
2. Recruits volunteer contributors.
3. Responsible for the five-year (or other) cumulation of the bibliography and delivery of camera-ready copy of manuscript to contracted publisher.

#### 2.3.4 EDITOR OF SALALM Web Publications

Appointed by the Editorial Board in coordination with the SALALM Website Content Editor; serves as *ex officio* member of the Editorial Board.

*Purpose.* To select and edit electronic publications, such as the Latin American Information Series (LAIS), for the SALALM Website.

*Activities.*

1. Coordinates with the SALALM Website Content Editor to publish electronically materials which may be appropriate for the SALALM Website.
2. Solicits materials for the Latin American Information Series which meet the criteria as described in the series guidelines.
3. Reviews materials received to ensure they meet stated criteria.
4. Arranges for peer review of submissions to Website series.

(For guidelines on SALALM Web publications, see Operational Handbook, Sec. III)

### 2.3.5 MEDINA AWARD PANEL

*Composition.* Three members appointed by the Editorial Board; the chair serves as *ex officio* member of the Editorial Board. Panel members serve three-year staggered terms.

*Purpose.* To solicit nominations and select winners of the José Toribio Medina Award from among SALALM members in good standing.

*Activities.*

1. Announces the annual competition on the SALALM Website and other appropriate sources, and solicits nominations; notifies individuals of their nomination when they have not submitted their own work.
2. Solicits review copies of materials which have been nominated.
3. Selects, when the quality of submissions so warrants, a winner. The Award Panel may withhold the award when a year's submissions fail to meet its criteria of excellence.
4. Submits award recommendation, with justifications, to the Editorial Board; arranges with the Executive Director for check to be drawn and for the certificate to be prepared.
5. Announces winner at the annual conference.

(For guidelines on the Medina Award, see Operational Handbook, Sec. III)

### 2.4 MEMBERSHIP COMMITTEE

*Purpose.* To promote increased membership in SALALM, to assist the Secretariat in membership activities as deemed necessary, and to undertake the orientation of new members.

*Activities.*

1. Plans activities in consultation with the Executive Director designed to promote increased membership.
2. Assists the Secretariat in membership and recruiting activities.
3. Plans and provides activities during annual conference designed to acquaint new members with the SALALM organization and its members.
4. Keeps current the roster of committee and subcommittee chairs and dates of their terms on the SALALM website.
5. Publicizes and receives nominations for Honorary Members at least six weeks before the annual meeting.
6. Considers nominations for Honorary Members and forwards recommendations to the Executive Board.
7. Oversees work of SALALM Scholarship Subcommittee

(For guidelines on nominating Honorary Members, see Operational Handbook, Sec. III)

2.4.1 SALALM Scholarship Subcommittee

*Purposes.* To manage and administer the SALALM Scholarship that strives to award Masters degree students in library and information science or archival studies who envision a career in Latin American, Caribbean or Iberian academic or research institutions. The SALALM Scholarship Subcommittee reports to the Membership Committee.

*Activities.*

1. Solicits applications for the SALALM Scholarship.
2. Manages the application process.
3. Notifies all applicants of subcommittee's final selection.
4. Develops and updates public and private webpages related this scholarship.
5. Evaluates the significance of the SALALM Scholarship on awardees' career.

2.5 FINANCE COMMITTEE

*Purposes.* To assist the Executive Director in preparing budgets. To secure financial support for activities of the SALALM Secretariat. To review annually dues and conference fee structure.

*Activities.*

1. Reviews the financial status of the organization with the Executive Director, the chair or representative of the Editorial Board, the Treasurer, and the President.
2. Reviews the Treasurer's report.
3. Prepares the annual budget to be presented to the Executive Board at the annual meeting.
4. Reviews conference budgets, including those for pre- or post-conferences, for presentation to the Executive Board.
5. Reviews all funding requests and submits recommendations to the Executive Board.
6. Recommends changes in the structure of dues and fees as required to maintain SALALM activities on a sound financial basis.
7. Monitors investments and endowments of SALALM with the advice of an investments working group.

2.6 NOMINATING COMMITTEE (Bylaws, Art. V, Sect. 4)

*Composition.* Three members appointed by the President.

*Purpose.* To prepare a slate of nominations for annual election of Vice-President/President-Elect and of Members-at-Large of the Executive Board.

*Activities.*

1. Issues a call to the membership for nominations.
2. Reviews membership list in search of eligible candidates.



The committee “nominates two persons for each position from among personal members of SALALM in good standing. Candidates for Members-at-Large should have attended at least two annual conferences and been members of SALALM for two consecutive years. Candidates for Vice-President/President-Elect should have attended at least two annual conferences, served on at least one committee, and have been a member of SALALM for three consecutive years. These requirements may be waived after consultation with the President and Executive Secretary if no candidates can be found who satisfy the above requirements.” (Minutes of the Executive Board, SALALM XX, Bogotá, 1975)

That “in the event that more than one candidate cannot be found after a reasonable effort, the Nominating Committee be empowered to submit a single candidate for the Vice-President/President-Elect.” (Minutes of the Executive Board, SALALM XXXIX, Salt Lake City, 1994)

Candidates for Vice-President/President-Elect should have been SALALM members for 3 years, attended 2 SALALM conferences, and have provided substantial services within the organization, such as service on committees and working groups.” (Minutes of the Executive Board, SALALM LVI, Philadelphia, 2011)

3. Solicits permission to nominate; collects biographical data.
  4. Using software approved by the Executive Board, prepares final ballot of nominees, providing for the addition of any other eligible candidate by write-in. Prepares electronic ballots and provides biographical data for the candidates running for office. Provides a detailed report of the elections to the Executive Board at the annual conference meeting.
  5. Announces winners to Executive Board and membership.
- 2.7 CONFERENCE PLANNING COMMITTEE (Bylaws, Art. V, Sect. 3)

*Composition.* President, Executive Director, representative of host institution.

*Purpose.* To oversee all operations related to annual conference.

*Activities.*

1. Makes arrangements for physical facilities required for annual meeting.
2. Arranges for lodging of participants.
3. Organizes social and cultural activities for participants as desired by host institution.

(For specific responsibilities of host institution, see Operational Handbook, Sec. III)

## 2.8 ENLACE/OUTREACH COMMITTEE

*Purposes.* To promote and establish better relations with Latin American and Caribbean librarians and to develop cooperative projects of mutual interest. To encourage and facilitate the participation of librarians from Latin America and the Caribbean in SALALM conferences. To promote exchanges and/or internships between librarians from North America and those from Latin American or Caribbean libraries.

*Activities.*

1. Publicizes SALALM conferences in Latin America and the Caribbean and corresponds with institutions or persons in the region.
2. Coordinates means to assist Latin American and Caribbean librarians with travel funding.
3. Makes contacts with granting institutions and writes grant proposals.
4. Provides contacts and assists in coordinating short-term exchanges and/or internships between North American and Latin American or Caribbean librarians.

(For travel funding procedures, see Operational Handbook, Sec. III)

## 2.9 COMMUNICATIONS COMMITTEE

*Composition.* At least four to five appointed members, including the following:

- SALALM Website Manager;
- SALALM Website Content Editor(s);
- LALA-L Moderator;
- SALALM Social Media Coordinator;

One of these members will serve as Chair of this committee and the Chair role will rotate among the appointed members for terms of two years, or at the pleasure of the Executive Board.

In addition, one active member of the Membership Committee will sit on the Communications Committee, serving as a liaison between the Communications Committee and Membership Committee. The Chair of the Membership Committee, in consultation with the Chair of the Communications Committee, shall appoint a liaison.

Other members of SALALM who will advise and contribute to the Committee's work.

*Purpose.* To coordinate the promotion and dissemination of information related to SALALM news, events, activities, members, and initiatives and to select the appropriate media for communicating this information.

*Activities.*

1. **Website Manager:** Maintains the SALALM website, identifying and soliciting appropriate news and announcements for publishing to the site. Maintains sections related to the organization's history, structure and functions along with bookseller /book trade information and other relevant resources as appropriate.

2. **Website Content Editor:** In collaboration with the Executive Secretary, Executive Board, membership, and other Communications Committee members, solicits and identifies content appropriate for

presentation on the SALALM website including periodic columns from the SALALM Executive Secretary and President, features, and other in-depth articles of professional interest.

3. **LALA-L Moderator:** Maintains and moderates the members-only LALA-L listserv; with the advice and consent of the Executive Board coordinates policies relating to the listserv and its relationship to other communications activities.

4. **Social Media Coordinator:** Monitors and evaluates social media tools, identifying appropriate media for disseminating information about SALALM. With the advice and consent of the Executive Board, coordinates policies relating to the use of social media for SALALM communications and outreach.

### 3. Substantive Committees and Subcommittees

#### 3.1 ACQUISITIONS COMMITTEE

*Purpose.* To identify and organize information on the acquisition of Latin Americana and Caribbeana regardless of its place or form of publication in order that pertinent information, issues, and problems be disseminated to interested parties.

*Activities.*

1. Keeps abreast of trends and problems in acquiring materials for Latin American and Caribbean library collections and seeks to devise SALALM strategies and programs to address these concerns.
2. Coordinates, monitors and assists the work of its subcommittees, and serves as the channel of communication between the Executive Board and the chairs and members of the subcommittees.
3. Collects, organizes, and disseminates information germane to acquisitions.
4. Assists the President in planning acquisitions-related programs and activities for SALALM conferences.

##### 3.1.1 LIBRARY/BOOKDEALER/PUBLISHER SUBCOMMITTEE

*Purposes.* To improve relations among libraries, bookdealers, and publishers in order to obtain better cooperation and understanding among them. To disseminate information on libraries' requirements and current problems confronted by publishers and bookdealers. To maintain awareness among librarians about complex political and economic pressures and regulations imposed by various Latin American and Caribbean governments which affect book exports.

*Activities.*

1. Fosters communication among librarians, publishers and bookdealers.

2. Discusses issues of common interest in relation to service and the complexity of the financial situation.
3. Maintains currency of pertinent information about changes in acquisition trends and policies, financial constraints affecting operations, and export regulations.
4. Collects, analyzes, and reports statistics on the costs of Latin American and Caribbean library materials to SALALM and elsewhere as appropriate.
5. Plans and executes conference programs.

### 3.1.2 SERIALS SUBCOMMITTEE

*Purpose.* To identify problems and trends in serials acquisitions and devise, foster, and promote strategies and programs in SALALM, thereby helping libraries to improve their coverage of Latin American and Caribbean periodical publications.

*Activities.*

1. Keeps abreast of developments such as identification and selection of serials, choice and execution of procurement method, obstacles to acquisition, new technologies for ordering and tracking serials, pricing of subscription services, vendor performance, buyer/vendor procedures and standards.
2. Gathers, organizes, and disseminates information and statistics related to these concerns.
3. Undertakes projects as appropriate.
4. Plans and executes conference programs.

### 3.1.3 MARGINALIZED PEOPLES AND IDEAS SUBCOMMITTEE

*Purposes.* To improve the collecting of materials produced by or related to marginalized groups (women, racial and ethnic populations, laborers, migrants, refugees, political dissidents, prisoners, gays, squatters, children, religious minorities, etc.), their ideas, concerns and activities; to promote a better awareness of the nature of these materials, their significance, and how to go about obtaining them.

*Activities.*

1. Gathers, organizes, and disseminates information on the documentation available.
2. Provides guidance on how to select and best acquire the material (criteria, vendors, non-commercial sources, field work).
3. Encourages and assists vendors in identifying and obtaining the non-traditional materials issued by marginalized groups.

4. Develops and undertakes projects as appropriate.
5. Plans and executes conference programs.

### 3.2 ACCESS AND BIBLIOGRAPHY COMMITTEE

*Purposes.* To foster all types of bibliographic activities among SALALM members and/or SALALM committees and subcommittees. To serve as a clearinghouse for the compilation and dissemination of bibliographic information related to Latin America and the Caribbean. To identify, study, and seek closer coordination with bibliographic endeavors outside the organization.

*Activities.*

1. Coordinates bibliographic activities within SALALM; identifies and seeks coordination with bibliographic endeavors outside SALALM.
2. Coordinates, monitors, and assists the work of its subcommittees, suggesting appropriate bibliographical projects and programs, and serves as the channel of communication between the Executive Board and the chairs and members of the subcommittees.
3. Sponsors, plans, and executes programs for the annual conference.

#### 3.2.1 CUBAN BIBLIOGRAPHY SUBCOMMITTEE

*Purpose.* To gather bibliographic information and serve as a clearinghouse for all aspects and types of Cuban publications.

*Activity.* Undertakes specific projects for the identification, listing, indexing, and dissemination of bibliographic information on publications by Cuban authors worldwide.

#### 3.2.2 ELECTRONIC RESOURCES SUBCOMMITTEE

*Purpose.* To gather and disseminate information on materials available online, through the Internet, CD-ROM and by other electronic means from and about Latin America and the Caribbean.

*Activity.* Undertakes specific projects to obtain, compile, and distribute data on electronic resources of interest to SALALM members emanating from or concerning Latin America and the Caribbean.

#### 3.2.3 DIGITAL PRIMARY RESOURCES SUBCOMMITTEE

*Purpose.* To improve discoverability of the many free digital collections containing primary resources of the history of Latin America created by libraries whose librarians participate in SALALM by creating a webpage, complete with descriptions and links, by a group of Subcommittee members who act as its editors.

*Activities.*

1. Build upon existing lists (at individual libraries) of library-created primary resources.
  2. Maintain list, which will be hosted on the SALALM webpage.
  3. Publicize list via LASA, WESS, Lanic, our own research guides, and explore other outreach efforts (to H-LATAM, etc.)
  4. Explore possibility of creating a more substantial tool if desirable.
- 3.2.4 SALALM IBERIAN STUDIES SUBCOMMITTEE
- Purpose.*
- Activity.*

### 3.3 LIBRARY OPERATIONS AND SERVICES COMMITTEE

*Purposes.* To identify, gather, organize, and disseminate information on cataloging and bibliographic technology, instruction, reference services, and audio-visual media in libraries relevant to institutions involved in acquiring and servicing Latin American and Caribbean materials.

*Activities.*

1. Coordinates, monitors, and assists the work of its subcommittees and serves as the channel of communication between the Executive Board and the chairs and members of the subcommittees.
2. Assists the President in planning programs and activities related to the work of its subcommittees for SALALM conferences.
3. Keeps abreast of trends and issues related to the work of its subcommittees.

#### 3.3.1 CATALOGING AND BIBLIOGRAPHIC TECHNOLOGY SUBCOMMITTEE

*Purpose.* To gather and disseminate information on the use of technology for cataloging Latin American and Caribbean materials.

*Activities.*

1. Undertakes projects and programs to inform members of advances in technology.
2. Gathers information and acts as clearinghouse for data on national and international networking projects.

#### 3.3.2 RESEARCH AND INSTRUCTIONAL SERVICES SUBCOMMITTEE

*Purpose.* To identify, gather, organize, and disseminate information on the development and implementation of public services and bibliographic instruction in Latin American and Caribbean research with concentration of the subcommittee on advancing the state of information literacy through discussion of methods and critiques.

*Activities.*

1. Serves as a forum of discussion for those designing, teaching, and assessing courses and instruction sessions on bibliographic resources in Latin American Studies, including research method courses often offered as part of an academic discipline or in the Latin American Studies program's curriculum.
2. Gathers and disseminates information on tools that assist in the provision of research assistance and bibliographic instruction in general, particularly as it relates to Latin American and Caribbean Studies.

3. Serves as a forum for discussion of issues in the provision of specialized reference services to all levels of library users.
4. Undertakes projects and programs to inform members of developments in public services, including electronic systems such as online catalogs, bibliographic databases, and subject web pages.
5. Serves as a forum of discussion for outreach and liaison activities.

### 3.3.3 AUDIO-VISUAL MEDIA SUBCOMMITTEE

*Purpose.* To gather bibliographic information and serve as a clearinghouse for audio-visual media related to Latin America and the Caribbean.

*Activity.* Undertakes projects such as identification, listing, and dissemination of information on audio-visual media.

### 3.4 INTERLIBRARY COOPERATION COMMITTEE

*Purposes.* To study, propose, implement, monitor, and coordinate cooperative activities involving Latin American and Caribbean library collections. To ensure that all Latin Americana and Caribbeana of scholarly interest is collected somewhere. To propose means of ensuring full bibliographic and physical access to such materials by all scholars, regardless of their institutional affiliation. To publicize such cooperative efforts both within and outside of SALALM.

*Activities.*

1. Identifies additional areas of potential cooperation, on both national and international levels, and studies or recommends appropriate activity.
2. Communicates information on cooperative activities within SALALM to SALALM members, to institutions represented in SALALM, and to other institutions, as appropriate.
3. Monitors the adequacy of cooperative collection development arrangements in gathering all material of scholarly interest, and identifies areas requiring greater attention.
4. Maintains a current roster of cooperative efforts of local and regional scope which involve Latin Americana and Caribbeana.
5. Develops recommendations for the implementation of systems allowing a full and free resource sharing among all Latin American and Caribbean collections.
6. Maintains the “Library Collection Survey” with the appointment of an editor who is responsible for collecting data from SALALM members and compiles the data to appear annually in the SALALM Website.



#### 4. Joint Substantive Committees

[None currently]

#### 5. Affinity Groups

(Extra-legal groups composed usually of SALALM members. May meet during SALALM meetings. Composition, size, and charge are self-determined and are not under the jurisdiction of the SALALM Executive Board.)

- 5.1 CALAFIA [California Cooperative Latin American Collection Development Group]
- 5.2 *HAPI* [*Hispanic American Periodicals Index*]
- 5.3 LALA-L [Latin Americanist Librarians' Announcements List]
- 5.4 LAMP [Latin American Materials Project]
- 5.5 LANE [Latin America North East Libraries Consortium]
- 5.6 LASER [Latin American Studies Southeast Region]
- 5.7 Libreros
- 5.8 MOLLAS [Midwest Organization of Libraries for Latin American Studies]
- 5.9 LARRP [Latin Americanist Research Resources Project]
- 5.10 ALZAR [Academic Latina/o Zone of Activism & Research]
- 5.11 DiScoLA [Digital Scholarship on Latin America]

#### 6. Ad hoc Committees and Subcommittees

(Composition, size, and charge determined as needed by the SALALM Executive Board.)

### III. POLICY STATEMENTS

#### A. Annual Conference: Responsibilities of Host Institution

As SALALM is a relatively small non-profit organization, it is dependent upon host institutions for various conference services which are necessary, but for which the organization cannot offer compensation. In order to guide the host institutions in their planning, the following statement is provided.

The conference budget is prepared in consultation with representatives of the host institution by the Executive Director, Vice-President/President-Elect, and the Finance Committee. It should be approved and in the hands of the host institution approximately twelve months in advance of the meeting.

The host institution is responsible for:

1. Preparation of the copy for the invitation.
2. Preparation of the registration packet and its mailing to registrants who do not attend the conference.
3. Conference facilities and refreshments (but not meals), as directed by the Conference Planning Committee.
4. Miscellaneous conference support services which would include office space for the Executive Director and SALALM staff, telephone,

incidental copying and duplicating privileges, volunteer support staff for registration and messenger services throughout the conference.

SALALM's contribution for the conference normally would not exceed the amount received from conference registration. Fees for registration, exhibitors' fees, and other moneys received for the conference are sent to and disbursed by the Treasurer or his designee.

SALALM is not responsible for the costs of meals, social events, and outings. They are to be regarded as individual activities, paid for by the participants, either directly to the supplier or indirectly through the host institution.

(Proposed at 1978 Midwinter by Alma Jordan; referred to Budget & Finance and Dues & Fees Committees. Accepted by the Executive Board at SALALM XXIII, London, 1978; revised 1999)

## B. Annual Conference: Libreros Proposals

1. El día de hoy, el Comité de Libreros del SALALM resolvió solicitar a usted lo siguiente:
  - a. Se incluya en la *Pre-Registration Form* de los próximos SALALM, para pagar además del *registration fee* una línea exclusivamente para libreros que se llamará "Solamente Para Librerías. Aporte de \_\_\_\_\_ para la Fiesta de los Libreros en homenaje al SALALM ... \$100.00." Si hubiera inscrito más de un representante por una librería, un solo aporte por la empresa será suficiente. Este aporte sólo será admitido en la *Pre-Registration Form*.
  - b. Que la tesorería del SALALM administre este fondo separado de los fondos generales del SALALM.
  - c. Que cada año el Comité Local tome a su cargo la organización de la Fiesta de los Libreros, al nivel de las ofrecidas en años anteriores, si es posible con música, y siempre dentro del alcance de los fondos recaudados.
  - d. Que si el fondo tiene superávit, se acumule para otros años, en los cuales se mejorará la Fiesta.
  - e. Que en la carpeta que habitualmente se entrega a los participantes el comienzo de cada SALALM, se incluya una invitación impresa donde conste el nombre de las Librerías que ofrecen la Fiesta (nombre de la Librería, no el del representante de la misma).  
(Accepted by the Executive Board at SALALM XXXIII, Berkeley, 1988)
2. El día de hoy el Comité de Libreros del SALALM resolvió solicitar a usted lo siguiente:
  - a. Que en lo sucesivo el lugar de exposición de los libreros en las reuniones anuales del SALALM se ubique en un sitio amplio de paso natural de los concurrentes.
  - b. Que se dedique por lo menos uno de los descansos de café (coffee breaks) para que los concurrentes paseen por las exhibiciones de los libreros.

- c. Que se anuncie en el programa del SALALM el hecho referido en el punto número dos arriba.

(Accepted by the Executive Board at SALALM XXXIII, Berkeley, 1988)

3. El Comité de Libreros del SALALM solicita que se lleve a la consideración del Comité Ejecutivo del SALALM la siguiente propuesta:
  - a. Que los miembros del Comité de Libreros del SALALM tengan la oportunidad de participar en el programa anual del SALALM con una sesión que se intitula “Tendencias editoriales y realidades librerías latinoamericanas.” Las ponencias que se presenten en dicha sesión versarán sobre distintos aspectos de la situación de la industria editorial y los quehaceres de los libreros de varios países. Las presentaciones se acercarán, donde sea posible, al tema específico anual de las reuniones del SALALM.
  - b. Que el Comité de Libreros del SALALM, en colaboración con la presidencia del SALALM, organice las sesiones, para lo cual avisará con anticipación a ésta de su contenido para que se incluyan los detalles en el programa general del SALALM.

(Accepted by the Executive Board at SALALM XXXIII, Berkeley, 1988)

4. En reunión celebrada el miércoles 6 de Junio, los libreros del SALALM, grupo que hemos llamado ahora LIBREROS (SALALM AFFINITY GROUP), en vista que consideramos insuficiente la comunicación entre libreros y bibliotecarios debido a la apretada agenda de éstos últimos, como participantes simultáneos en los distintos comités y paneles; considerando que la reunión anual del SALALM es generalmente la única oportunidad para un diálogo personal, LIBREROS (SALALM AFFINITY GROUP) queremos sugerir algunas alternativas que den una solución a esta situación y ofrezcan una comunicación más fluida que la que se lleva a cabo hoy, que es en forma algo desordenada para ambas partes. Solicitamos así, crear un espacio diario de 30 minutos, que bien puede ser a continuación del Coffee Break y como parte del programa oficial del SALALM. Ese espacio podría ser conocido como BOOKDEALERS—LIBRARIAN APPOINTMENTS.

Gracias por vuestra atención.

(An amended proposal was approved by the Executive Board at SALALM XXXV, Rio de Janeiro, 1990, as follows: )

One hour to be set aside on the first day of the conference (the day of the opening general session, not the committee meeting day) for the purpose of librarian appointments with the bookdealers. This hour would be mentioned in the conference program; on a trial basis, a sign-up sheet would be offered for additional times on other days.

### C. José Toribio Medina Award

At SALALM XXVI (New Orleans, 1981) the Executive Board established the José Toribio Medina Award, to be made annually, if merited, in recognition of outstanding contributions by SALALM members to Latin American Studies. Originally two awards, one for articles and one for monographs, were

authorized; however at SALALM XXXVII (Austin, 1992), the award for articles—which had never been given—was eliminated. At SALALM LX (Princeton, NJ, 2015) the Executive Board approved a redefinition of the award to be a single prize recognizing a publication (format is not a criterion) containing original research.

The purpose of the program is to encourage and acknowledge truly superior accomplishments in research and scholarship. An award panel reviews nominations and submissions and recommends a recipient to the Editorial Board.

The award, in the form of a certificate and an honorarium, is given for a distinguished monograph published or accepted for publication within the three years immediately preceding the closing date for nominations. Nominations are sought for meritorious bibliographies and reference works, and sources which facilitate access to research or contribute to the understanding, use, or development of Latin American collections. Reprints, translations, or re-editions are not eligible. Selection is based on scholarship, style, and the importance of the contribution.

To be eligible for the award, an author must be a member in good standing of SALALM for the current year and the preceding two years.

If requested to do so by the award panel, authors are responsible for providing one copy of the work to the review committee. Such copies will be returned when the selection process has been completed.

(Based on the Introduction to the Nomination Forms published on the SALALM Website)

## **Criteria for Nomination**

### **José Toribio Medina Award Criteria for Nomination**

Formulated, January 1988

(Updated, October 1994; July 2010; January 2016)

One prize may be offered each year for a publication containing original Research.

All types of research will be considered as long as the work adds to the body of knowledge about or provides previously unpublished access to Latin American library materials, Latin American libraries and librarianship, the Latin American book trade, and/or Latin American/Latina/o Studies. Format is not a criterion: books, scholarly journal articles, online databases and other electronically published works (for example, web pages, blogs), films, microforms, and other non-print materials are all eligible.

The Award is given to SALALM members only. In order to be eligible, the nominated author(s) must have been member(s) of SALALM for three

consecutive years, including the year of publication of his/her work. Thus, an individual who joined SALALM in 2014 would not be eligible to receive an award until 2017.

Nominated entries will be eligible for consideration for three years following the date of publication. A nominated title published in 2015, for instance, would be eligible for an award through 2018. Works may be re-nominated in subsequent years.

Translations and republications are not eligible. Second or later editions will be judged on the amount of new material incorporated.

The following criteria shall be considered by the Medina Award Panel to select the award-winning work:

- Aid to scholars/researchers (How helpful will this be to the scholar or researcher? What type of need does it fulfill?)
- Scope (Purpose, coverage, currency)
- For bibliographic works: Arrangement (Sequence, indexing, ease of consultation)
- Formatting (Physical make-up, illustrations, design if applicable)
- Special features (Distinction)
- Originality of effort (How original is the work? Does this cover the same ground as other publications? If not, what makes it different?)
- Comprehension of topic (Does the author/compiler demonstrate that he/she understands the subject? Is there an introductory essay that establishes the field so that a novice could grasp the scope and importance of the topic being treated?)
- Audience (How widely will this work be used?)
- Bibliography (the work should include a solid, diversified and updated bibliography)

It is the obligation of the members of the José Toribio Medina Award Subcommittee to seek out worthy, eligible titles, not to rely exclusively on outside nominations. It is also the responsibility of the panel chair to publicize the award-winning work and to pass on to his/her successor all eligible nominated entries that were not awarded the prize. [This updated wording was sent by Orchid Mazurkiewicz, Chair of Editorial Board, Feb. 22, 2016]

#### D. Guidelines for Nominating Persons for Honorary Membership

##### 1. Eligibility

- a. Upon retirement or withdrawal from active participation in his/her profession, members may be nominated for honorary membership, provided he/she has been a dues-paying member for at least the previous five years. (Eligibility criteria will be confirmed by records at the Secretariat.)

##### 2. Procedures

- a. It is important that the Executive Director be advised of impending retirement or withdrawal from active professional participation of SALALM members.
- b. Nominations may be made by any member of SALALM. Nominators will include with their nominations a résumé of each nominee's contributions to SALALM.
- c. Nominations must be submitted to the chair of the Membership Committee at least six weeks before the annual meeting.
- d. If no one else has already done so, the Executive Director may nominate any retired long-term members.
- e. At its annual meeting, the Membership Committee will consider the nominations and forward its recommendations to the Executive Board.
- f. In executive session, at the first Executive Board meeting of the annual SALALM conference, the Executive Board will approve or reject the nomination(s). A two-thirds majority of the Board present will be required for approval of each nominee. This vote should be by secret ballot.
- g. The Executive Board will present its recommendation(s) for honorary membership to the general session for a vote.

##### 3. Evaluation criteria

- a. Nature and importance of the services rendered.
- b. Professional achievements.
- c. Length of service to SALALM.

(Accepted by the Executive Board at SALALM XXXIX, Salt Lake City, 1994; revised 1999)

#### E. Enlace Travel Awards

SALALM seeks participation from Latin American colleagues who can present papers on the conference theme or on another topic of interest to SALALM's membership. All presentations will be made within organized panels. Travel awards are available for selected Latin American participants based on the following criteria and procedures. It is customary for SALALM/Enlace to pay eighty percent (80%) of travel costs, calculated by a 21-day advance purchase airfare and the U.S. government *per diem* figure for the city hosting the conference. The recipient of the travel award receives reimbursement at the conference. In addition to the award, the recipient's registration fee is waived.

##### 1. Procedures:

- a. The applicant sends to the chair of SALALM's Enlace Committee:
    - a one-half-page summary of the paper to be presented,
    - his/her curriculum vitae,
    - an estimate of a 21-day advance purchase airfare to the conference.
  - b. Applications will be reviewed by a committee consisting of the Enlace Committee chair and two other Enlace Committee members.
  - c. The review committee will act as liaison between potential presenters and panel organizers to match up speakers with panels.
  - d. Applications will be reviewed until all funds have been awarded.
2. Criteria for award of travel funds:
- The recipient:
- a. works in a Latin American library or information environment,
  - b. writes a publishable paper on a topic related to the conference theme or another theme of interest to the membership,
  - c. makes a presentation within an organized panel or in another designated format,
  - d. presents the paper in one of the working languages of SALALM (Spanish, Portuguese, or English), and
  - e. speaks for the allotted amount of time, usually 15–30 minutes.
3. Letters of invitation:
- In addition to awarding travel funds, the Enlace Committee will write personalized letters of invitation (upon request) to anyone interested in attending the annual conference. The purpose of this type of invitation is to support potential participants in their request for funds from their institutions. These invitations carry no monetary award nor is the conference registration fee waived.
4. Procedures for Panel Organizers to Request Funds on Behalf of Latin American Presenters:
- Panel organizers may want to invite colleagues from Latin America and the Caribbean to make presentations at the annual conference. Once the panel is accepted into the conference program and interest is expressed by the potential presenter, the panel organizer can propose participants from Latin America as potential recipients of SALALM/Enlace travel funds, as follows:
- a. The panel organizer sends to the Enlace chair:
    - the title of the panel,
    - the topic on which the Latin American presenter will speak,
    - a brief statement of the presenter's qualifications,
    - from the potential presenter, a one-page summary of the proposed paper, curriculum vitae, and airfare estimate (as in the procedures above).
  - b. Applications will be reviewed as detailed above.

- c. Panel organizers will be notified as soon as the reviewers make their decision. The organizer is then to notify the potential presenter of the decision.
- d. Panel organizers who have already mentioned panels or sent names of potential presenters to Enlace's chair need to follow these guidelines.
- e. The criteria of travel awards are as stated above.

(Source: *SALALM Newsletter*, Dec. 1998, pp.82–83; revised 1999)



## F. Guidelines for SALALM Web Publications

Purposes: To share the bibliographic work of SALALM members with other Latin Americanists; to provide an information tool prepared by Latin American library specialists; to help SALALM members create their own local finding aids.

Beginning in 1999, the Latin American Information Series will be “published” on the SALALM Website (salalm.org). Submissions should be sent to the series editor.

1. Bibliographies or other relevant bibliographic works will be on topics of current interest related to Latin America or topics being studied in Latin American area studies courses. Quality is important, but timeliness is equally important.
2. The series will consist primarily of selective and working bibliographies emphasizing key reference works and secondary sources. While recognizing that these may be works in progress, the citations included should be complete.
3. Bibliographic coverage will be up-to-date. The bibliographies will include introductory commentary that places the topic in its current context and describes the scope of the work and criteria used for selection.
4. Suggested length: 5 to 25 pages in final format.
5. Style: *Chicago Manual of Style*, 13th ed.
6. Submission: A double-spaced copy and a disk (with text in WordPerfect, Microsoft Word, or ASCII) shall be submitted to the series editor.
7. The series editor will solicit reviews from people knowledgeable about the topic. The series editor will also review the manuscript and will be responsible for proofreading and for recommending formatting changes.
8. The series editor will forward recommendations to the author/compiler, who will make the changes.
9. The author is responsible for preparation of the final form of the work. Another double-spaced copy will be submitted to the series editor, who will check to see that all recommended corrections and changes have been made. If more changes are needed, the series editor will work with the author/compiler to see that they are made. When the copy has been approved, the series editor will forward the copy and corrected disk to the SALALM Website Advisor to be mounted online.

(Source: *SALALM Newsletter*, Dec. 1998, p.81; revised 1999)

## G. SALALM Archives

1. The archives of SALALM are maintained permanently at The University of Texas at Austin General Libraries in the Nettie Lee Benson Latin American Collection.
2. Officers and chairs are responsible for all records they receive or produce in carrying out the business and activities of their particular office, committee, or subcommittee. These records are the property of SALALM,

and at the conclusion of service in any one position, each officer or chair will make disposition as outlined below.

3. Records are defined as all originals and copies of written or printed books; documents; correspondence; memoranda; maps; drawings; charts; wire, tape, or other types of recordings; films and other photographic reproductions; and any other type of audiovisual material prepared or received in the course of the business and activities of the organization.
4. Current records, or those that are necessary for the day-to-day operations of SALALM business, should be retained by the current officer or chair and passed on to his successor.

Non-current records which are deemed valuable for permanent retention are considered archival and should be forwarded to the Benson Latin American Collection.

5. The following types of materials are considered archival:
  - a. Official records: one copy each of official publications, transcripts of meetings, minutes, etc.
  - b. Material relating to the history of the organization: programs, reports, proceedings, proposed projects, decisions made, questionnaires, correspondence.
  - c. Letters defining policies, outlining committee duties, explaining procedures, etc., except that when duplicate information was sent to several persons, only one copy shall be kept, annotated to show distribution.
6. The following types of materials may be discarded:
  - a. All blank forms, printed or duplicated materials no longer current.
  - b. Letters of transmittal.
  - c. Requests for publications or information that lose their value after the request has been filed.
  - d. All duplicate material. (Keep the original copy, if available, unless the copy contains annotations.)

(Based on the archives policy of the Resources and Technical Services Division of the American Library Association. Accepted by the SALALM Executive Board at its 1979 Midwinter meeting.)

#### H. Policy Statement for Funding Proposed Projects

SALALM's purpose is to support projects that provide direct and long-term benefit to (1) the collection, organization, access, and preservation of Latin American library materials and (2) the promotion of Latin Americanist librarianship. On occasion financial support may be available for proposals that adhere closely to SALALM's purposes and objectives.

Who may apply: SALALM committees and affinity groups, non-profit educational organizations, governmental agencies. Funding is not available to individuals.

1. Requests for SALALM financial support consist of:

- a. A one-paragraph summary that contextualizes the project with the charge of SALALM, and indicates why the project will be an important contribution; the time frame and total financial request also appear here.
  - b. Detailed discussion of the significance of the project.
  - c. Existing finances, indicating sources and amounts sought within the last 24 months and the responses to those requests.
  - d. Detailed budget for the SALALM part of the request and how it relates to the overall budget.
2. Requesting procedure:
- a. All requests must be transmitted to the Executive Director, President, and Finance Committee chair; electronic submissions are strongly encouraged.
  - b. Requests should arrive at least 60 days before the annual meeting.
  - c. Requester should be available, preferably by e-mail, to answer questions prior to the annual meeting.
3. SALALM review process:
- a. The Finance Committee chair consults with the Treasurer as to the availability of funds.
  - b. The project is reviewed, as to its appropriateness as defined by SALALM's mission for funding consideration, by the President, Executive Director, and Finance Committee chair.
  - c. The President and Executive Director transmit their opinions of the project and identifies areas requiring further information.
  - d. The Finance Committee discusses the merit, or lack thereof, of the project and identifies areas requiring further information.
  - e. The Finance Committee produces executive summaries of the discussions for final review at the annual meeting.
  - f. The Finance Committee, after deliberation at its first meeting scheduled during the annual meeting, submits to the Executive Board the recommendation(s); the Executive Board decision will be transmitted to the requester within thirty days of the end of the annual meeting by the Executive Director.
  - g. Finance Committee chair reports quarterly to LALA-L about funding requests and awards.
4. Reporting procedure:
- a. A detailed, written report is submitted to the Executive Director, President, and Finance Committee chair, halfway through the project's time frame.
  - b. A final, detailed report, including financial accounting, is sent to the Executive Director upon completion of the project. All unexpended funds must be returned to SALALM.
  - c. Grantee submits a summary of informative nature to the SALALM Website halfway through and upon completion of the project.

5. Special requests:

- a. On occasion, a request for funding may be submitted to SALALM that requires speedy action. Upon the agreement of the Executive Director, President, and Finance Committee chair, such a request may be considered as an exception to the procedures provided in Sections 1–4 of this policy statement.
- b. The Finance Committee chair consults with the Treasurer as to the availability of funds.
- c. The project is reviewed as to its appropriateness as defined by SALALM’s mission for funding consideration by the President, Executive Director, and Finance Committee chair.
- d. The President and Executive Secretary transmit their opinions of the project to the Finance Committee chair, and the Finance Committee chair submits those statements along with his/her own to the full Finance Committee. Each of these statements should address the significance and compelling nature of the request that merit consideration under the Special Requests exception provision.
- e. The Finance Committee discusses the merit, or lack thereof, of the project, requests additional information as necessary, and submits to the Executive Board the recommendation(s).
- f. The Executive Board decision will be transmitted to the requester within 48 hours of the final vote tally.
- g. Timelines for action under Special Requests review process will be established by the Executive Director.
- h. Each request for funding will be reviewed on its own merit. If exceptions to any of the provisions in Sections 1–4 of this policy statement are granted, especially to those on detailed budget and reporting requirements, careful consideration should be given to the reputation and track record of the grantee and to provisions in the proposal for ensuring that the funds will be expended for the purpose for which they are intended.

(Accepted by the Executive Board at SALALM XLV, Long Beach, 2000; revised 2001)

I. Presidential Travel Fellowship

The Seminar on the Acquisition of Latin American Library Materials (SALALM) invites applications for its Presidential Travel Fellowship. The fellowship provides up to \$\_\_\_\_\_ to defray the expenses of attending the organization’s annual meeting to be held in [year] at [place, month, days]. The award is offered in the form of a challenge. SALALM will match an applicant’s institutional support up to a ratio of 2:1; e.g., \$500 in institutional support will yield \$1,000 from SALALM, giving the fellow a total of \$1,500 for conference expenses.

Applicants will propose papers that address some aspect of the meeting’s theme [theme title], and will provide a title and one-page summary, in English, Spanish, or Portuguese, along with a current vita, a travel budget, and a letter verifying the amount of institutional support to the SALALM

President. To insure full consideration, proposals must be received by the President no later than [date]. Awards will be announced no later than [date].

Who is eligible? (1) Librarians (both members and potential members) from U.S. libraries or libraries abroad with programmatic responsibility for Latin American studies, but not necessarily Latin American specialists, or (2) librarians beginning their career but without funds to travel to conferences.

(Accepted by the Executive Board at SALALM XLV, Long Beach, 2000; cf. *SALALM Newsletter*, Feb. 2001, p.111; abolished by the Executive Board at SALALM 50, Gainesville, 2005))

## Appendix A: SALALM Whistle Blower Policy

Board resolution: The Executive Board of SALALM approves the inclusion of the following statement in the Operations Handbook, and directs the Executive Director to ensure that it is given to and acknowledged annually by all members of the Executive Board. In addition, the Executive Director will ensure that whistleblower protection notification is posted on the SALALM website. (Accepted at Executive Board 2, SALALM LIX, Salt Lake City, Utah, May 14, 2014.)

Policy: If any member reasonably believes that some policy, practice, or activity of SALALM is in violation of law, a written complaint may be filed by that member with the Executive Director.

It is the intent of SALALM to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of the Executive Director and provides SALALM with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

SALALM will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of SALALM, or of another individual or entity with whom SALALM had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

SALALM will not retaliate against a member who discloses or threatens to disclose to a member of Executive Board, committee/subcommittee chair or a public body any activity, policy, or practice of SALALM that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

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SALALM Executive Board member Signature and Date

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## Appendix B: SALALM Conflict of Interest and Annual Statement

### Seminar on the Acquisition of Latin American Library Materials (SALALM)

#### Conflict of Interest Policy<sup>1</sup> and Annual Statement

#### For Directors and Officers and Members of a Committee with Board Delegated Powers

##### Article I — Purpose

1. The purpose of this Board conflict of interest policy is to protect SALALM's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SALALM or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

##### Article II — Definitions

1. Interested person — Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest — A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which SALALM has a transaction or arrangement,
  - b. A compensation arrangement with SALALM or with any entity or individual with which SALALM has a transaction or arrangement, or

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<sup>1</sup> This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow SALALM to assess director independence in order to answer questions on Form 990.

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SALALM is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest.

A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

- 3. Independent Director — A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director —
  - a. is not, and has not been for a period of at least three years, an employee of SALALM or any entity in which SALALM has a financial interest;
  - b. does not directly or indirectly have a significant business relationship with SALALM, which might affect independence in decision-making;
  - c. is not employed as an executive of another corporation where any of SALALM’s executive officers or employees serve on that corporation’s compensation committee; and
  - d. does not have an immediate family member who is an executive officer or employee of SALALM or who holds a position that has a significant financial relationship with SALALM.

#### Article III—Procedures

- 1. Duty to Disclose — In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
- 2. Recusal of Self — Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.



3. **Determining Whether a Conflict of Interest Exists** — After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
  
4. **Procedures for Addressing the Conflict of Interest**
  - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  
  - b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  
  - c. After exercising due diligence, the Board or Executive Committee shall determine whether SALALM can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SALALM's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
  
5. **Violations of the Conflicts of Interest Policy**
  - a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV—Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### Article V — Compensation

- a. A voting member of the Board who receives compensation, directly or indirectly, from SALALM for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SALALM for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SALALM, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI — Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the conflict of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands SALALM is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall sign annually a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

#### Article VII — Periodic Reviews

To ensure SALALM operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SALALM's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

#### Article VIII — Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, SALALM may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

The End

Revision History by the SALALM Executive Board  
Initial Conflict of Interest policy adopted May 14, 2014

Director and Officer  
Annual Conflict of Interest Statement

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold?

\_\_\_\_\_.

3. I affirm the following:

I have received a copy of the SALALM Conflict of Interest Policy. \_\_\_\_\_  
(initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that SALALM is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with SALALM? Yes No

i. If yes, please describe it:

\_\_\_\_\_  
ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with SALALM? Yes No

i. If yes, please describe it, including when (approximately):

\_\_\_\_\_

\_\_\_\_\_  
ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

a. If you are not independent, why? \_\_\_\_\_

\_\_\_\_\_  
Signature of director Date: \_\_\_\_\_

Date of Review by Executive Committee: \_\_\_\_\_