

# ORALL HANDBOOK

## **2014 Edition**

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## PREFACE AND ACKNOWLEDGMENTS

### Preface

The *ORALL Handbook* is an introduction to the Ohio Regional Association of Law Libraries (ORALL). It includes the history and purposes of the association, governing documents, officer and committee guidelines and other pertinent information. We designed the *Handbook* for the new member but we also intend it to be useful to the current member.

### Acknowledgments

This latest revision of the *ORALL Handbook* is the work of the *Bylaws and Guidelines Committee* as charged by *ORALL President Susan Altmeyer*. The *Bylaws and Guidelines Committee* wishes to thank the people who organized and wrote the *1975 Handbook*, *1981 Handbook*, *1993 Handbook*, and *2002 Handbook*. Those people include: Theodora Artz, Joanne Beal, Betty Busch, Martha Cox, Lane Fichtenau, Beth Langton, Brenda Kelley, Sharon Merklin, Nancy Miller, Thomas McNinch, Jacqueline Orlando, Mary Persyn, W. Nicholas Pope, Theodore Potter, Oscar Trelles, and Claudia Zaher.

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April, 2014

## **OHIO REGIONAL ASSOCIATION OF LAW LIBRARIES**

### **HISTORY AND PURPOSE**

The Ohio Regional Association of Law Libraries, or ORALL, was organized in April, 1949 at a meeting of law librarians at the Ohio State University Law Library in Columbus, Ohio. The original name of the Association was the Ohio Association of Law Libraries, and membership was limited by its constitution to residents of Ohio. The name of the Association was changed in 1968 to the Ohio Regional Association of Law Libraries to reflect the fact that law librarians from Indiana, and Kentucky, as well as neighboring states regularly attended the meetings. All residency requirements were dropped in 1971, as law librarians from other states had been active and essential members of the Association. ORALL became a multi-state chapter of the American Association of Law Libraries in 1971, and was incorporated as an Ohio not-for-profit corporation in 1989.

ORALL's purpose, although expanded through various constitutional changes since 1949, is to further the development and usefulness of law libraries, to promote the growth, advancement and improvement of the profession of law librarianship, and to stimulate a spirit of mutual helpfulness and cooperation among law librarians of the Ohio region.

Three major revisions of ORALL's governing document have occurred since 1949. The first, in 1971, recognized the multi-state character of the Association. The second, in 1979, saw adoption of a new constitution and bylaws patterned after those of the American Association of Law Libraries. The third, in 1990, merged the Constitution and Bylaws into one unified document, the Bylaws of the Ohio Regional Association of Law Libraries.

The officers of the Association include the President, Vice President/President-Elect, Secretary and Treasurer. The officers, the immediate past president and two members elected at-large constitute the Executive Board, which is responsible for planning and directing the affairs of the Association. The officers are inducted at the annual meeting.

ORALL's current standing committees are: AALL Arrangements, Bylaws and Guidelines, Education, Government Relations, Grants, Internet, Membership, Newsletter, Nominating, Publications. In addition, special committees may be appointed by the President. Committee members serve for a calendar year. Committee duties are described elsewhere in this handbook.

ORALL recognizes and supports the program activities of the following Special Interest Groups within the Association: County Law Libraries, Indiana Law Libraries, Kentucky Law Libraries, Private Law Libraries, and Academic Law Libraries. Descriptions of these groups can be found elsewhere in this handbook.

The Association traditionally held two educational meetings per year, the annual meeting in the fall, and the spring meeting in May, usually in conjunction with the Ohio State Bar Association annual convention. In 1990 the membership voted to eliminate the spring meeting beginning in 1992. [In the early 1990s, the Ohio Bar began mandatory CLE which increased the size of their convention. This impacted the hotel space available for ORALL meetings.] In 1998 the Board initiated a retreat to be held in late winter each year at which committees and Special Interest Groups of the Association could gather in an informal setting to conduct business. The Past President was responsible for planning the retreat, usually held at one of the Ohio State Parks. Although the retreats only lasted a few years, the Executive Board adopted a policy allowing Special Interest Groups to hold their own meetings outside the annual meeting. The Executive Board has often held extra meetings or met at the AALL Annual Meeting.

The Chapter publishes a quarterly newsletter entitled *ORALL Newsletter*, which is financed by dues and proceeds from the sale of advertising space. ORALL publishes an annual *Membership Directory* in the fall. The *Core Legal Collection* included titles of primary and secondary legal sources for Indiana, Kentucky, and Ohio and a subject listing of general treatment treatises. It was published every few years.

The Public Services Committee (no longer an active committee), formed in response to a growing concern over public access to legal information, presented workshops on legal research and provided consulting services to public and special libraries. The Committee had produced three editions of *Ohio Legal Resources - An Annotated Bibliography and Guide*, published and distributed by the Ohio Library Association.

#### **PERMANENT ADDRESS**

ORALL is an Ohio corporation. The Statutory Agent is the current Treasurer and should be the recipient of any corporate correspondence.

## ORGANIZATIONAL STRUCTURE

### MEMBERSHIP

There are three classes of membership provided for in Bylaw IV, Section 2 of the Bylaws of the Ohio Regional Association of Law Libraries:

**A. INDIVIDUAL MEMBERS** are persons employed by a law library, or who have an active interest in the promotion of law libraries. Individual members may vote on matters before the Association.

**B. INSTITUTIONAL MEMBERS.** Any library or institution whose predominant function is that of conducting a law library, or any separately maintained law section or branch of any library or institution may become an institutional member by payment of dues of designated staff members who shall be entitled to individual membership in the Association. Institutional members may not vote on matters before the Association except through their designated staff members.

**C. LIFE MEMBERSHIP** may be granted to individual members of the Association who have retired from active library duty. A two-thirds majority of the members present at any regular meeting of the Association may confer life membership. Life members retain voting rights on matters before the Association. Life members are exempt from payment of annual dues.

### MEMBERSHIP DUES

The annual dues for individual members are currently \$20.00, payable in January. Life members do not pay dues. Should dues not be received by May 15th, the person is suspended from membership without notification and voting privileges are suspended for that year. Membership may be reinstated at any time thereafter, but voting privileges will not be reinstated until the next membership cycle.

### ANNUAL MEETING

The members of ORALL meet once each year, usually in the fall. The location of the meetings varies, each one hosted by the law libraries of the host city. The meeting spans three days and is traditionally a combination of Association business and educational programs. Aside from conducting Association business, it is the program which is the essential means of fulfilling the purposes of ORALL. The format for the program has included both instruction and a forum for the interchange of ideas and experiences. Traditionally, the program has been structured upon a specific theme, for example, cataloging, book selection, management, or computerized research. Speakers include both nationally recognized authorities and members of the

Association. Workshops designed for particular types of law libraries are often scheduled. On occasion, tours of law libraries in the host city have been arranged.

## **OFFICERS**

In addition to the duties normally associated with each office, other specific functions may be imposed by the Bylaws.

Both the President and the Vice President/President-Elect must be members of the American Association of Law Libraries. Neither may hold office for more than two consecutive terms. No officer may hold more than one office at a time.

The President appoints the chairpersons and members of each standing committee of the Association. The President may also appoint special committees as needed to promote the interests of the Association.

Officers are elected in the spring and assume office following the close of the annual meeting.

## **EXECUTIVE BOARD**

The property, business and affairs of the Association are managed by an Executive Board which is composed of the officers of the Association, the retiring President and two members of the Association who are not officers. Non-officer Board members are elected to serve two-year terms.

## **COMMITTEES**

The President appoints the chairperson and the members of each standing committee. The President may also appoint special committees as needed to promote the interests of the Association. The committees will carry out duties which have been assigned by the Executive Board.

The standing committees are:

- AALL Arrangements
- Bylaws and Guidelines
- Education
- Government Relations
- Grants
- Internet
- Membership



Newsletter  
Nominating  
Publications

## **APPLICATION FOR MEMBERSHIP IN ORALL**

Membership applications for ORALL can be found at the ORALL website at

<http://www.orall.org/orapp.pdf>

### **OFFICIAL ORALL LOGO**

At the Oct. 16, 2013 Executive Board meeting the logo was adopted per the survey of the membership.

ORALL colors are (blue and white). The blue color is approximately #0101DF



**BYLAWS OF THE  
OHIO REGIONAL ASSOCIATION OF LAW LIBRARIES, INC.  
ADOPTED MAY 18,1990; Amended October 1999, Amended October 2014**

**BYLAW I  
NAME**

The Name of this Association shall be the Ohio Regional Association of Law Libraries, Inc., an Ohio corporation, not for profit, and a chapter of the American Association of Law Libraries.

**BYLAW II  
PURPOSE**

This Association shall be organized and conducted as a nonprofit corporation, exclusively for charitable, educational and scientific purposes. It shall be conducted as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) to further the development and usefulness of law libraries, the promotion of the growth, advancement and improvement of the profession of law librarianship, and the stimulation of a spirit of mutual helpfulness and cooperation among law librarians of the Ohio region.

**BYLAW III  
POWERS**

Section 1. The Association shall have the power to conduct studies, collect and disseminate statistics and other information, and conduct educational programs in the furtherance of its purposes.

Section 2. The Association shall further have the power to collect and expend funds, and to hold and dispose of property acquired through the assessment of dues from its members and the acceptance of donations and contributions from benefactors and deposit any funds collected in interest bearing accounts as may be necessary to effectuate its purposes.

Section 3. The Association shall further have the power to charge fees for publications and programs produced in connection with the stated purpose of the Association to defray the costs of such activities.

## **BYLAW IV MEMBERSHIP**

### Section 1. Active Membership.

Any person interested in law libraries may become an active member of the Association by filling out an application form provided by the Membership Committee and paying the prescribed membership fees to the Treasurer.

### Section 2. Classes of Membership.

The Association shall have three classes of membership, individual, institutional, and life, and all questions concerning eligibility shall be determined by the Membership Committee.

(a) Individual Members. Any natural person who is an employee of a law library, or who has an active interest in the promotion of law libraries, may become an individual member of this Association.

(b) Institutional Members. Any library or institution whose predominant function is that of conducting a law library, or any separately maintained law section or branch of any library or institution may become an institutional member of this Association by payment of dues of designated staff members who shall be entitled to individual membership in the Association.

(c) Life Memberships. The Association may, at any regular meeting by a vote of two-thirds of those present, elect to life membership those who have been members of the Association but who have retired from active library duty.

### Section 3. Duration of Membership.

Members in this Association may terminate by voluntary withdrawal. All rights, privileges, and interests of a member in or to the Association shall cease on termination of membership. Membership will terminate for individual members according to the provisions of Section 4 of this Bylaw.

### Section 4. Dues of Members.

Until such time as changed pursuant to the procedures set forth in the second sentence of this paragraph, the annual dues of the Association shall be fifteen dollars (\$20.00) for individual members; life members do not pay dues. The amount of the annual dues of the Association shall be changed upon (1) resolution of the Executive Board to change the dues and (2) approval of such change by a majority of the members of the Association voting pursuant to the rules of ByLaws VI.

Notice of dues shall be sent to members by the Treasurer in January. A second notice of unpaid dues shall be sent in May. Members who have not made full payment by May 15th will not be eligible to vote in the election of officers or at any meeting. They shall be suspended from

membership without notification. Suspended members may be reinstated at any time upon payment of the full current year's dues.

**BYLAW V**  
**MEETING OF MEMBERS**

Section 1. Annual Meeting.

There shall be an annual meeting of the members of the Association at the time and place, and after such reasonable notice, as shall be fixed by the Executive Board of the Association.

Unless otherwise provided by the Executive Board the Annual Meeting will be held in October of the year.

Section 2. Special Meetings.

Special meetings of the Association may be called by the President or a majority of the Executive Board with or without a meeting. The time and place of such special meeting shall be fixed by the President, who shall provide reasonable notice of such meeting to each member of the Association.

Section 3. Quorum.

Fifteen or more persons present at any Annual or special meeting who are active members of the Association, either by individual or life membership, shall constitute a quorum for the transaction of the business of such meeting.

**BYLAW VI  
VOTING**

Section 1. Eligibility.

Each person who is an active member of the Association, either by individual or life membership, shall be eligible to vote on matters before the Association. Institutional Members who are otherwise individual members of the Association are also entitled to vote. Persons eligible to vote shall be entitled to one vote on matters before the Association.

Section 2. Votes at Meetings.

(a) Votes cast at meetings of the Association must be cast in person. Proxy votes will not be valid.

(b) Except as otherwise provided in these Bylaws, the affairs of the Association, including elections, shall be conducted by majority vote either at annual or special meetings of the membership, or by electronic ballot as provided in Section 3 below.

Section 3. Electronic Ballots.

(a) When in the judgment of the Executive Board, any question shall arise that should be put to a vote of the active membership, and when it deems it inexpedient to call a special meeting for that purpose, it may, unless otherwise required by these Bylaws, submit the matter to the membership in writing by electronic distribution for vote and decision, and the question thus presented shall be determined according to a majority of the votes received electronically within five weeks after such submission to the membership, provided that, in each case, the votes of at least fifty percent (50%) of the active membership shall be received. Action taken in this manner shall be as effective as action taken at a duly called meeting.

(b) Whenever possible, publication of the ballot proposal shall be made in the *ORALL Newsletter* for consideration by the membership and allowance made for comment in the next issue of the Newsletter in advance of electronic distribution of the ballot.

## **BYLAW VII OFFICERS**

### Section 1. Kind, Election, and Tenure.

The officers of this Association shall be a President, Vice President/President-Elect, Secretary and Treasurer. All officers of the Association must be individual or life members of the Association in good standing, and the President and Vice President/President-Elect must also be members of the American Association of Law Libraries. No officers shall hold more than one office in this chapter at one time, nor shall the President and Vice President/President-Elect hold office for more than two consecutive terms.

### Section 2. Election.

(a) The Vice President/President-Elect shall be elected annually by the Association.

(b) The Secretary and the Treasurer shall be elected in alternate years by the Association, the Secretary in even-numbered years, and the Treasurer in odd-numbered years.

### Section 3. Terms of Office.

(a) President. The Vice President/President-Elect shall become President at the close of the Annual Meeting one year following his/her election.

(b) Vice President/President-Elect. The Vice President/President-Elect shall assume office at the close of the Annual Meeting following his/her election.

(c) Secretary and Treasurer. The Secretary and Treasurer shall serve for two years upon assuming their respective offices at the close of the Annual Meeting following their election.

### Section 4. Duties of Officers.

(a) President. The President discharges the function of chief executive officer of the Association, and assumes office after completing the term of office as Vice President/President-Elect. The President appoints members to Standing and Special Committees of the Association and serves as Chairperson of the Executive Board. The President must be a member of the American Association of Law Libraries. The President has the authority to call and schedule special meetings of the Association. The President shall have the power, on behalf of the Association, to incur indebtedness in amounts not exceeding Five Hundred Dollars (\$500.00), which amounts shall not in the aggregate exceed One Thousand Dollars (\$1,000.00) in any calendar year. The President serves as an ex-officio member of all committees.

(b) Vice President/President-Elect. The Vice President/President-Elect must be a member of the American Association of Law Libraries. This officer serves as Chairperson of the Activities

Committee and as a member of the Executive Board.

(c) Secretary. The Secretary handles the correspondence of the Association, prepares the minutes of the meetings, determines from the Treasurer and the Membership Committee who is eligible to vote in elections when the question arises, and transmits amendments to these Bylaws to the American Association of Law Libraries committee on constitution and bylaws. The Secretary prepares and sends all notices of elections for publication in the Newsletter pursuant to the provisions of these Bylaws. The Secretary serves as a member of the Executive Board and the Membership Committee.

(d) Treasurer. The Treasurer issues the dues notices to members in January and May and collects the dues, prepares the annual budget and the Treasurer's Report containing a statement of accounts at the Annual Meeting. The Treasurer maintains the list of active members for submission to the Secretary prior to May 15th and to the Membership Committee. The Treasurer serves as a member of the Executive Board and as a member of the Membership Committee.

## **BYLAW VIII EXECUTIVE BOARD**

### Section 1. Members and Terms of Office.

The property, business and affairs of the Association shall be managed by the Executive Board which shall be composed of the Officers of the Association, the retiring President and two members of the Association who are not officers. The non-officer members shall be elected for a term of two years, one of whom shall be elected annually by the Association. In the event a vacancy occurs on the Executive Board, the President shall be empowered to fill such vacancy until the next Annual Meeting when an election will be held to fill the unexpired term of that office. In the event the President is unable to complete her term, the Vice-President shall become the President and the new President shall be empowered to fill the Vice-President vacancy until the next Annual Meeting when an election will be held to fill the unexpired term of that office.

### Section 2. Duties.

The Executive Board shall have general supervision of the affairs of the Association between its meetings, make recommendations to the Association and perform other duties as specified by these Bylaws or the parliamentary authority. The Executive Board shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

### Section 3. Powers.

Except as otherwise expressly delegated by the Executive Board or these Bylaws to an officer, or any committee or sub-unit, of the Association, the Executive Board shall have the sole power, on behalf of the Association, or any of its committees or sub-units, to incur indebtedness in excess of Five Hundred Dollars (\$500.00), solicit funding, make public statements, issue public writings and establish and maintain relations with other organizations.

Section 4. Meetings.

The Executive Board must meet once each year at a place and a time to be designated by the President of the Association, and at such other times and places as the President or a majority of the Executive Board may direct.

Section 5. Quorum and Voting.

Four (4) members of the Executive Board shall constitute a quorum. Resolutions of the Executive Board shall be supported by a majority vote of the members present at the meeting.

**BYLAW IX  
COMMITTEES**

Section 1. Standing Committees.

The President shall appoint the membership of the Standing Committees of the Association, which committees shall have duties as shall be assigned to them by the Executive Board.

Members of Standing Committees shall be appointed by the President for a term of one year, except as otherwise provided in these Bylaws. The Standing Committees are:

AALL Arrangements  
Bylaws and Guidelines  
Education  
Government Relations  
Grants  
Internet  
Membership  
Newsletter  
Nominating  
Publications

Section 2. Special Committees.

The President of the Association may appoint for a stated period of time, such Special Committees as in his/her judgment may be required to promote the best interests of the Association. At the end of that period, the continuation of each Special Committee shall be at the discretion of the President.

Section 3. Committee Reports.

The Chairperson of each Standing and Special Committee shall submit a report to the Executive Board at each Annual Meeting summarizing the activities of the committee during the year.

Section 4. Committee Jurisdiction.

The activity, jurisdiction and procedures of each committee shall be set forth in the Guidelines of the Association.



**BYLAW X  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

**BYLAW XI  
NOMINATIONS AND ELECTIONS**

Section 1. Nominations.

(a) Nominations for officers and the non-officer members of the Executive Board shall be made by the Nominating Committee whose list of candidates shall be published as the "Report of the Committee" in the Spring issue of the Association Newsletter.

(b) The Nominating Committee shall be appointed by the President and shall contain a member from each State represented within the regional confines of the Association.

(c) Additional nominations may be made upon the written petition of five active voting members in good standing submitted to the Secretary no later than May 1st of the year. Such nominations by petition must be accompanied by the written acceptance of the nominee.

Section 2. Elections.

(a) The Secretary shall prepare an official ballot including nominations by petition. A brief biographical sketch of each nominee shall appear on the ballot. By May 15th, the Secretary shall distribute electronically a copy of the ballot to each voting member of the Association. Ballots shall be returned to the Secretary before June 15th. The candidates receiving the largest number of votes shall be declared elected and the results announced at the business section of the Annual Meeting. Where only one candidate is nominated for each office in one election, the Secretary need not distribute electronically a ballot but shall notify the membership of the results of the nomination process in the *ORALL Newsletter*.

(b) All officers shall otherwise serve in office until their successor is chosen.

**BYLAW XII  
ANTI-DISCRIMINATION**

Membership in the Association, or participation in any activity of the Association, shall not be denied to any individual or abridged on account of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability.

**BYLAW XIII  
SPECIAL INTEREST GROUPS**

Section 1. Establishment

Special Interest Groups may be created by the approval of the Executive Board of a written petition on ten (10) voting members of the Association. The petition shall state the purpose of the proposed Group and shall affirm that the Group has functioned as an informal caucus for three years immediately prior to the filing of the written petition.

Section 2. Membership & Chair

Any active, or life, member of the Association may be a member of a Special Interest Group through a designation process determined by the Group. A chairperson shall be selected by the Group's constituents and shall be responsible to the Executive Board. Each SIG's Chairperson should insure that they are listed on the ORALL website.

Section 3. Bylaws

Each Group may adopt bylaws for its own governance. These bylaws shall not be in conflict with those of the Association and shall be submitted to the Bylaws and Guidelines Committee for approval.

Section 4. Funds

a) Funds necessary for the operating expenses of each Group shall include an amount to be determined annually by the Executive Board. It shall be a budgeted amount from the general operating funds of the Association. All expenses incurred by the Group shall be approved in advance by the chairperson of the Group and by the Executive Board of the Association. Such bills shall then be submitted to the Treasurer of the Association for payment. Requests for funds which exceed the budgeted amount shall be submitted for approval to the chair of the SIG and the Executive Board of the Association. At the end of the Association's fiscal year, any unused portion of the budgeted amount will revert to the general operating funds of the Association.

b) Any Special Interest Group may charge annual dues. The amount and method of collection shall be approved by the Executive Board of the Association. All funds received by a SIG shall be used for purposes incident to the fulfillment of the Association's objectives. No SIG shall incur indebtedness for the Association.

c) No SIG shall solicit nor accept contributions from vendors for the purpose of supporting a Group's meeting or program.

Section 5. Annual Reports.

Each SIG shall submit an annual report on its activities along with a financial statement to the Executive Board and membership of ORALL at each Annual Association Meeting.

Section 6. Dissolution

Dissolution of a SIG may be ordered by the Executive Board in one of two ways: (1) a majority of the SIG's membership votes to dissolve and the chair notifies the Board; or (2) after consultation with the chair, the Board itself determines that the SIG's objectives are not being fulfilled.

Upon dissolution, all assets revert to the Association.

**BYLAW XIV  
PROTECTION OF TAX EXEMPT STATUS**

Section 1. Activities Restricted.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, Executive Board members, officers or other private persons, except that the Association shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Bylaw II, including distributions to other such organizations under Section 501(c)(3) of the United States Internal Revenue Code of 1989 (or the corresponding provision of any future United States Internal Revenue law).

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements. Notwithstanding any other provision of the Association's articles of incorporation or these Bylaws, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Section 2. Dissolution.

Upon any dissolution, voluntary or involuntary, revocation of its charter, insolvency or bankruptcy of the Association, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

**BYLAW XV  
AMENDMENT OF BYLAWS**

Section 1.

Amendments to these Bylaws must be proposed by the Executive Board or by

petition signed by no fewer than five (5) members of the Association. Such proposed amendments along with a summary of the purpose of the amendment must be filed with the Secretary seventy-five (75) days before a regularly scheduled meeting and notice setting forth the purpose and the wording of the proposed amendment shall be sent by the Secretary to all members not later than sixty (60) days prior to such meeting.

At such meeting, a proposed Bylaw amendment shall be subject to amendment or substitution, provided that the amendment is consistent with the original proposed Bylaw amendment.

If two thirds of the members present and voting at such meeting are in favor of the amendment proposed, as it may be amended consistent with the purpose of the original proposal, it shall stand adopted.

#### Section 2.

Bylaws may also be adopted or amended by electronic ballot referendum as provided in Bylaw VI, Section 3(a), except that two thirds of the members voting by electronic ballot must be in favor of the amendment proposed to be adopted.

#### Section 3.

Amendments to these Bylaws shall be submitted to the American Association of Law Libraries Bylaws and Resolutions Committee by the Secretary upon adoption by the membership of the Association.

### **BYLAW XVI STANDING RESOLUTIONS AND GUIDELINES**

#### Section 1. Content of Standing Resolutions.

Standing Resolutions pertain to policies and the description of specific procedures.

#### Section 2. Adoption of Standing Resolutions.

Standing Resolutions can be either proposed as motions at any meeting, or can be submitted as part of a report by any Committee, for approval by the members.

#### Section 3. Publication of Standing Resolutions.

Standing Resolutions should be numbered, dated and published in the order of their adoption following the Bylaws of the Association.

#### Section 4. Content of Guidelines.

Guidelines pertain to specific activities, jurisdiction and procedures of officers and committees.

#### Section 5. Adoption of Guidelines.

Guidelines shall be drafted as needed by the Bylaws and Guidelines Committee in

consultation with committee members and officers. They shall be adopted by the Executive Board.

Section 6. Publication of Guidelines.

The Guidelines may be published from time to time as directed by the Executive Board to promote broader understanding of the work of the Association.

### **SPECIAL POLICIES OF ORALL**

The Executive Board is charged with the responsibility of carrying on the business of the Ohio Regional Association of Law Libraries under Bylaw VIII. Pursuant to that charge, the Executive Board has enacted policies appropriate for the effective operation of the organization. The following policies were enacted after 1992.

1. AALL Annual Meeting Expenses for President and Vice-President

As the duties of the President and the Vice-President require them to attend the AALL Annual Meeting the Board shall allocate to each of these officers \$750.00 to attend the AALL Annual Meeting. This amount is meant to cover the cost of early bird registration as well as one night's hotel (this is due to the fact that they need to arrive prior to the start of the meeting to attend the Chapter President's Meeting). All expenses must be approved in advance by the Board and then submitted to the Treasurer for reimbursement.

2. Speakers Expenses.

ORALL will waive registration non-members who speak at the ORALL annual meeting and may be paid a \$100 honoraria, in addition to having their registration fee waived, plus travel and hotel accommodations for one evening. Depending on the hotel situation, the local arrangements chair may request from the Executive Board that ORALL provide hotel accommodations for the meeting for one member of the committee. Additionally, the registration fee will be waived for the Local Arrangements Chair.

3. Education Chair Expenses.

The Education Chair shall receive free registration for the ORALL annual meeting.

4. Executive Board Minutes.

The minutes of the Executive Board of ORALL are to be published in the *ORALL Newsletter*.

5. Special Interest Group Expenses.

Special Interest Groups (SIGs) may request up to \$1000 to defray the expenses of meetings held at a time separate from the annual meeting. The SIG Chair must submit to the President a report itemizing expenses which will be considered by the President and one other Executive Board member who is not a member of the requesting SIG. Such expenses may include speakers, food, conference room, etc., and shall be itemized on the Request for Reimbursement of Expenses Form, copies of which are available from the Treasurer. In lieu of this policy, the SIG may not solicit or accept cash support from vendors for their meetings that are held at a time separate from the annual meetings. Adopted May 4, 1994; revised October 5, 2001.

6. Electronic Version of ORALL Directory.

The *ORALL Directory* will be made available on the ORALL website.

7. ORALL Listserv Rules and Conditions

The following are the rules and conditions of participation in the ORALL Listserv. By subscribing to and participating in this Listserv, users hereby agree to be bound by and warrant their full compliance with the following terms of participation:

This Listserv is a service provided by ORALL in furtherance of its nonprofit and tax-exempt purposes. This Listserv is a closed Listserv and is only open to ORALL members for the purpose of discussing matters related to or arising out of the Law Librarian profession.

ORALL accepts no responsibility for the opinions and information posted on the Listserv by others. ORALL disclaims all warranties with regard to information posted on this Listserv; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall ORALL be liable for any special, indirect or consequential damages, or damages of any kind whatsoever, resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this Listserv.

Listsers users shall not post any defamatory, abusive, profane, threatening, offensive, or illegal information or material, and shall not utilize the Listserv in any illegal manner.

Listsers users shall not post any information or other material protected by copyright without the permission of the copyright owner and shall not use any words, logos or other marks that would infringe upon the trademark, service mark, certification mark, or other intellectual property rights of the owners of such marks without the permission of such owners.

Listsers users shall not post any confidential information or any information that would infringe upon the proprietary, privacy or personal rights of others.

By posting material, the posting party warrants and represents that it owns the copyright with respect to such material, has received permission from the copyright owner, or that the

material is in the public domain. The posting party further warrants and represents that it otherwise has the full and unencumbered right to post such material and that such posting will not infringe any rights or interests of others. In addition, the posting party grants ORALL and users of this Listserv a non-exclusive, irrevocable license to display, copy, publish, distribute, transmit, print, and use such information or material in any manner, without payment to the posting party.

This Listserv shall not be utilized in any manner that violates federal or state antitrust laws or other laws prohibiting anticompetitive practices.

All postings shall be of an informational nature and for informational purposes only. Commercial use or any other unauthorized use of this Listserv is prohibited. Do not use the Listserv to solicit or conduct business, including the direct or indirect marketing of users' products or services, in any manner. The Listserv may not be used to provide information, materials, products, or services in exchange for compensation of any kind.

ORALL does not generally monitor this Listserv for inappropriate postings, and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting or unauthorized use of the Listserv is brought to ORALL's attention, including but not limited to prohibited posting and usage as outlined herein, ORALL will take all appropriate action, in its sole discretion. ORALL reserves the right to terminate, without prior notice, the Listserv access of any user who does not abide by these guidelines.

#### 8. ORALL Web Copyright Statement and Release

ORALL is providing information and services on its website in furtherance of its educational and non-profit purposes. Permission to use, copy and distribute material from this website is hereby granted for private, non-commercial and education purposes only, provided that the above copyright notice appears with the following notice:

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site or materials that are directed by third parties to any other persons. ORALL is not responsible for any material posted by any third party. The user hereby releases ORALL from any and all liability for any claims or damages which result from any use of this site.

Acceptance of an advertisement does not imply endorsement of the advertiser's product(s) by ORALL. Links established from this site do not imply endorsement of the site's products and services by ORALL.



## OFFICER GUIDELINES

### PRESIDENT

The President acts as the chief executive officer of the Association and assumes office after completing a term as Vice President/President-Elect. The President appoints members to standing and special committees and serves as an ex-officio member of all committees. The President appoints Executive Board members to serve as committee liaisons. This person must also be a member of the American Association of Law Libraries.

#### DUTIES:

1. Immediately upon taking office, the new President should hold an Executive Board meeting following the annual business meeting to plan the date and place of the Executive Board retreat.
2. The President should be aware of any current contractual ORALL commitment of the organization.
3. Committee Assignments:  
The President should announce committee assignments and appoint chapter liaisons as soon as possible following the annual meeting. The President or designate serves as the chapter representative to the AALL Chapter President's Council. These meetings take place at the AALL Annual Meeting.
4. Business Meetings and Executive Board Meetings:  
The President should prepare agendas for the Business and Executive Board meetings in advance. The business meeting agenda should be distributed before the annual business meeting.
5. Presiding Officer:  
The President presides over any Chapter meeting during the term of her/his office.
6. Newsletter/Communications:  
The President should prepare a "President's Message" for each issue of the *ORALL Newsletter* during the term of office. As the chapter representative to the AALL Chapter President's Council, the President submits ORALL news for the *AALL Spectrum*. There are exact deadlines for this activity.
7. Responsibilities at AALL Annual Meeting:
  - a. Serves as hostess/host at the chapter meal and appoints members to coordinate pre-planning.
  - b. Attends Council of Chapter Presidents' meeting with the Vice-President/President-Elect.

8. Responsibilities to AALL Headquarters:
  - a. Submits annual chapter report each May.
  - b. Invites AALL representatives to annual chapter meeting. AALL pays transportation. ORALL pays hotel and meals.
9. Passes along committee information, correspondence, etc. to the next President and submits appropriate copies to the Archives.

### **VICE PRESIDENT/PRESIDENT-ELECT**

This officer fulfills duties as assigned by the President, serves as Chairperson of the Education Committee and as a member of the Executive Board. The Vice President/President-Elect is the presiding officer over the preparation of the annual meeting. This person must also be a member of the American Association of Law Libraries.

#### **DUTIES:**

1. Chairperson of the Education Committee, which includes responsibility for planning the annual meeting of ORALL. (See *Infra* for an explanation of the responsibilities of the Education Committee.)
2. Liaison to Local Arrangements Committee:  
The Local Arrangements Chairperson is responsible to the Vice-President/President-Elect for coordination of the local arrangements activities for the annual meeting. The Chairperson organizes a committee to carry out the local arrangements responsibilities.
3. The Vice President/President-Elect attends the Council of Chapter Presidents meeting at the annual meeting of AALL preceding his/her term as President.
4. Submit papers to the ORALL archives at the end of term.

## SECRETARY

The Secretary is elected for a two-year term in even numbered years and is responsible for the correspondence of the Association. The Secretary prepares the minutes of each business meeting and is a member of the Executive Board and the Membership Committee.

### DUTIES:

1. Maintains a written record of all proceedings of all business meetings of the Association, including the Executive Board meetings.
2. Reads the minutes at the subsequent meeting unless the reading is waived; reads any other letters and/or reports as directed by the President.
3. After the general business meeting, sends a copy of the minutes and of the committee reports to the newsletter editor. The Secretary also sends notices of elections and minutes of Executive Board meetings to the newsletter editor.
4. At the end of the term of office, the Secretary makes a copy of the minutes of the general business meetings for the new Secretary and sends originals and committee reports to the archives.
5. The Secretary shall furnish annually the following to AALL Headquarters:
  - a. A list of officers, placement and membership chairs, dates of elections and terms, to be sent immediately after the annual meeting.
  - b. Changes to ORALL Bylaws.
  - c. All other reports and information required by AALL.
6. The Secretary shall send any correspondence requested by the President.
7. Prepares and sends notices of elections for publication in the newsletter. Prepares and sends ballots for all elections and for amendments to the Bylaws. Determines eligibility of members to vote, when the occasion arises.

## **TREASURER**

This officer is elected for a two-year term in odd-numbered years and is responsible for the collection of dues and the preparation of the annual budget report. The Treasurer serves as a member of the Executive Board and the Membership Committee. As the statutory agent for the Association the Treasurer must be a resident of Ohio.

### **DUTIES:**

1. Is the statutory agent for the Association.
2. Builds and maintains a strong financial base for the Association.
3. Collects annual membership dues and maintains records of payment and membership records.
4. Pays all authorized bills and obligations of the Association.
5. Maintains the Association's bank accounts.
6. Advises the President and Executive Board on matters concerning the financial aspects of the operation of the Association.
7. Reports to the membership at each annual meeting (to be included in the newsletter) on the financial status of the Association in order to provide accountability.
8. Maintains the Association's tax exempt status.
9. At the request of the Executive Board, prepares an annual budget.
10. Submit papers to ORALL archives at the end of term.

## ARCHIVES

The Archives represent the permanent record of Chapter activities from 1949. Included are proceedings of meetings, with copies of programs, minutes, committee and treasurer reports arranged both by conference and by committee. There is also a complete file of newsletters and some presidential correspondence. The Archives were formerly housed in a four drawer file (purchased by ORALL) at The Ohio State University Law Library. They are currently housed at the Ohio Supreme Court Law Library. The curator is appointed by the President in consultation with the Library Director.

It is the responsibility of each officer to deposit the records of that office in the archives at the end of her/his term.

### DUTIES:

1. The President shall be responsible for depositing the following:
  - a. All constitutions and bylaws with texts and dates.
  - b. Annual lists of officers, committee assignments and liaisons.
  - c. Presidential correspondence and documents.
  - d. Newsletter records; production agreements and copies of each issue.
  - e. Copyright registrations.
  - f. Press releases issued by the Chapter.
  - g. Questionnaires, evaluations, etc. submitted to the membership.
2. The Vice President/President-Elect shall be responsible for depositing the following:
  - a. Conference programs, registration lists and financial statements.
3. The Secretary shall be responsible for depositing the following:
  - a. Executive Board meeting minutes and agenda.
  - b. Business meeting minutes and agenda.
  - c. Committee reports submitted at the annual meeting.
  - d. All publications such as the directory, handbook, bibliographies, brochures, union lists, etc.
4. The Treasurer shall be responsible for depositing the following:
  - a. Treasurer's reports to the membership and such financial documents as are no longer necessary to the function of the office.

## **STANDING COMMITTEES**

### **AALL ARRANGEMENTS COMMITTEE**

This committee is responsible for coordinating the ORALL social activity during the AALL Annual Meeting as well as setting up and staffing the ORALL Exhibit Hall table.

#### **DUTIES:**

1. Determine what type of social activity is to be held at the annual meeting.
2. Contact convention planner and get information on food options.
3. Make food choices and estimate room arrangements with convention planner.
4. Send out registration form to ORALL membership or place in *ORALL Newsletter* at appropriate time (March issue).
5. Maintain attendance list and send checks to treasurer.
6. Give convention planner final attendance figures and arrange for appropriate room set up.
7. Check in attendees at breakfast (or meal); give treasurer final numbers.
8. Request a table in the exhibit hall, coordinate any information to be placed on the table, and coordinate any staffing of the table.

### **BYLAWS AND GUIDELINES COMMITTEE**

This committee's function is to review the Bylaws and Guidelines of ORALL and consider proposals for amendments. The chairperson is appointed by the President.

#### **DUTIES:**

1. Review the Bylaws and Guidelines of the Association and make suggestions for amendment where appropriate.
2. Review proposed amendments to the Bylaws or Guidelines for consistency of language and conformity with the purpose and existing Bylaws and Guidelines of the Association. Draft appropriate alternative language.
3. Secure recommendations from ORALL officers and members concerning changes in committee responsibilities and/or structure.

4. Maintain and update the *ORALL Handbook*.
5. The Chairperson or a delegated member of the committee shall serve as Parliamentarian at the business meeting.

### **EDUCATION COMMITTEE**

The Education Committee is chaired by the Vice President/President-Elect and is responsible for the planning of the yearly meeting and for the development of any special programs, projects, or institutes at other times during the year.

#### **DUTIES:**

1. Responsible for planning the annual meeting (traditionally held in the Fall) and for promoting any special programs, projects, or institutes held at other times during the year.
2. In planning a meeting, the committee is divided into two subcommittees; one, to plan and implement the program (Education); the other, to arrange for hotel, assembly rooms, meals, etc. in the city where the meeting is held (Local Arrangements). The Vice President/President-Elect submits requests for outside speakers to the Executive Board. The Local Arrangements Sub-Chair submits a budget of anticipated expenses to the Vice President/President-Elect.
3. The Chairperson (Vice President/President-Elect) maintains a file of previous programs and procedures to help the two subcommittees plan the Association's meeting. These programs and lists of procedures are an integral part of the Vice President/President-Elect's file, to be transferred to the newly elected Vice President/President-Elect.
4. The Committee determines topics, location, and local arrangement sub-chairs of the meeting for the following year. Executive Board approval is required prior to announcement at the annual meeting.
5. An annual report covering committee activities for the year should be submitted at the annual meeting as required by Bylaw IX(3).
6. The Vice President/President-Elect is responsible for applying to each of the states of the region for Continuing Legal Education (CLE) credit for ORALL and AALL educational programs and for coordinating applications by attorney members for credit. The special procedures for approval of AALL programs for credit should be communicated to each new chair of this committee.

## **GOVERNMENT RELATIONS COMMITTEE**

This committee monitors proposed legislation affecting law libraries and makes recommendations for appropriate action concerning the desirability of such legislation. The committee is composed of members from each state actively represented in ORALL.

### **DUTIES:**

1. Report any legislative activity affecting law libraries to the membership at the ORALL annual meeting. Submit regular reports to the *ORALL Newsletter*.
2. Bring significant legislative proposals to the attention of the Executive Board so that appropriate action may be taken. Arrangements may also be made to contact legislators.
3. Promote legislation which will be beneficial to law libraries and oppose adverse legislation.
4. All ORALL statements regarding legislation must be consistent with positions taken or resolutions adopted by the Executive Board. The Committee shall keep the Executive Board informed as to positions taken or resolutions adopted by the AALL Government Relations Committee with regard to the same or similar legislation.
5. Serve as a liaison between the AALL Government Relations Committee and ORALL.

## **GRANTS COMMITTEE**

Scholarships will be offered to the ORALL membership for use toward registration and travel for both the AALL annual meeting and the ORALL annual meeting. The following guidelines are for use by the association in administering scholarships for the ORALL membership.

### **DUTIES:**

1. The Grants Chair will recommend to Executive Board the number and amount of grants that should be offered and the Executive Board will determine the actual number of grants and amount to be made available to the membership. This decision should be made a minimum of four months prior to each meeting in order to complete the scholarship process in a timely manner.
2. The announcement and application form for scholarships will be placed on the ORALL website, in the ORALL newsletter and in the registration materials for the ORALL annual meeting. The Grants Chair is responsible for creating the application form and for working with the webmaster, the newsletter editor and the local arrangements committee for placement of the application form.



3. The Grants Chair is responsible for keeping a running list of applicants and winners for reference when making future decisions.
4. The Grants Chair and the committee are responsible for determining the grant winners.
5. The voting members will discuss and decide the winners either through e-mail or through a conference call.
6. The following criteria will be used in making decisions: General or New Member Scholarships (criteria in priority order):
  - a. The applicant must be an ORALL member.
  - b. Applicants are evaluated on current involvement with ORALL and/or AALL.
  - c. Applicants who have submitted previous applications and who have not received a scholarship will be given priority.
  - d. Applicants who lack financial support from his/her employer will be given priority.

Student Scholarships (criteria in priority order):

- a. Preference will be given to ORALL members, especially individuals who have been active in ORALL activities.
- b. Preference will be given to applicants who have experience in a law library or legal field
- c. Applicants must exhibit an interest in law librarianship

7. Once the voting members have made the award decisions the Grants Chair will notify the following: the ORALL treasurer with the name(s) and address of winner(s), the Grants winner(s), those applicants who were not awarded a grant, the Newsletter editor, the Webmaster, and the Executive Board.

8. The Treasurer will send a check to the scholarship winner(s) and in addition to congratulations on the scholarship award from ORALL, should include the following information: These funds are to be used to defray your expenses incurred in [attending the AALL annual meeting or attending the ORALL annual meeting] and for no other purpose. If for any reason, you may not or will not attend the [AALL or ORALL] meeting, the full amount of the enclosed check, minus any amounts disbursed by you for which you cannot obtain a refund, should be returned to me as soon following your knowledge of your non-attendance as possible.

9. The Grants Chair will introduce the grant winners at either the ORALL meal at AALL or during the ORALL annual business meeting. The Grants Chair will provide a written report to the ORALL Secretary at the above-mentioned meetings.

## **INTERNET COMMITTEE**

The Internet Committee is responsible for the ORALL Website and the ORALL Listserv, for advising the Executive Board on Internet-related issues, and for facilitating the interchange of Internet-expertise among ORALL members.

### **DUTIES:**

1. Advise and assist the ORALL web master on the design and content of the ORALL website.
2. Oversee the ORALL listserv and any ORALL social media sites and facilitate their use.

## **MEMBERSHIP COMMITTEE**

The duties of the committee include soliciting new members to ORALL, recruitment of persons in the ORALL region to the law library profession, providing new ORALL members with information about the Association, supplying application forms for membership, and publishing the ORALL membership directory.

### **ORGANIZATION:**

The committee shall be divided into two subcommittees; the Policy Subcommittee and the Recruitment Liaison Subcommittee. The chair of the ORALL Membership Committee shall serve as chair of both subcommittees. Members of the ORALL Membership Committee may be members of either subcommittee or both subcommittees.

### **DUTIES:**

#### **A. General**

1. The Chairperson is appointed by the President and is responsible for compiling and distributing the ORALL Membership Directory. The Treasurer of ORALL is always a member of the ORALL Membership Committee. As dues are paid, the treasurer submits a listing of members to the membership chair.

2. The Chairperson shall welcome new members at meetings.

#### **B. Policy Subcommittee**

1. Shall make all general policies for the Membership Committee and its two subcommittees.

2. A mailing list of ORALL members, subscribers to ORALL publications, AALL officers, and

newsletter editors of AALL chapters currently housed at the University of Dayton Law Library shall be maintained on a database program and kept current. The committee chair or the chair's appointed representative shall be responsible for maintaining the database and mailing list, and assuring that mailing labels are available as needed by the Association.

3. Shall be responsible for solicitation of new members of ORALL.
4. Lists of new members shall be distributed at meetings as part of the membership committee's report during the business meeting and printed periodically in the newsletter.

#### C. Recruitment Liaison Subcommittee

1. Recruitment of persons to the law library profession in the ORALL region.
2. ORALL Recruitment Liaison Subcommittee chair, also known as chapter liaison, shall serve as a "supervisor" of liaisons to the individual library science schools in the region.
3. The Chapter liaison will:
  - a. recruit school-specific liaisons for library science schools in the ORALL region.
  - b. take advantage of pre-existing relationships that members have established with schools, whenever possible, in recruiting school-specific liaisons.
  - c. write to the schools, explaining the structure and purposes of the subcommittee, and in those cases where a school-specific liaison is already in place, ask the school to continue to deal with that person.
  - d. poll the school-specific liaisons to determine the services they are providing to their schools.
  - e. ask the school-specific person to take on additional tasks or recruit someone else to cover additional tasks determined necessary by the Policy Subcommittee.

### **NEWSLETTER COMMITTEE**

The Newsletter Committee is responsible for publishing the *ORALL Newsletter*, the official journal of ORALL. Published quarterly in March, June, September, and December, the purpose is to inform members about the business of the association and to educate members with short articles on legal and law library topics.

#### DUTIES:

1. The President appoints an Editor who is the Chair of the Committee and a nonvoting member of the Executive Board. The Committee members are also appointed by the President. The President is an ex-officio member of the Committee.

2. Association news and articles can be submitted by any member to the General Editor or column editors.

3. The Newsletter is to be published four times a year.

March - Slate of officers proposed by nominations committee and call for additional nominations; summary of minutes of the annual business meeting; treasurer's report; AALL scholarship forms

June - Constitutional amendments to be voted on at the annual meeting; information about the annual meeting; ORALL scholarship form

September - Short reminder of annual meeting; committee preference forms

December - Call for nominations; committee assignments; new officers list

All Issues - Presidents message; officers; calendar; contents listing; membership/ownership/advertising information; placement notice; recurring column features

Recurring Columns - Reference Tips; Technical Services Tips; Government News; Management/Personnel; Professional Reading; Current Awareness; Other

Suggested Once A Year - list of ORALL publications

Any Issue As Appropriate - membership news (changes, additions, corrections); other association notices; annual meeting program summaries; editor's notes; announcements; SIG news, articles or news items

4. Deadlines are 30 days prior to publication. February 15, May 15, August 15, November 15.

5. Editorial and advertising policies are available separately.

6. The newsletter was formerly published with the following specifications: publish in 4 page sets [e.g. 12, 16, 20, usual is 12pages], consistent paper color and weight, and mailed first class. Since 20009 the newsletter has been published in an online only format and published on the ORALL website.

### **NOMINATING COMMITTEE**

This committee evaluates and selects candidates for offices in ORALL prior to the annual meeting and recommends retiring members for life membership.

DUTIES:

1. The Chairperson must have a thorough knowledge of Bylaws VII, VIII, XI, XII, the number of nominees and offices to be filled and shall be careful to apportion representation equitably among library types and geographical areas.
2. Candidates shall be considered on the basis of experience, geographical location, service to ORALL, and especially on leadership and time required to fulfill their responsibilities.
3. All working files of the committee are confidential and should be destroyed, except those which the chairperson feels will be helpful to the succeeding committee.
4. The Chairperson shall submit a notice by November 1st for the December issue of the *ORALL Newsletter* requesting nominations and applications for officer and executive board positions up for election.
5. The Chairperson shall submit a notice of the committee's slate to the March issue of the *ORALL Newsletter* and include a notice that further nominations may be made by written petition to the Secretary.
6. The Chairperson shall approach proposed candidates after the committee has reached a consensus and obtain the nominees' consent before formal nomination in the *ORALL Newsletter*. Consent in writing is preferred if sufficient time is allowed to get the notice in the March *ORALL Newsletter*.
7. The Chairperson shall inform each person to be nominated to submit a brief biographical sketch to the Secretary by May 1st.
8. The Chairperson shall ask all applicants and nominees to submit biographical information in advance of the committee's deliberation so that information can be distributed to committee members.
9. The Chairperson shall submit to the AALL Nominations Committee by September 1<sup>st</sup> potential candidates from the ORALL membership who are desirous of AALL office (and are current members of AALL).

## **PUBLICATIONS COMMITTEE**

This special committee has prepared and continues to review the ORALL-sponsored publication: *Core Legal Collection* for Indiana, Kentucky and Ohio.

### **DUTIES:**

1. The President appoints the Chairperson and should appoint up to 6 persons to the committee.
2. Separate bibliographies for the states of Ohio, Kentucky and Indiana are revised and published on the ORALL web site after the annual meeting during odd numbered years to include useful publications which are available, along with their current prices.
3. Contact the President/Executive Board upon completion of the bibliography so it may be uploaded to the ORALL web site .
4. The Committee will consider how to further represent the law library community in terms of resource sharing and cooperative collection development through these publications and bibliographic works. Examples might include a Federal general bibliography.

## **SPECIAL INTEREST GROUPS**

### **COUNTY LAW LIBRARIES SIG**

The purpose of this group is to support county and court law libraries and librarians through meetings and educational programs. It facilitates communication among the county and court librarians and provides a liaison function to both ORALL and the Consortium of Ohio County Law Libraries with regard to the interests of county and court law libraries. Programs of special interest to county and court librarians are presented, but the greatest value of an SIG meeting is in the interactions of the members. Discussions cover things such as: "how-to" tips, current legislation, new products, technology, best practices and problems with funding and publishers; the list is endless because the profession keeps changing. Membership in the County Law Libraries SIG provides a network in which the members can connect names to faces and share valuable information on a personal level.

Any active member of ORALL may be a member of the special interest group. An annual meeting of the group, open to all members of ORALL, is to be held in connection with the regular ORALL meeting. There is a Chairperson, and a Chairperson-Elect. The Chairperson-Elect shall be nominated from the floor and elected at the annual meeting. All members of the special interest group present at the annual meeting may vote upon issues brought before them by the Chairperson. A majority vote will prevail. A second one-day session, arranged by the Chairperson, is held each spring.

### **INDIANA LAW LIBRARIES SIG**

The purpose of the Indiana SIG is to foster the interests of law librarians and law libraries in the State of Indiana. Its concerns include legislation in Indiana relating to law libraries, legislative history in Indiana (or lack thereof), networking and resource sharing among Indiana law libraries. Membership is open to all law librarians in the State of Indiana. The group meets at ORALL meetings and occasionally at other times.

### **PRIVATE LAW LIBRARIES SIG**

The Private Law Libraries Special Interest Group of ORALL was created in 1990 on the written petition of over 20 members of ORALL. The Section is open to all members of ORALL who work in or are interested in improving the quality and service in private law libraries in law firms and corporations. The Section meets at the annual ORALL meeting each year. The Section is led by a convener, selected from the group, who serves for two years. The convener is responsible for setting the date and time of the meeting, arranging for the meeting room, setting the general topic for the meeting, and arranging for speakers when appropriate. The Section meets to discuss questions and concerns common to the members.

### **ACADEMIC LAW LIBRARIES**

The purpose of this group is to foster relations among academic law librarians, through meetings at the annual meeting and other forums as appropriate. The SIG was formed to address the specific concerns of academic law librarians. This SIG has not formally met because a subgroup was formed soon after the SIG was formed and has substantially taken the place of the Academic Law Libraries SIG.

### **KENTUCKY LAW LIBRARIES SIG**

The Kentucky Law Libraries SIG was created in 2001. The section is open to members of ORALL who work in any kind of law library which has an interest in Kentucky legal issues. The section meets at the annual meetings and occasionally will hold meetings throughout the year in or around Kentucky to discuss topics of interest to the Kentucky Law Librarian community.

## **AFFILIATED ORGANIZATIONS**

### **LAW LIBRARY ASSOCIATIONS**

#### **American Association of Law Libraries (AALL)**

AALL Headquarters  
105 West Adams St., Suite 3300  
Chicago, IL 60603  
(312) 939-4764

AALL is the national law library organization to which ORALL is affiliated. The American Association of Law Libraries exists to promote and enhance the value of law libraries to the public, the legal community and the world, to foster the profession of law librarianship, to provide leadership in the field of legal information and information policy, in recognition that the availability of legal information to all people is a necessary requirement for a just and democratic society. (American Association of Law Libraries, Bylaws, Article 2.) For further information on AALL, see [www.aallnet.org](http://www.aallnet.org).

An application for AALL membership can be found at the Association's website.  
(<http://www.aallnet.org>)

The ORALL President and Vice President/President-Elect are members of the Council of Chapter Presidents, a group formed to share information among the chapters of AALL. ORALL sometimes has a meal event during the annual meeting.

#### **Michigan Association of Law Libraries (Mich/ALL)**

ORALL originally included Michigan, but in 1980 Michigan split off to become a separate chapter.



**AMERICAN ASSOCIATION OF LAW LIBRARIES ETHICAL PRINCIPLES,  
approved by the  
AALL Membership April 1999**

Preamble

When individuals have ready access to legal information, they can participate fully in the affairs of their government. By collecting, organizing, preserving, and retrieving legal information, the member of the American Association of Law Libraries enable people to make this ideal of democracy a reality.

Legal information professionals have an obligation to satisfy the needs, to promote the interest, and to respect the values of their clientele. Law firms, corporations, academic and governmental institutions, and the general public have legal information needs that are best addressed by professionals committed to the belief that serving these information needs is a noble calling and that fostering the equal participation of diverse people in library services underscores one of our basic tenets, open access to information for all individuals.

Service

- We promote open and effective access to legal and related information. Further, we recognize the need to establish methods of preserving, maintaining, and retrieving legal information in many different forms.
- We uphold a duty to our clientele to develop service policies that respect confidentiality and privacy.
- We provide zealous service using the most appropriate resources and implementing programs consistent with our institutions' mission and goals.
- We acknowledge the limits on service imposed by our institution and by the duty to avoid the unauthorized practice of law.

Business Relationships

- We promote fair and ethical trade practices.
- We have a duty to avoid situations in which personal interests might be served of significant benefits gained at the expense of library users, colleagues, or our employing institutions.
- We strive to obtain the maximum value for our institution's fiscal resources, while at the same time making judicious, analytical, and rational use of our institution's information resources.

Professional Responsibilities

- We relate to our colleagues with respect and in a spirit of cooperation.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with the service we provide.
- We recognize and respect the rights of the owner and the user of intellectual property.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

### **LIBRARY BILL OF RIGHTS**

<http://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 1 . Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## ORALL OFFICERS AND EXECUTIVE BOARD

The organizational meeting was held Saturday, April 30, 1949; Professor Ervin H. Pollack and Miss Viola M. Allen were elected temporary chairman and secretary. The Constitution of 1950 stipulated that the governing body of the Association “shall be the Executive Committee, which shall be composed of the officers of the Association and the retiring president.” Today, ORALL operates with the officers, the immediate past president and two members serving as Executive Board Members. The editor of the chapter newsletter is asked to serve in a non-voting role.

1950	Ervin H. Pollack, Pres. Virginia E. Engle, V.P. Viola M. Allen, Sec. Robert A. Mace, Treas.	1956	C.B. McClure, Pres. Doris R. Fenneberg, V.P. Viola M. Allen, Sec. Margaret Fetz, Treas. Charlotte Dunneback, Ex.
1951	Virginia E. Engle, Pres. Robert A. Mace, V.P. Doris R. Fenneberg, Sec. Helen Foley, Treas.	1957	Edna M. Stroh, Pres. George L. Buttafoco, V.P. Edward L. Fairbanks, Sec. Viola M. Allen, Treas. E. Vergon Smith, Ex.
1952	Robert A. Mace, Pres. Thomas R. Buker, V.P. Helen Garee, Sec. Helen Foley, Treas.	1958	Helen Garee, Pres. Vera Woeste, V.P. Patricia Colgin, Sec. Viola M. Allen, Treas. Thomas R. Buker, Ex.
1953	Doris R. Benneberg, Pres. Thomas R. Buker, V.P. Helen Garee, Sec. Helen Foley, Treas.	1959	Vera Woeste, Pres. Lester H. Hossler, V.P. Allene F. Schnaitter, Sec. Viola M. Allen, Treas. Maurine Brunner, Ex.
1954	Thomas R. Buker, Pres. Helen Snook, V.P. Helen Foley, Sec. Edna M. Stroh, Treas. Pauline Carleton, Ex. (1 yr.) C.B. McClure, Ex. (2 yrs.)	1960	Lester H. Hossler, Pres. George L. Buttafoco, V.P. Allene F. Schnaitter, Sec. Viola M. Allen, Treas. Thomas R. Buker, Ex.
1955	Thomas R. Buker, Pres. Helen Snook, V.P. Viola M. Allen, Sec. Edna M. Stroh, Treas. George L. Buttafoco, Ex.	1961	George L. Buttafoco, Pres. Margaret Fetz, V.P. Judith Rower, Sec. Viola M. Allen, Treas. Thomas A. Buker, Ex.

- 1962 Louise Prinz, Pres.  
Dennis Runyan, V.P.  
Nancy Miller, Sec.  
Viola M. Allen, Treas.  
Thomas R. Buker, Ex.
- 1963 Dennis Runyan, Pres.  
Nancy Miller, V.P.  
Helen Carstensen, Sec.  
Viola M. Allen, Treas.  
Evelyn Dewitt, Ex.
- 1964 Helen Carstensen, Pres.  
Eileen Murphy, V.P.  
Ellen Wheeler, Sec.  
Rudolph Heimanson, Treas.  
Thomas R. Buker, Ex.
- 1965 Kathleen Farmann, Pres.  
Eileen Murphy, V.P.  
Donald V. Schuler, Sec.  
Rudolph Heimanson, Treas.  
Granville Cleveland, Ex.
- 1966 Janet Wallin, Pres.  
Helen Garee, V.P.  
Matthew Dee, Sec.  
Gertrude Johnson, Treas.  
Edward L. Fairbanks, Ex.
- 1967 Granville Cleveland, Pres.  
Helen Garee, V.P.  
Judith Brandt, Sec.  
Gertrude Johnson, Treas.  
Matthew Dee, Ex.
- 1968 Bethany Ochal, Pres.  
Judith Brand, V.P.  
Maurine Brunner, Sec.  
Ellen Wheeler, Treas.  
Gertrude Johnson, Ex.
- 1969 Matthew Dee, Pres.  
Stanley Farmann, V.P.  
Carol Bratton, Sec.  
Vincent Demelto, Treas.  
Louise Petransky, Ex.
- 1970 Matthew Dee, Pres.  
Stanley Farmann, V.P.  
Carol Bratton, Sec.  
Vincent Demelto, Treas.  
Arthur Hohlmayer, Ex.
- 1971 Carol Bratton, Pres.  
Frank Payne, V.P.  
Diane Witkowski, Sec.  
Polly Richter, Treas.  
Simon Goren, Ex.
- 1972 Arthur F. Hohlmayer, Pres.  
Diane Witkowski, V.P.  
Anita Shew, Sec.  
James Bailey, Treas.  
Pat Browne, Ex.
- 1973 Diane Witkowski, Pres.  
Polly Richter, V.P.  
Anita Shew, Sec.  
James Bailey, Treas.  
Richard Beer, Ex.
- 1974 Oscar Trelles, Pres.  
Betty Busch, V.P.  
Kathleen Friedman, Sec.  
Mary Ann Roman, Treas.  
Polly Richter, Ex.
- 1975 Oscar Trelles, Pres.  
Betty Busch, V.P.  
Kathleen Friedman, Sec.  
Mary Ann Roman, Treas.  
Polly Richter, Ex.

- 1976 Oscar Trelles, Pres.  
James F. Bailey, V.P.  
Thomas McNinch, Sec.  
Jorge L. Carro, Treas.  
Richard L. Beer, Ex.
- 1977 James F. Bailey, Pres.  
Richard L. Beer, V.P.  
Barbara Rennolet, Sec.  
Bernice Frank, Treas.  
Betty Busch, Ex.  
Jorge L. Carro, Ex.
- 1978 Richard L. Beer, Pres.  
Bernice Frank, V.P.  
Andrew Brann, Sec.  
Barbara Rennolet, Treas.  
Carol Bratton, Ex.
- 1979 Barbara Rennolet, Pres.  
Andrew Brann, V.P. to July  
Bernice Frank, V.P.  
Karen M. Moss, Sec.  
Kathy Welker, Treas.  
Bernice Frank, Ex. to July
- 1980 Kathy Welker, Pres.  
Cathy Gillette, V.P.  
Lane Fichtenau, Sec.  
Robert Begg, Treas.  
Virginia Capute, Ex.
- 1981 Cathy Gillette, Pres.  
Lane Fichtenau, V.P.  
Deborah Cannaday, Sec.  
Robert Begg, Treas.  
Anita Shew, Ex.
- 1982 Lane Fichtenau, Pres.  
Robert Begg, V.P.  
Deborah Cannaday, Sec.  
Alvin M. Podboy, Treas.  
Wendell Johnting, Ex.
- 1983 Robert Begg, Pres. to July  
Loree Potash, V.P.  
Brenda Woodruff, Sec.  
Alvin M. Podboy, Treas.  
Mathew P. Downs, Ex.  
Lane Fichtenau, Ex.  
Wendell Johnting, Ex.
- 1984 Loree Potash, Pres.  
Brenda Woodruff, Sec.  
Alvin M. Podboy, Treas.  
Paul Richert, Ex.  
Thomas R. French, Ex.  
Janet Wardlaw-Smith, Ex.
- 1985 Alvin M. Podboy, Pres.  
Anita Shew, V.P.  
Ellen Quinn, Sec.  
Paul Richert, Treas.  
Martha Cox, Ex.  
Betty Busch, Ex.  
Wendell Johnting, Ex.
- 1986 Anita Shew, Pres.  
Carol Allred, V.P.  
Ellen Quinn, Sec.  
Brenda Woodruff, Treas.  
Martha M. Cox, Ex.  
Paul Richert, Ex.  
Alvin M. Podboy (Past Pres.)
- 1987 Carol Allred, Pres.  
Paul Richert, V.P.  
Mary Grace Hune, Sec.  
Brenda Woodruff, Treas.  
Martha M. Cox, Ex.  
Mary Persyn, Ex.  
Anita Shew (Past Pres.)
- 1988 Paul Richert, Pres.  
Michael Slinger, V.P.  
Mary Grace Hune, Sec.  
Ruth Long, Treas.  
Mary Persyn, Ex.  
Theodore A. Potter, Ex.  
Carol Allred (Past Pres.)  
Ellen Quinn (Newsletter Ed.)

- 1989 Michael Slinger, Pres.  
Brenda Woodruff, V.P.  
Janis Johnston, Sec.  
Ruth Long, Treas.  
Mary Persyn, Ex.  
Theodore A. Potter, Ex.  
Thomas Hanley, Ex.  
Paul Richert (Past Pres.)  
Ellen Quinn (Newsletter Ed.)
- 1990 Brenda Kelley, Pres.  
Mary Persyn, V.P.  
Janis Johnston, Sec.  
Thomas Spaith, Treas.  
Mary Takancic, Ex.  
Thomas Hanley, Ex.  
Ellen Quinn (Newsletter Ed.)
- 1991 Mary Persyn, Pres.  
Jan Ryan Novak, V.P.  
Keith Blough, Sec.  
Thomas Spaith, Treas.  
Mary Kovaks, Ex.  
Sharon McIntyre, Ex.  
Brenda Kelley (Past Pres.)  
Anita Shew (Newsletter Ed.)
- 1992 Jan Ryan Novak, Pres.  
Carol Bredemeyer, V.P.  
Keith Blough, Sec.  
Susan Schaefgen, Treas.  
Sharon McIntyre, Ex.  
Joanne Beale, Ex.  
Mary Persyn (Past Pres.)  
Anita Shew (Newsletter Ed.)
- 1993 Carol Bredemeyer, Pres.  
Theodore A. Potter, V.P.  
Beth Blondin, Sec.  
Susan Schaefgen, Treas.  
Joanne Beale, Ex.  
Sally Holterhof, Ex.  
Jan Ryan Novak (Past Pres.)  
Susan Miljenovic (Newsletter Ed.)
- 1994 Theodore A. Potter, Pres.  
JoAnn Fisher, V.P.  
Beth Blondin, Sec.  
Mary Hudson, Treas.  
Sally Holterhoff, Ex.  
Lucy Payne, Ex.  
Carol Bredemeyer (Past Pres.)  
Susan Miljenovic (Newsletter Ed.)
- 1995 JoAnn Fisher, Pres.  
Paul Mitchell, V.P.  
Irene Milan, Sec.  
Mary Hudson, Treas.  
Judy Rogers, Ex.  
Theodore Potter (Past Pres.)  
Shuan Esposito (Newsletter Ed.)
- 1996 Paul Mitchell, Pres.  
Joanne Beal, V.P.  
Irene Milan, Sec.  
Kyle Passmore, Treas.  
Melanie Putnam, Ex.  
JoAnn Fisher (Past Pres.)  
Shaun Esposito (Newsletter Ed.)
- 1997 Joanne Beal, Pres.  
Kathleen M. Carrick, V.P.  
Jane Underwood, Sec.  
Kyle Passmore, Treas.  
Melanie Putnam, Ex.  
Beth Langton, Ex.  
Paul Mitchell (Past Pres.)  
Shaun Esposito (Newsletter Ed.)
- 1998 Kathleen M. Carrick, Pres.  
Keith Blough, V.P.  
Jane Underwood, Sec.  
Kyle Passmore, Treas.  
Claudia Zaher, Ex.  
Beth Langton, Ex.  
Joanne Beal (Past Pres.)  
Shaun Esposito (Newsletter Ed.)

- 1999 Keith Blough, Pres.  
Richard Humphrey, V.P.  
Nancy Clark, Sec.  
Tom Hanley, Treas.  
Claudia Zaher, Ex.  
Deborah Bobinets, Ex.  
Kathleen M. Carrick (Past Pres.)  
Shaun Esposito (Newsletter Ed.)
- 2000 Richard Humphrey, Pres.  
Shaun Esposito, V.P.  
Nancy Clark, Sec.  
Tom Hanley, Treas.  
Deborah Bobinets, Ex.  
Billie Gray, Ex.  
Keith Blough (Past Pres.)  
Ken Kozlowski (Newsletter Ed.)
- 2001 Nancy Clark, Pres.  
Ellen Quinn, V.P.  
Claudia Zaher, Sec.  
Thomas Hanley, Treas.  
Billie Grey, Ex.  
Michael Whiteman, Ex.  
Richard Humphrey (Past Pres.)  
Ken Kozlowski (Newsletter Ed.)
- 2002 Ellen Quinn, Pres.  
Beth Langton, V.P.  
Claudia Zaher, Sec.  
Thomas Hanley, Treas.  
Kurt Metzmeier, Ex.  
Michael Whiteman, Ex.  
Nancy Clark (Past Pres.)  
Ken Kozlowski (Newsletter Ed.)
- 2003 Beth Langton, President  
Suzanne Young, Vice-President  
Miriam Murphy, Secretary  
Thomas Hanley, Treasurer  
Kurt Metzmeier, Exec. Board  
Ellen Quinn, Exec. Board  
Ken Kozlowsk, Newsletter Editor
- 2004 Suzanne Young, President  
Claudia Zaher, Vice President  
George Baker, Treasurer  
Beth A. Langton, Exec. Board

Sarah Lynch, Exec. Board  
Susan Elliott, Newsletter Editor

- 2005 Claudia Zaher, President  
Kyle Passmore, Vice President  
Maureen Anderson, Secretary  
Thomas Hanley, Treasurer  
Suzanne Young, Exec. Board  
Susan B. Hersch, Exec. Board  
Sarah Lynch, Exec. Board  
Susan Elliot, Newsletter Editor
- 2006 Kyle Passmore, President  
Miriam A. Murphy, Vice President  
Maureen Anderson, Secretary  
Don Arndt, Jr., Treasurer  
Claudia Zaher, Exec. Board  
Susan B. Hersch, Exec. Board  
Ken S. Kozlowski, Exec. Board  
Susan Elliot, Newsletter Editor
- 2007 Miriam A. Murphy, President  
Michael Whiteman, Vice President  
Lisa Peters, Secretary  
Thomas Hanley, Treasurer  
Kyle Passmore, Exec. Board  
Ken S. Kozlowski, Exec. Board  
Kathy Sasala, Exec. Board  
Susan Elliott, Newsletter Editor
- 2008 Michael Whiteman, President  
Maureen Anderson, Vice President  
Lisa Peters, Secretary  
Laurie Milller, Treasurer  
Cheryl Niemmeier, Exec. Board  
Kathy Sasala, Exec. Board  
Miriam A. Murphy, Exec. Board  
Susan Elliott, Newsletter Editor
- 2009 Maureen Anderson, President  
Ken S. Kozlowski, Vice President  
Angela Baldree, Secretary  
Laurie Miller, Treasurer  
Shannon Kemen, Exec. Board  
Cheryl Niemeier, Exec. Board  
Michael Whiteman, Exec. Board



Paul D. Venard, Newsletter Editor

- 2010 Ken S. Kozlowski, President  
Steven Probst, Vice-President  
Angela Baldree, Secretary  
Rick Goheen, Treasurer  
Shannon Kemen, Exec. Board  
Paul D. Venard, Exec. Board  
Maureen Anderson, Exec. Board  
Paul D. Venard, Newsletter Editor
- 2011 Steven Probst, President  
Steven Miller, Vice-President  
Judith Maxwell, Secretary  
Rick Goheen, Treasurer  
Lisa Wernke, Exec. Board  
Paul D. Venard, Exec. Board  
Ken S. Kozlowski, President  
Paul D. Venard, Newsletter Editor
- 2012 Steven Miller, President  
Emily Janoski–Haehlen, Vice-President  
Judith Maxwell, Secretary  
Rick Goheen, Treasurer  
Lisa Wernke, Exec. Board  
Sue Altmeyer, Exec. Board  
Steven Probst, Exec. Board  
Paul D. Venard, Newsletter Editor
- 2013 Emily Janoski–Haehlen, President  
Sue Altmeyer, Vice-President  
Judith Maxwell, Secretary  
Rick Goheen, Treasurer  
Rob Myers, Exec. Board  
Richard Humphrey, Exec. Board  
Steven Miller, Exec. Board  
Paul D. Venard, Newsletter Editor
- 2014 Sue Altmeyer, President  
Shannon Kemen, Vice-President  
Judith Maxwell, Secretary  
Rick Goheen, Treasurer  
Rob Myers, Exec. Board  
Emily Janoski-Haehlen, Exec. Board  
Michael Whiteman, Exec. Board  
Paul D. Venard, Newsletter Editor

2015 Shannon Kemen, President  
Rob Myers, Vice-President  
Jane Underwood, Secretary  
Rick Goheen, Treasurer  
Rob Myers, Exec. Board  
Laura Dixon-Caldwell, Exec. Board  
Michael Whiteman, Exec. Board  
Paul D. Venard, Newsletter Editor

## ORALL CONFERENCES

1949		
April	Columbus	Organizational Meeting
June	Detroit	Organizational Meeting - First Executive Committee Meeting
1950		
Feb.	Dayton	
Nov.	Columbus	Book preservation and repair workshop; book selection roundtable; insurance for law libraries
1951		
May	Akron	Interlibrary loan; microcards
Sept.	Columbus	
Oct.	Columbus	Cooperative cataloging; retirement systems for county law librarians; current trends in county law libraries
1952		
May	Cleveland	Book selection & acquisitions; microcards and legal materials; observations of a law library trustee
Nov.	Columbus	Law library management
1953		
May	Cincinnati	Law library trustees and law librarians; administration of a law firm library
Sept.	Columbus	
Nov.	Columbus	Planning a new law library; advertising the law library
1954		
May	Youngstown	Library standards and statistics; discarding legal materials; how good is your library?
Sept.	Columbus	Acquisitions; physical arrangement of a law library
1955		
May	Dayton	Forum on legal research; symposium on personnel problems of law libraries; record keeping in the smaller library
Sept.	Columbus	Institute on legal research
1956		
May	Toledo	Forum on special services of law libraries
Sept.	Columbus	Institute on legal research
1957		
May	Columbus	Memory habits; use of dictating equipment in libraries
Oct.	Dayton	The staff manual - its use and preparation

1958			
May	Akron		Law library manuals; law library legislation; plans for a series of courses on law librarianship; manual on law library cataloging
1959			
May	Cincinnati		Memory habits (Myron Teitelbaum); lost lawyers and lost librarians; panel discussion on law library legislation
Oct.	Dayton		Maritime law problems emphasized by the opening of the St. Lawrence Seaway
1960			
May	Cleveland		Machine literary research; history of early codes; the office librarian; how to use CCH services
Oct.	Columbus		Editorial approach to research; methods of binding; discussion of codes and digests in Ohio; basic Ohio office library
1961			
May	Dayton		A challenge to law librarians; that fountain of information: the law librarian
Oct.	Columbus		The Ohio Association of Law Libraries - a review of its objectives and a prospectus for the future; the Ohio Legal Center
1962			
May	Toledo		General reference books for a law library; repair and preservation of books
Nov.	Columbus		Library improvement clinic
1963			
May	Columbus		Legal Hawaiiiana; county, university, firm libraries workshops
Oct.	Columbus		Developing the collection - labor law, products liability, medical jurisprudence; what's new in library tools
1964			
May	Akron		Continuing law library education; library improvement clinics
1965			
May	Cincinnati		Information retrieval; history of law libraries; legal research by computer; what the attorney should expect from law libraries; brainstorming sessions - cataloging, pamphlet materials, equipment, administration
Oct.	Columbus		Seminar on cataloging; seminar on reference

1966			
May	Cleveland		Information retrieval - automation in the law library; law library building - planning, construction, completion
Oct.	Columbus		Continuing legal education from infancy to adolescence; the law librarian and his education; the American Association of Law Libraries in the computer age
1967			
May	Dayton		Information retrieval - copy machines, microforms, keysort systems and computers
Oct.	Detroit		Continuing education of law librarians; record keeping and statistics; personnel problems; impact of new cataloging rules; the computer and library service
1968			
May	Toledo		Interlibrary loans from a practitioner's standpoint; current trends in law librarianship
Oct.	Columbus		Continuing education of law librarians; new AALS standards for law schools; OSBA computer system impact on law libraries; new approaches to teaching legal research
1969			
May	Columbus		Law libraries and LC class K; law librarianship - a profession
Oct.	Windsor, Ont.		Law librarians as seen by members of the legal profession
1970			
Spring	Akron		Continuing education of law librarians
Fall	Indianapolis		
1971			
Spring	Cleveland		County law librarians and trustees; continuing education of law librarians
Fall	Windsor, Ont.		Personnel problems; criminal justice administration
1972			
Spring	Cincinnati		Types of libraries, their differences; microforms of the future Prison law libraries; paralegals
Fall	Southfield		
1973			
Spring	Dayton		ORALL - a look at its past, the present and future
Fall	Lexington		Libraries, computers and cooperation
1974			
Spring	Toledo		Workshops on individual types of libraries; government documents
Fall	Indianapolis		Workshops on individual types of libraries

1975		
Spring	Columbus	Law library building meets law library collection
Fall	Dayton	Viewpoints of law librarianship from governing bodies
1976		
Spring	Cleveland	Law library management
Fall	Niagara Falls	Joint meeting with ALLUNY; library finances and legal research in Canadian and New York law
1977		
Spring	Cincinnati	Book selection and acquisitions
Fall	Detroit	Copyright
1978		
Spring	Dayton	The one person library
Fall	Indianapolis	Library management
1979		
Spring	Toledo	Government documents
Fall	Cincinnati	Micrographics
1980		
Spring	Cleveland	Computerized legal research (WESTLAW/LEXIS)
Fall	Detroit	Joint meeting with Mich/ALL; law library users
1981		
Spring	Columbus	Cataloging and new technology
Fall	Akron	Space planning and library design
1982		
Spring	Cincinnati	Substantive law and research methods
Fall	Indianapolis	Potpourri - a miscellaneous collection of topics of interest to the law librarian
1983		
Spring	Dayton	Management
Fall	Grand Rapids	Computers - tools for today and tomorrow (joint ORALL-MichALL meeting)
1984		
Spring	Cleveland	Law and medicine
Fall	Notre Dame	Library Management and Law, Education and Religion
1985		
Spring	Columbus	Administrative process in the law library

Fall	Ft. Wayne	Computer Applications in Law Libraries
1986		
Spring	Cincinnati	Relating to the legal profession
Fall	Grand Rapids	Law library: how do we get to the future (Joint meeting with MichALL)
1987		
Spring	Dayton	Taking charge of your career
Fall	Albany, NY	Northeast regional conference
1988		
Spring	Cleveland	Your regional association: expanding your professional horizons
Fall	Indianapolis	Interdisciplinary research advice
1989		
Spring	Toledo	Privacy issues in labor law and libraries
Fall	Chicago	Navigating the nineties (Midwest regional conference)
1990		
Spring	Dayton	Planning
Fall	Akron	Technology update
1991		
Spring	Cincinnati	Hot topics
Fall	Notre Dame	Teach us to teach
1992		
Fall	Columbus	Discovering new horizons in law libraries (Second Midwest Regional Conference)
1993		
Fall	Cleveland	The practice of law librarianship
1994		
Fall	Indianapolis	Making Connections
1995		
Fall	Maumee Bay	Leadership: Equipping Librarians for the Next Millennium
1996		
Fall	Toronto	Libraries without Borders (Northeast Regional Conference)
1997		
Fall	Cincinnati	Legal Issues of Information Technology

1998		
Spring	Mohican State Park	Retreat
Fall	Cleveland	Rocking the Millennium
1999		
Spring	Hueston Woods	Retreat
Fall	Columbus	To the Millennium and Beyond
2000		
Spring	Deer Creek	Retreat
Fall	Lexington	The Winning Trifecta: Lexington, ORALL and You
2001		
Spring	Hueston Woods	Retreat
Fall	Maumee Bay	Everyone's A Critic - Applying Critical Thinking Skills in the Law Library
2002		
Spring	Salt Fork State Park	Retreat
Fall	Akron	
October 22-24, 2003		
Notre Dame, IN		
October 13-15, 2004		
Covington, KY		
October 12-14, 2005		
Indianapolis, IN		
October 11 - 13, 2006		
Columbus, OH		
October 17 – 20, 2007		
Toronto		
October 15 – 17, 2008		
Dayton, OH		
October 14-16, 2009		
Cleveland, Ohio		
October 20 - 22, 2010		
Canton, Ohio		



October 19 – 21, 2011  
Cincinnati, OH

October 17 – 19, 2012  
Valparaiso, IN

October 16-18, 2013  
Toledo, OH

October 15-17, 2014  
Columbus, Ohio

