



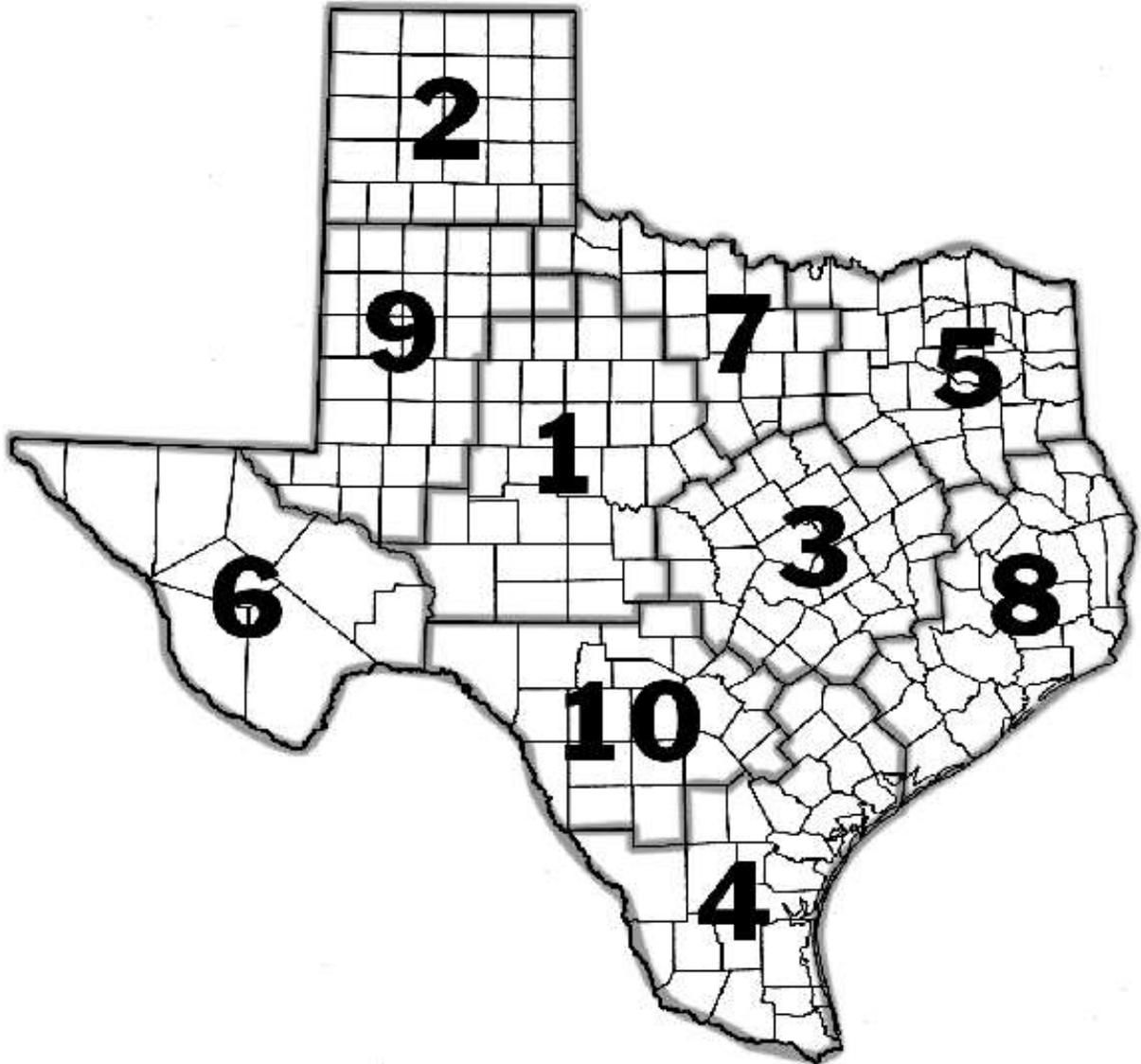
**DISTRICT OFFICER
PROCEDURES MANUAL
SEPTEMBER 6, 2018**

TEXAS LIBRARY ASSOCIATION (TLA)
DISTRICT OFFICER PROCEDURES MANUAL
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SECTION 1: MAP OF TLA DISTRICTS AND REGIONS

<http://www.txla.org/html/dist/distmap.html>



SECTION 2: PURPOSE - FUNCTIONS

Texas Library Association (TLA) District meetings provide librarians with opportunities for continuing education, legislative involvement, and networking with colleagues. Librarians and library workers from all types of libraries have a local community in which to set a foundation for future collaborative efforts.

Districts also provide rich opportunities to reach out to special groups such as paraprofessionals, trustees, and others who might not otherwise be able to participate in TLA activities. District meetings and events provide a forum to recruit new members to TLA and help them become involve at the local level. Many TLA groups such as the TLA Executive Board, New Members Round Table, TALL Texans Round Table and the Leadership Development Committee understand that district participation is an excellent way for their members and recruits to learn about TLA and to meet other librarians and library workers. Districts are also positioned to develop partnerships with library systems and consortia, ESC's, and other cooperative groups.

In 2010, as part of its Transforming TLA initiative, TLA appointed a task force to survey the membership and make recommendations about the future of TLA districts. The task force recommended several changes which were subsequently adopted by the TLA Council in 2011 and incorporated into TLA's governing documents –the TLA Bylaws and Standing Rules. These documents guide the operations and practices of TLA, including its districts.

The Task Force basically proposed three (3) major changes which were approved by the TLA Council:

1. Re-purposed districts to eliminate the required Fall Meeting and continuing education component. Districts can continue to offer the workshops, but they are not required to have them or have them during the fall unless the District's operating procedures requires them.
 - a. Rule 8.C.1 of the TLA Standing Rules states that a "District shall schedule an official meeting at least annually in accordance with its operating procedures."
 - b. Rule 8.C.2.states that a "District may schedule a Fall program. The date should be set by the time of Annual Assembly."
2. Streamlined the officer structure so that the only required positions for each district are the Councilor and Alternate Councilor. Districts are still permitted to have a Chair, Chair-Elect, Secretary, etc., if the District includes these positions in their operating procedures; and
3. Kept the current ten district boundaries but permitted TLA members the right to select which district or districts (including a possible virtual district) they wished to join. The revised Bylaws also gave members the right not to join any district. Based on these changes, TLA automatically populated all TLA members to a "region" with boundaries that coincided with the old districts and only assigned district affiliation to those individuals who did not object to being a district member.

(See TLA Bylaws, Article XI and Rule 8.C. of the Standing Rules)

SECTION 3: OFFICERS –The following information about the roles and responsibilities of the District officers assumes that these positions are defined as such in the unit’s operating procedures. The only required positions for a District are the Councilor and Alternate Councilor. Districts though are still permitted—and are encouraged--to have a Chair, Chair-Elect, Secretary, etc. if the District includes these positions in their operating procedures.

A. District Chair (in applicable districts)

The District [Chair](#) serves in this capacity for **one year** and shall:

- Assume responsibility for planning the annual Fall District Meeting or continuing education event, if the District decides to host one. (In some Districts, the Chair-Elect is responsible for this meeting. If in doubt, check your District's operating procedures).
- Direct the work of the District.
- Schedule meetings of the District executive committee as needed to plan the fall meeting and further the work of the District.
- Provide TLA with registration and continuing education information about your District meeting plans so that online registration can be created.
- Provide TLA with a list of all onsite registrants, along with their email addresses, so that they may obtain CPE certificates online.
- Preside at District meetings.
- Attend TLA Annual Conference and Annual Assembly.
- Serve as a member of the [TLA District Planning](#) Committee to share programming ideas.
- Use the District [electronic distribution list](#) to communicate with members and officers.
- Prepare and submit the annual budget in consultation with the Treasurer and executive committee as appropriate.

B. District Chair-Elect (in applicable districts)

The District Chair-Elect serves in this capacity for **one year** and shall:

- Take office at the conclusion of the Annual Conference following election at the Fall District Meeting
- Attend meetings of the District and the executive committee.
- Serve for one year as aide and alternate to the Chair.
- Perform the duties of Chair in the absence of that officer.
- Participate in planning Fall District Meeting, as directed by Chair (In some Districts, Chair-Elect assumes primary responsibility for this event).
- Attend TLA Annual Conference and Annual Assembly.
- Assume the office of Chair the following year.

C. District Secretary (in applicable districts. This position is also frequently combined with the Treasurer's position, if established as such in the operating procedures).

The Secretary serves for **one year** and shall:

- Attend meetings of the District and the executive committee.
- Record the minutes of the executive meetings and the annual fall meeting, sending file copies to the TLA office.
- File [instant minutes](#) and record and disseminate the follow-up official minutes of the District Caucus at Conference.
- Report and maintain records and correspondence as deemed necessary by the Chair, executive committee and/or TLA.
- Attend TLA Annual Conference and Annual Assembly.

D. District Treasurer (in applicable districts. This position is also frequently combined with the Treasurer's position, if established as such in the operating procedures).

The Treasurer serves for **one year** and shall:

- Attend meetings of the District and the executive committee.
- Work with the Chair to ensure that all checks received at the District level are submitted to the TLA office.
- Reconcile onsite registrations and monies collected and send to TLA for deposit into the District funds.
- Review financial records maintained by the TLA office and report any questions or discrepancies to TLA office.
- Work with the Chair to prepare the annual budget and submit to the TLA office.
- Attend TLA Annual Conference and Annual Assembly.

E. District Councilor (required position)

The Councilor serves for **three years** and shall:

- Attend meetings of the District and the executive committee.
- Represent the District and vote at all TLA Council meetings.
- Attend TLA Annual Conference and Annual Assembly.
- Organize the district activities and manage District funds if there are no other officer positions identified in the District's operating procedures.

F. Alternate District Councilor (required position)

The Alternate Councilor serves for **three years** and shall:

- Attend meetings of the District and executive committee.
- In the absence of the Councilor, represent the District and vote at TLA Council meetings.
- Attend TLA Annual Conference and Annual Assembly.
- Serve in all other capacities in the absence of the

Councilor as defined in the unit's operating procedures.

G. District Trustee (in applicable Districts)

The Trustee serves for **one year** and shall:

- Attend meetings of the District and the executive committee.
- Offer insights from the viewpoint of the Trustee and/or user.
- Attend TLA Annual Conference and Annual Assembly if possible.

H. Immediate Past Chair (in applicable Districts)

The Immediate Past Chair serves **one year** and shall:

- Attend meetings of the District and the executive committee.
- Offer an additional measure of continuity to the planning process.
- Serve as the volunteer coordinator by recruiting volunteers to help with the upcoming TLA Annual Conference (TLA Standing Rule 8.E.15).
- Attend TLA Annual Conference and Annual Assembly if possible.

I. District Webmaster and/or Social Media Coordinator (in applicable Districts).

In some districts, these positions serve continuously and without term limits at the discretion of the District and consistent with the District's operating procedures.

Typical duties include the following:)

- Attend meetings of the District and the executive committee.
- Offer insights for the technological perspective to District programming.
- Work with the TLA office to post District needs to District website and to keep all information current.
- Encourage the District officers to utilize various forms for technology of member communication (blogs, wikis, electronic discussion lists, etc.) provided by TLA and to utilize social media for promotion of District activities and involvement.

SECTION 4: FINANCIAL

A. Budget & Financial Policies

Districts must set an annual budget (Article IX, Sec. 5 (b)). Prepare and submit a [budget](#) by May 15 to the TLA Director of Administration. Districts must not plan programs which will create a deficit (Standing Rule 8.A.2.) One percent (1%) of the annual dues of personal members residing in TLA regions will be allocated to the Districts. The money will be divided equally among the Districts (Article III, Sec. 4(i). Unexpended District funds must be carried over to the next fiscal year to be used for the District (Article X, Sec. 5(c).

There is a long tradition in TLA that our units help to advance TLA's work through

annual contributions to such activities as the Legislative Reserve Fund, the TALL Texans Leadership Development Institute, and other special initiatives. These contributions can be made through the budget-making process of the District and should only be made if District funding is sufficient.

Copies of the District's financial reports and past budget documents may be requested from the TLA Office by checking with the TLA Director of Administration or by going to the TLA website. You will find the online Budget Request Form and the online Unit Financial Statement Request Form in the Members Only Section/ Officer Only Search area. Remember that TLA staff members are always enthusiastic about helping District officers work on all aspects of their positions, including budgets and financial estimates.

“Best of the Best” or BOTB competitive grants have been made available to the TLA Districts since 2000 to help them provide high quality continuing education programming at their District meetings. The application process, timeline, and other requirements are fully outlined on the TLA website at <http://www.txla.org/best-of-best-funds> and are described later in this manual. Please note that the decision to offer BOTB grants is made annually by the TLA Executive Board as a function of the TLA budgeting process. No assumptions can be made about the availability of the program from year to year.

When preparing your District budget, know that the balance from the current year's budget can be used to order printed materials, pay hotel reservation fees or provide for any expenses needed before July 1 (the beginning of TLA's fiscal year). Anticipate these expenses for next year's committee in your budgetary planning.

Remember that Districts are self-supporting. Do not budget money you do not have or anticipate raising in the coming year. A long-time guideline in TLA is that Districts should not spend more in a given year than it earns from registration fees, dues allocations, and other fundraising activities.

There are various policies within the TLA Bylaws and Standing Rules that govern the activities and expenditures of Districts. TLA Standing Rule 7D notes that “No personal expenses or honorariums shall be paid by TLA for TLA members and other Texas librarians presenting at Annual Conference, Annual Assembly, or District meetings with the exception of Executive Board members representing the Association at District meetings and TLA members and other Texas librarians who speak at District meetings other than their own.”

B. Reimbursements

Receipts along with a completed [Reimbursement Form](#) must be submitted for all expenditures to be reimbursed by the District. Receipts for small amounts should be stockpiled until the total to be reimbursed amounts to at least \$15.00 to \$25.00. The reimbursement requests should be submitted to the TLA Director of Administration for payment. For more information please refer to the [How to Get Bills Paid](#) section

of the TLA Website.

TLA Executive Board policy is that all requests for reimbursements must be submitted to the TLA Office on or before June 30 for auditing purposes.

C. Handling of District Funds

TLA Bank

Banking is through the TLA office. District meeting registration payments by attendees are deposited in the District account as they are received at the TLA office. Districts should notify TLA when any onsite payments are anticipated, particularly before or during the fall meeting. Because your District funds are held at TLA, you need to plan ahead in order to request checks (via [Reimbursement Form](#)) from TLA for any 'up-front' payments required. All bills, receipts, and contracts should be simply attached to pink forms directing payment and should be signed by District Chair.

TLA Executive Director must sign all contracts. TLA office processes accounts payable on a weekly basis. Please allow sufficient time for payment to be processed. Only in emergency situations can checks be handwritten.

D. TLA Bylaws and Standing Rules

TLA Bylaws

- District operating procedures must conform to the TLA Bylaws (Article XI, Sec 2.d)

TLA Standing Rules

- District bills, receipts or signed statements must be submitted to the TLA Executive Director and approved by the District Chair (Standing Rule 8.A.1).
- Chairs cannot enter into a contract which obligates the Texas Library Association until the contract is signed by the Executive Director.
- Expenditures should be documented and invoices submitted the Director of Administration by June 1 for the close of the year (Standing Rule 8.E.7).
- Approval should be secured by the TLA Executive Director before soliciting vendors to underwrite a program, supply a speaker, provide refreshments, etc. (Standing Rule 8.E.11).

SECTION 5: TIMELINE (for a Fall Meeting, assuming one is being held)

September/November District Meeting
Chair-elect to be

- Take office at the end of the Annual Conference next April.
- Meet the current Chair and the Chair-elect (who will take office as Chair in April), exchange contact information including email addresses and meet the other newly-elected officers.
- Plan to use your apprenticeship wisely to prepare for your year as Chair.
- Plan to attend Conference and Annual Assembly and be sure to attend all meetings of the District executive committee. Be as helpful as possible; everything you learn will make your chairmanship easier.

January/March

Chair and Chair-elect

- Meet informally at least once with the current officers and incoming officers. Discuss strengths/weaknesses of last year's meeting and plans for upcoming year's activities. You will probably find it helpful to appoint a Local Arrangements Chair for the Fall District Meeting (preferably from the host city of meeting site).
- Use District Planning Committee list (distplan@txla.org) to share ideas for programs and activities and to ask questions of your peers in TLA.
- Consult with TLA's Continuing Education Specialist about possible program and speaker ideas if you would like assistance.

April

Chair

- Take office at the close of the TLA Annual Conference, in accordance with the TLA Bylaws.
- At the District Caucus, the new officers should have a pretty good idea of:
 - *where their Fall District Meeting will be held
 - *when it will be held
 - *what the basic workshop topics might be, and
 - *who on the District executive committee will do what
- Announce these tentative plans at the Caucus. This is a good opportunity for District members to suggest additional locations, speakers, and topics for this year and next year.
- Plan to attend the District Planning Committee meeting (if scheduled) during the conference and note the dates of the July Annual Assembly on your calendar so you can plan to attend.

May

Chair

- During the week following TLA Annual Conference, you should meet with your District executive committee to continue planning the Fall District Meeting.
- **May 1 is the Deadline** for submitting the [Incoming Officer's Report](#). Information gathered from this report is used to build the Officers and Committee section of the TLA Membership Directory.
- **May 15 is the Deadline** for submitting your District's budget for July 1 - June 30 to the TLA office. This form can be found behind the [Officers Only](#)

[Section](#) of the TLA website. Include anticipated expense for printing, speakers, supplies and postage for the coming fiscal year.

- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list. Remember that members can choose not to be a member of your District!

June

- The District executive committee should meet at least monthly during the summer to continue planning.
- If using print communication, order postcards or mailers to send to your District's members to put the theme, date and place of your District meeting on their calendars. See TLA bulk mailing instructions. Or utilize your District [electronic distribution list](#) (see Membership Distribution Lists behind the Members Only section of the TLA website) to publicize meeting.
- Use social media to build excitement about the District and to promote your program.
- Order two sets of mailing labels in zip code order for your District's members if you plan to do a print mailing. TLA will provide the labels, upon request or will do mailing and printing for you.
- Schedule District Caucus time for the upcoming Annual Conference using the Conference Event Form through the Members Only Section of the TLA website.
- Consider partnering with outside organizations such as a library system or cooperative, ESC's, PLANT, Border Regional Library Association, for more program strength.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list. Remember that members can choose not to be a member of your District!

July

- Attend the TLA Annual Assembly in Austin.
- District Chairs are encouraged to attend the Chairs Training and District Planning Committee Meeting during Annual Assembly.
- Be prepared to share your District's plans for the fall meeting and to glean ideas from other Districts at the District Planning Committee meeting.
- Pick up your District's membership list which will include contact information, if requested from TLA. You can also check the roster of your membership and your officers list through the [Members Only Section](#) of the TLA Website. Once in Members Only, select Membership or Officer Search (behind the Officer Only Section). Select your District and the current membership year. An alpha listing of all current District members and/or officers will appear. You can print this list for a roster (contact information will not be included).
- Obtain forms for [instant minutes](#) and other information disseminated to District officers at Assembly.
- If using print communication, use one set of mailing labels to address the

reminder cards and take them to the TLA office to be mailed from Austin. The upcoming Annual Assembly is a good time to deliver the cards (see [bulk mail](#) instructions) to the TLA office, where they will be mailed. Postage will be charged to the District's account.

- Be sure that your District webpage is fully updated with fall meeting plans.
- Continue to engage with your members with social media.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list. Remember that members can choose not to be a member of your District!

August

- Provide detailed information to the TLA office regarding your District meeting program schedule by submitting the online District Meeting Event Form via the Members Only Section of the TLA website. See Section 7: Planning Fall District Meetings of this manual for more information.
- Contact exhibitors, if desired, and have exhibitor forms signed. TLA does not have a standard exhibitor form. Each District is responsible for this activity, but feel free to consult with TLA's exhibit staff.
- Consult with TLA if you need assistance.
- Contact TLA [Registration Manager](#) with registration information so that the online registration form can be created.
- Print registration forms, program flyers, maps to the District meeting location, hotel reservation forms and any other registration materials to send to all District members through bulk mail or add to the district website. In recent years, bulk mail is rarely used; however, if using, see the bulk mailing instructions on the [Officer Resource Center](#) page. Deliver to the TLA office six weeks before the District meeting; mailing will be sent one month before the meeting.
- Promote District meetings via the District [electronic distribution lists](#).
- Appoint a nominating committee to recruit and present the slate of next year's officers. Contact your TLA Executive Board representative. Districts are welcome to utilize TLA's electronic balloting system, but District operating procedures must allow this. TLA-wide elections will be held in February not at the Fall District Meeting.
- Continue to engage with your members using social media.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list

September

- Visit the site of the District meeting. Verify food services, room arrangements, public address system, parking and other details. Plan the agenda.
- Prepare for registration, name tags, exhibits, ballots, introducers of speakers, printed programs, door prizes, coffee, refreshments for breaks, etc.

TLA office will send lists of registrations received via the online registration form 10 days prior to your event so that you can prepare name badges. After your event, TLA will require that copies of all onsite registration forms be

sent to the TLA office for input into the registration system. Onsite registrations must be entered into the registration program in order to receive any CPE certificates (see section 7 A. for more information on CPE Credit.

- Ask library directors and consortia staffs and officers to help to publicize your programs.
- Submit all checks received at the District level to the TLA office.
- Continue to engage members via social media.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list.

September/October/November

- District meeting with speakers, workshops, elections, and business meeting occur. Follow up with thank you notes to all those who helped.
- Continue to engage members via social media.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list.

November

- If using TLA election ballot, candidate information is due by the candidates to the TLA office.

Note: Many Districts also plan legislative events (brunch, breakfast, lunch, reception) for librarians and elected officials. This event may be held in conjunction with your District meeting but is frequently more effectively held at another time (before the legislature returns to office or after an election) to acquaint the legislators of your TLA District with local library needs. Invite federal and state legislators, county commissioners, city councils, school board, spouses, library friends, and library boards to this TLA District-sponsored event, which may be planned by the District executive committee or a District legislative committee, appointed by the TLA District Chair.

Throughout the balance of your months as Chair, there will be many opportunities for you to continue working with your membership and implementing any program activities being undertaken by your group.

- Help the Chair-Elect become oriented to the leadership role.
- Continue to engage members via social media.
- Acknowledge your new members by writing them personally and/or by notifying your District's electronic discussion list.

SECTION 6: PLANNING FALL DISTRICT MEETINGS (if hosting a meeting)

The essence of planning is to identify:

- What is to be done? Who is to do it? and When?

The following suggestions and checklists may help with the **what** and **when**:

A. Evaluation of Prior District Meeting

Before the Fall District Meeting is over, as part of the evaluation or through some other fact-finding means, the officers should elicit from membership suggestions regarding the following:

- where next year's meeting should be held (perhaps 4-6 varied choices)
- when it should be held (possibly 3 choices of weekend or weekday dates)
- what topics members would like presented
- speakers members recommend and would like to hear

The incoming Chair can examine these suggestions and present them to the new executive committee (District officers) before they actually take office, in order to take advantage of the District Caucus at Conference. A Local Arrangements Chair may be named who can act to secure the chosen site, set up food contracts, etc. Ask to be on the caucus agenda and present the date (or possibly 2 alternatives to be decided by vote of those present) and place of the fall meeting. These should be announced in the secretary's instant and formal minutes.

B. Best of the Best Competitive Grants

The **Best of the Best** program, an initiative of TLA President Julie Todaro (2000-2001), began in the fall of 2000. The goal of the program is to help districts provide higher quality educational programs during the fall meetings to address member needs.

Recognizing its importance to TLA Districts, the Executive Board has agreed to fund this special allocation each year since then. However, the funding level has varied depending on financial circumstances of the Association, and the program is now a competitive grant program among the districts. Funding for this program annually should **not** be assumed and is dependent on TLA's financial position, as determined by the TLA Executive Board.

In an effort to target funds toward meeting the goal of this initiative, funds may be used for the following expenditures:

- Speaker honorariums
- Speaker travel

*Funds may **not** be used for these types of expenditures:*

- Catering
- Facility Rental
- Refreshments or other food related items
- Speaker gifts

- Decorations
- Supplies
- Printing

How to Request Funding for Best of the Best Grants: The District Chair must complete the Application form and submit it to the TLA office addressed to the attention of Continuing Education Specialist. Upon approval of the request, the Chair will be notified. Funds must be expended by June 30 of the fiscal year in which they are awarded. Consequently, funds cannot be carried over to a subsequent fiscal year. Consistent with TLA guidelines, all requests for reimbursement or payment must be submitted by June 30 of the current fiscal year.

Request for Payment Procedures: The District Chair submits a copy of the electronic speaker(s) agreement for each speaker as documentation for honorariums and/or travel.

C. Meeting Site

Check records from previous meetings to learn how many attendees to plan for. Project numbers based on past attendance tempered by any expected growth factors. Remember, space must be provided for **all** attendees, including speakers and vendors. Minimum space needs should be figured as follows:

- Theater seating 9 square feet (sq ft) per/person
- Classroom Style 14-18 (sq ft) per/person (depending on table width)
- Banquet Seating 12 (sq ft) per/person (seats both sides of table)
- Reception 9 (sq ft) per/person

Remember to add space for the head table and any other space-using additions. Often, the location is a school or college setting due to the number of meeting rooms needed for seminars and a large auditorium needed for business meetings, with a cafeteria or other provision for luncheon. If so, it is important to know if any fees will be required for use of the school or clean up of classrooms. Sometimes it is advantageous to use the facilities of a hotel.

In either case, be sure you have checked on the availability, costs, time factors and what sets up, runs, cleans up, etc., the following:

- a large foyer or other space for registration
- auditorium or main meeting room
- head table, with chairs, skirting, water, glasses, flowers
- recording equipment, microphones, amplification
- side or rear table for handouts
- break-out/ seminar rooms, with tables, chairs, lectern
- appropriate space, with tables, for vendors

“Supplier Contracts”

The TLA Executive Director must sign all contracts for District suppliers for District meetings (e.g. caterer, meeting space, audio-visual). TLA policy requires that contract forms be used when encumbering funds for meeting expenses. Good business practice also suggests that contracts be signed for meeting space and speakers even when no funds are exchanged, as a means of avoiding misunderstanding about the contract terms. TLA must retain a copy of each contract bearing original signatures.

Payment should be arranged ahead for:

- Site
- any required cleanup fees
- meals
- equipment, furnishings, flowers
- honorariums, gifts, etc.

D. Mailings

(See [Bulk Mailing](#) instructions for information on forms, costs, availability and order of labels and kinds of help to be expected from the TLA office). Custom and budget will dictate the number of District mailings. Some Districts send an early mailing, perhaps a simple postcard, stating date and location of the fall meeting. Be sure to put the TLA speaker/representative (generally the President or President-elect) on your mailing list.

Try to identify and contact any other local/regional groups who might be interested in attending and perhaps joining TLA. An expression of interest and of welcome is sometimes all that is needed. The essential mailing is issued approximately **one month prior to the meeting**, stating the following:

- date
- exact location, with map or any needed access information
- time(s)
- topics
- speakers
- registration form, with fee(s), date due, person and address to whom it should be returned.

A broadcast invitational email to everyone in your District is encouraged. You might also encourage some attendance on the TLC list and on some of the school District [electronic distribution lists](#) in your region. Encourage all the District officers to send similar messages to their respective listservs. You can also email the directors of some of the large public and academic libraries to see if they'll put the message on their staff electronic distribution lists.

E. Registration – Online and Onsite

a. TLA will make available online preregistration for the District meetings. This system is designed to help the Districts by reducing the volume of checks and registrations processed at the District level. It is our hope that attendance will increase if attendees are able to use

credit cards to charge their registration and if they can obtain an online Continuing Professional Education (CPE) certificate after the meeting.

Just to be very clear about what this service will and won't do, please be aware that this service will only cover online preregistration. As in the past, each District should continue to accept and process registrations received by mail and onsite. Each District should continue to print out badges for all attendees, including online pre-registrants and registrants by mail and onsite. TLA will send each District by email either an ASCII delimited file or an Excel spreadsheet 10 days prior to the Fall District Meeting for you to use to create the attendance list and the badges. You may request a report periodically by contacting the TLA Registration Coordinator at TLA.

To activate this service, please send the following information no later than **August 4** to the TLA Registration Coordinator at TLA.

1. Name, telephone number, and email address of the contact person for the District who will be emailed the file of online pre-registrants 10 days prior to the event. This contact's name will also be published on the District online preregistration form as the local resource for information.
2. Date, location, and times of your District meeting.
3. District registration fee which can be one flat rate or can be differentiated for member, non-member, preregistration, and onsite. (TLA staff recommends using a standardized Onsite registration form template. See Attached.)
4. Lunch cost (if separate from registration fee).
5. Lunch menu (optional, if you wish to publish it). This information must be very brief, and no custom menu choices are possible. (New: You may give us as many prepackaged options as you wish, but only one selection may be made. Example: Option 1: Menu; Option 2: Menu; or Option 3: Menu)

You will want to be sure that the printed and onsite registration form asks for the same information in the same way. We ask you to encourage your colleagues to preregister online by including this information on your printed form and any other means available to you. The online form will remain active until 11 days prior to your meeting so that we can have time to download the information and send it to you 10 days prior to the meeting.

In order to enable attendees to print out their CPE certificates after the meeting, please be sure that **copies of all mailed and onsite registration forms** (Copies of these forms are essential to ensure that all needed information can be entered for the registrants) are mailed to the TLA Office within a week of the meeting. We also must have an email address for each registrant if they are going to be able to access their CPE certificate. Please alert your attendees that they can go online for CPE certificates after November 15. In addition, there are several financial requirements that are essential for the mail and onsite registrations. We must manually enter the data so that these individuals can print their CPE certificates.

b. Processing District Fall Meeting Registrations and Checks

When preparing checks for District meetings to mail to the TLA office, please follow the procedures listed below:

1. Please place checks in alphabetical order
2. In an Excel spreadsheet please list checks alphabetically by last name or company name supplying their amounts with a total number of checks and the total amount of the checks at the end. *Note:* When attendee presents a company check, please supply attendees name with the company name.
3. Keep a copy of this list for your records.
4. Mail checks, original spreadsheet, and copies of mailed-in and onsite forms to the TLA office via certified or express mail so that you can retain a receipt for the mailing.
5. It is a good idea to email the TLA office giving a heads up that the checks are in the mail.
6. Do not hold checks. Please send them at several intervals. A good guideline to follow is to submit a batch of checks one week out from the District meeting and a second batch after the meeting. **PLEASE DO NOT SEND CASH. EITHER CONVERT TO MONEY ORDER OR CHECK.**
7. To comply with TLA financial guidelines please submit all checks to the TLA office no later than seven (7) business days following the conclusion of your District meeting. If you hold checks it raises audit questions on our end so please help us to avoid those awkward situations.
8. If you have questions regarding these procedures, please contact the TLA Director of Administration.

Do you:

- Accept registrations at the door?
- Guarantee lunch for late registrants?

Do you have:

- Registration table?
- Additional tables for membership, handouts, refreshments?
- A cash box?
- A receipt book?
- Name tags?
- Felt tip markers?
- A way to indicate members entitled to lunch?
- Tape and/or easels for signs?
- Signs directing people to:
 - Registration?
 - Business meetings?
 - Individual workshop?
- printed:
 - programs/schedules?
 - Agenda?
 - Ballots?
 - Evaluation Forms?

Optional Refreshments

1. Determine if you want to serve coffee/hot water/juice/donuts and how frequently

(for example, upon arrival? during breaks?)

2. Determine what quantity to order (and whether the break will or can be replenished during the event).

3. Determine who will underwrite the expense (e.g., vendors, friends of the library, host institution, or part of the registration fee)

F. Program Content of Workshops

Do you have:

- Written confirmation for all presenters?
- Electronically signed contracts for guest speakers?
- Materials that speakers submitted in need of duplication prior to meeting?
- Someone primed to introduce each speaker/presenter?

G. Program Content & Documentation

The scheduling of District meeting breakout sessions will be very similar to the way Conference programs are scheduled.

Each breakout session within your District meeting will need to be submitted as a separate District Meeting Event Form via the Members Only Section of the TLA website. Please feel free to contact the TLA Conference Coordinator if you have any questions or encounter any problems with accessing or completing the District Meeting Event form.

a. The online District Meeting Event Form must include the following in order to submit your form. This information can be updated as frequently as necessary:

- Title of the breakout session
- Length of each breakout session, Day, Date, and Time (beginning and ending)
- Abstract (brief summary of the content to be covered)
- Program objectives
- Target audience
- Speakers and their credentials for this session
- Add each speaker/presenter name along with all agreed upon terms for each of the breakout sessions. Keep in mind TLA's reimbursement policy.

Once all breakout sessions and their program content have been entered using the online District Meeting Event Form, please send an email to the Registration Coordinator so that the next step of importing these events can take place. It is

asked that if you need to make modification to the program content, you notify the Registration Coordinator via email. CPE Credits are assigned based on the submitted content and program length.

b. Speakers' Reimbursements

TLA policy (Standing Rule 7.D) states "no personal expenses or honorariums shall be paid by TLA for TLA members and other Texas librarians presenting at Annual Conference, Annual Assembly, or District meetings with the exception of Executive Board members representing the Association at District meetings and TLA members and other Texas librarians who speak at District meetings other than their own."

Alternative possibilities for showing appreciation to your own District members for contributed time and effort are:

- gift or memento from the TLA District
- complimentary lunch
- complimentary registration

With this new process, you will be able to utilize the online speakers' agreement. Each speaker/presenter must sign the electronic speaker(s) agreement. Instructions for using the online speaker's agreements may be found below.

c. Instructions for Electronic Speaker(s) Agreements

District meeting Program Planners will need to enter all negotiated upon terms between your Unit and TLA Speaker(s) into the online District Meeting Event Form. Once the information is entered and imported by the TLA Staff, a PIN number will be generated for each new speaker. At that point you can relay these PIN numbers to your speakers.

Speakers PIN numbers can be found on the District Meeting Event Form under the Members Only Section.

- Log in as you normally do to view the District Meeting Event Form. Select District Meeting Event Form and choose your first event.
- Go to the "Speaker/Hospitality Arrangements" section. You will see all of your speakers listed with their PIN number(s) above each of the speaker's names.
- You will need to make a note of each unique PIN number that corresponds to each speaker. The PIN number connects the speaker to each event for which he/she will speak (even if the speaker is presenting at multiple programs), as long as the name is entered identically for each event.
- You can give this PIN number to your speaker(s) and direct them to this link: <https://secure.txla.org/secure/events/eventMtgSpeakerLogin.asp> where they will be asked to log in using their PIN number and last name.
- At this point, a link to a contract will appear for each event for which they are speaking which will contain whatever details you have input.

- Speakers will then have the option to review all the information in the contract and either accept the terms, or contact you, as the planner, to make changes. Speakers will receive an email confirmation summarizing each speaker contract they accept. If they want a hard copy of the entire speaker contract, they will need to print the file while they are still online and when they actually have the contract open.

Once the contract is accepted, no further revisions or additions can be made to the speakers section of the District Meeting Event form. If additional changes are necessary, you will need to contact the TLA Conference Coordinator in writing to manually input that updated information.

If your speaker is not comfortable transmitting his or her social security number over the Internet (even though it is a secure site), we have provided a link to the IRS form W-9, “*Request for Taxpayer Identification Number*” that may be mailed to the TLA office.

H. Exhibits (optional)

If there are to be vendors, you must make sure they will have space and any needed tables, electrical outlets, etc. It is a good idea to appoint a vendor contact, who can:

- Notify TLA of your intent, and the vendors you wish to invite
- Invite the vendors, giving meeting particulars and vendor information, i.e.;
-charge for space?
-do you want them to donate door prize?
-is there access to power for equipment?
- Send confirmations
- Insure that custodians know where and how many tables need to set for vendors
- Insure that someone is there at least one hour early to open up for vendors

I. Business Meeting / Agenda

Agenda should include such matters as

- Welcome
- Greetings, possibly from mayor or institution head
- Introduction of head table guests
- Minutes of past meeting, may be summarized if bylaws allow for prior executive committee approval
- Treasurer's report
- Election of new officers
- Message from TLA Executive Board (Standing Rule 8.C.2)
- Legislative concerns; update on planned legislative functions
- Information on awards, scholarships, etc.
- Voting of donations to TLA Leadership Development Committee for the TALL Texans Institute, Legislative Committee, etc. Bylaws changes, if needed
- Announcement(s) of membership representative

- Thank you messages to local arrangements people, host facility representatives, speakers, etc.
- Last-minute room changes, other housekeeping announcements

J. Lunch

- Who is providing/catering lunch?
- What is the actual cost per person, including gratuities and with any complimentary meals (e.g. major speaker) pro-rated?
- How is it being delivered /served?
- When is guarantee/payment expected?
- Have you sampled menus?
- Are there to be table decorations?
(Can decorations at business table be reused at luncheon?)

K. Protocol

Seating arrangements at head table (remember to allow space for TLA Executive Board Representative).

- Remember that it's a courtesy offer to TLA representative to assist with a hotel room reservation and/or to offer ground transportation

Written thank you(s):

- District Committee members
- New incoming officers
- Presenters/speakers
- Institution (building) personnel
- Local arrangements committee

L. TLA Store

TLA will include a TLA store order form in the packet of information mailed to District meeting planners.

Other materials to look for from the TLA office prior to your meeting:

- TLA Membership forms
- Committee Volunteer forms
- TLA Legislative Talking Points
- TLA Store order forms
- TLA Awards Brochures
- Conference Volunteer forms
- Call for Contributed Papers
- TLA Continuing Education Overview

SECTION 7: FOLLOW-UPS AFTER THE FALL DISTRICT MEETING

After the meeting, send the following to the TLA office:

- [Instant minutes](#) (**immediately**) after the meeting, to catch the highlights
- District minutes (official)
- [Reimbursement forms](#) for District meeting expenses
- [Reimbursement forms](#) or authorization for any fund transfers/contributions approved at the meeting
- Complete list of onsite registrations to be entered into the registration system so that registrants may receive their Continuing Professional Education (CPE) Credit. (if a registration form was received, it would be best to go ahead and send this to TLA also.) Email addresses are required to obtain [CPE Credit Certificates](#).

A. Continuing Professional Education (CPE) Certificates

Continuing Professional Education (CPE) credits may be accessed via the TLA website, <http://www.txla.org/html/dist/distmtg.html>. Members and non-members may not receive any credits until after a meeting has been attended. TLA's registration system now holds CPE Credits for all TLA associated meetings. Continuing education hours are usually only for those hours of direct instruction, excluding business meetings, registration, and meal.

Persons going through the online registration form may collect their CPE credit certificate immediately following the District meeting. Onsite and mailed in registrants' information must be entered into the TLA registration database immediately following the District meeting in order to receive their CPE Credit. Therefore, TLA office encourages District attendees to register via the online registration form.

B. Evaluation of Current Year

And then the process begins again.... Have fun!

Addendum

TLA DISTRICT < # > Annual Meeting
<Date(s)>
<Location>
<Address>

*NAME _____ MEMBER NUMBER _____
(Please print your name as you wish it to appear on your name badge)

INSTITUTION _____

*ADDRESS _____ *CITY/STATE/ZIP _____

PHONE _____ (home) _____ (work)

*E-MAIL _____

- | | |
|---|---------------------------|
| Registration Category: | Registration Cost: |
| <input type="checkbox"/> A. Member | < \$ > |
| <input type="checkbox"/> B. Non-Member | < \$ > |
| <input type="checkbox"/> C. Presenter | < \$ > |
| <input type="checkbox"/> D. Vendor | < \$ > |

Events:

Lunch Options:

- | | |
|--|------|
| <input type="checkbox"/> A. Beef entrée | <\$> |
| <input type="checkbox"/> B. Chicken entrée | <\$> |
| <input type="checkbox"/> C. Vegetarian entrée | <\$> |
| <input type="checkbox"/> D. Salad entrée | <\$> |

Special Events:

- | | |
|--|------|
| <input type="checkbox"/> A. Pre-event Social | <\$> |
| <input type="checkbox"/> B. Bus-trip | <\$> |
| <input type="checkbox"/> C. Post-event Social | <\$> |

TOTAL PAYMENT INCLUDED WITH THIS FORM _____

*Make all checks payable to **Texas Library Association**. Checks must be postmarked by <date>.*

Send form and check to: <District Contact>
<Institution>
<Street Address>
<City, State, Zip>

*To confirm registration send SASE with your registration form and payment.
Direct any questions to : <District contact> email: <contacts email address>*

Payment Information:

*Check No. _____ *Denotes required information necessary for registrants to be able to retrieve CPE certificate online from TXLA.org.