LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

HANDBOOK

Updated September 2025

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LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

PRESIDENT

AUGUST/SEPTEMBER

1. Prepare the President's Message and send it to the reporter in time for the first newsletter. Contact the Webmaster to update the website.
2. Coordinate with Student Relations Chair on a date for the Officer Orientation.

SEPTEMBER

1. In coordination with the Student Relations Chair, conduct an officer orientation and request each officer to examine his/her duties in the handbook.
2. Begin appointing committees as soon as possible when you receive the information about volunteers from the Student Relations Committee Chairman. Choose reliable schools for the Nominating, Registration, and Social Dance Committees. No club shall have more than two committees.
3. When a school accepts a committee, request the chairman to examine the duties in the handbook.
4. Correct the minutes that the secretary sends to you. Return them to the secretary as quickly as possible.
5. Begin preparing a tentative program to present for approval at the January executive board meeting. Remind the vice president to have suggestions for speakers, suggestions for themes, and suggestions for books to be discussed.
6. Send the secretary a copy of a map giving directions to the location of the fall executive board meeting. Confirm the time and date and remind him/her to send notes to all officers, committee chairmen, the Student Relations Committee chairman, the hotel liaison, and the webmaster.
7. Plan your fall executive board meeting. To eliminate confusion, write everything that is to occur at the meeting. A printed agenda is needed. Make sure everyone understands his/her duties. Doodle Poll helps identify best dates for schools to attend.

OCTOBER

1. Attend and preside at the executive board meeting.
2. Urge all committee chairmen, officers, and sponsors to attend the meeting.
3. Remind the secretary to make copies or email the minutes for the executive board meeting.
4. Send the "President's Message" to the reporter.
5. Check on the newsletter. Instruct the reporter to send notices to clubs, asking for news. Remind him/her not to wait.
6. Set limits for pre-registration of contests at the earliest possible date.

OCTOBER/NOVEMBER

1. Check with the vice president(s) concerning the program—all speakers should be confirmed and workshop leaders confirmed.
2. Check with the reporter—receipt of club news, preparation of the fall newsletter, etc.
3. Check with the treasurer—notices should be sent to all clubs which were members during the past year.
4. Revise the directory of committees to be distributed at the executive board meeting.

DECEMBER

1. Clarify the duties of the vice president and the president at the convention. It helps to know at which meetings each person presides.
2. Remind the treasurer to send an alphabetical list of paid clubs to the reporter, the Student Relations Committee chairman, the executive secretary/liaison, and the webmaster.
3. **STRIVE TO HAVE EVERY BLANK ON YOUR PROGRAM FILLED.** This includes invocations, benedictions, etc. Try not to have every name on the program from one area. This is difficult and time-consuming, but it gives more participation.

JANUARY

1. Attend and preside at the executive board meeting.
2. Begin preparing for the convention.
3. Prepare the final convention program, gathering information from the vice president, other officers, and committee chairmen.
4. Send a copy of the completed program, including book discussions and workshops to the Student Relations Committee chairman, the executive secretary/liaison, the reporter, and the Hospitality Committee chairman. The Hospitality Committee will need the names of the guests for whom gifts need to be purchased.
5. Make the seating charts for the head tables. You will need one for each general session and the luncheon.
6. Send a copy of the seating charts to the Student Relations Committee chairman. When they have been approved, making sure that no one is omitted, make place cards. Take a few blank cards to convention to take care of last minute changes.
7. Make sure the treasurer has distributed the current list of member clubs to committees needing the information.
8. Check with the hotel liaison on meeting room assignments.
9. Print the program, including the seating charts at the end of the program. Include a map of the convention meeting room area somewhere in the program. Contact the Registration Committee to anticipate number of copies needed.
10. Instruct the secretary to inform officers and contest committee chairmen of the executive board meeting at the convention.
11. Check on the installation material with the Nomination Committee.
12. Remind the Student Relations Committee chairman to remind sponsors of evaluation forms to be distributed after convention. These are returned to the incoming chairman.
13. Purchase 1st, 2nd, 3rd place ribbons for the contests. Estimated count: 22 sets

14. Pass on gavel to present to the incoming president.
15. Prepare a notebook of **every word** you plan to say when presiding at the convention. This should be double or triple spaced to allow for "write-ins" as needed.
16. Prepare the assignment for the orientation.

CONVENTION

1. Be prepared with written notes to preside at the convention.
2. Attend and preside at the convention. Remember that the vice president presides at the luncheon.
3. Remind the vice president to distribute thank you note lists among the officers.
4. Be responsible for all new officers receiving instructions from old officers.
5. Prepare a printed agenda for the executive board meeting.
6. Receive approval at the executive board meeting for the awarding of a janitorial tip (usually $50).
7. Announce the date of the next convention at the luncheon. This information will be given to you by the hotel liaison. Please remind that person not to schedule the weekend immediately before or after Mardi Gras, Easter, or Valentine's Day.
8. Be prepared to distribute at the executive board meeting the ribbons requested by the contest committee chairmen.
9. Have a practice session with all candidates for the installation of officers.
10. Take your files to give to the next president.
11. Take any bills that need to be paid. Remember to attach a completed check request form to each bill.

AFTER THE CONVENTION

1. Write thank you notes to everyone on the thank you note list.
2. Attend the Louisiana Association of School Librarians' luncheon at the Louisiana Library Association convention. Be prepared to promote LTLA.

Revised January 27, 2023

VICE PRESIDENT

IN THE FALL

1. Work closely with the president. Update on progress.
2. Obtain workshop leaders.
3. Obtain entertainment for the opening session. Example: Highs & Lows Acapella Choir
4. Invite the LLA President and LASL President to bring greetings at the opening session.
5. Invite the Louisiana Public Librarian to bring greetings at the banquet.
6. Contact the author regarding book sales. (Are they bringing books? Are we selling books?) Determine if pre-sale is necessary.

AT THE OCTOBER/NOVEMBER EXECUTIVE BOARD MEETING

1. Prepare a report for the board meeting on your progress. Prepare handouts of any information you have on the confirmed speaker(s) so far.
2. Once the speaker/author is secured, prepare an Appearance Contract for each of you to sign. Send signed copy to president, sponsor of the president, and Student Relations Committee.

BY DECEMBER 15

1. **STRIVE TO HAVE EVERY BLANK ON YOUR PORTION OF THE PROGRAM FILLED.** This includes speakers and workshop leaders.

IN EARLY JANUARY

1. Obtain biographical information and approved pictures from speakers and workshop leaders you will introduce.
2. Send speaker and workshop information to the president. The Hospitality Committee will need the names of the guests for whom gifts need to be purchased. The Registration Committee will need the list of workshops in order to make tickets.
3. Begin writing your speech. Look in your Google Drive for past scripts. Request that your librarian, an English teacher, or speech teacher check your speech. Practice your speech. Half of nervousness comes from not being sure of your information.
4. When script is complete, share with the president so it is included in the primary script.
5. Contact all speakers and workshop leaders, offering them accommodations at the hotel and tickets to the luncheon, if they wish to attend. Send this information to the hotel liaison.
6. Secure equipment needs for the speakers and workshop leaders. Send this information to the hotel liaison. Request one table for author to use for autographs.
7. Make a list of people to receive thank you notes. This should include speakers, workshop leaders, officers, all committee chairmen, candidates, and program participants, chairman of the Student Relations Committee, the hotel liaison, and the webmaster. On the list you should have the person's name, address, and what they

did. Send a copy to the president a month before convention. Print copies to distribute at the convention.

ONE MONTH BEFORE CONVENTION

1. Send the names of the workshops and workshop leaders to the president for the convention program.

TWO WEEKS BEFORE CONVENTION

1. Drop a note to each speaker and workshop leader, reminding them of the convention and their part in it. Include the date, time, and place they are to arrive. Remind the workshop leaders to prepare for the entire assigned time.
2. If needed, make workshop signs to correspond with the colors of the workshop tickets. Contact the Registration Committee.

CONVENTION

1. Take your speeches.
2. Take your files to give to the next vice president.
3. Submit any bills that need to be paid. Remember to attach a completed check request form to each bill.
4. Meet and greet the speakers and workshop leaders at the time they were required to arrive and set up.
5. Help facilitate time for autographs with the author.
6. Assist the president.

AFTER THE CONVENTION

1. Write thank you notes to everyone on thank you note list.

Revised February 27, 2025

Ashley Elston
Appearance Contract

Contract/Speaker Agreement
EXAMPLE

To: Ashley Elston

From: Natalie Clemmons

Date: January 21, 2019

I am confirming that Ashley Elston, will be appearing at the 2019 Louisiana Teen-age Librarians Association's convention on February 18, 2019.

SCHOOL/ORGANIZATION INFORMATION
School/Organization: Louisiana Teen-age Librarians Association (LTLA)
Convention Address: 2301 N. MacArthur Dr. Alexandria, LA 71303

Contact Name: Charla Arabie, Sponsor; Natalie Clemmons, LTLA Vice President
Phone: 337-588-4205
Email: charla.arabie@jdpsbk12.org; vicepresidentltla@gmail.com

PROGRAM SCHEDULE
Number of Presentations: 1 **Length of Time:** 45 minutes

TRAVEL AND LODGING ARRANGEMENTS
Travel: Fee included in honorarium.
Meals and Lodging: LTLA is providing ticket to banquet. LTLA can provide lodging if needed.

SETUP REQUIREMENTS FOR PRESENTATION
School/Organization is providing needed equipment for visit.
Setup: For the presentation, LTLA will provide a microphone, projector/screen, and computer if needed for presentation.

CANCELLATION
In the event that LTLA must cancel, the author will be notified as soon as possible.

BOOK ORDERING INFORMATION
LTLA will provide the books available through their source unless the author has her own arrangements.

HONORARIUM: $250
Check should be made out to Ashley Elson.

By signing below, LTLA agrees to pay the fees as directed by the author.

Contract/Speaker Agreement EXAMPLE

CONTRACT INSTRUCTIONS
Please sign a copy and email to Charla Arabie and Natalie Clemmons.

Sincerely,

SIGNED	**ASHLEY ELSTON**	**DATE**
SIGNED	**LTLA REPRESENTATIVE**	**DATE**

SECRETARY

FEBRUARY

1. If you have not received all of the material from the past secretary, request it. Notify the president if you do not receive the materials

AUGUST/SEPTEMBER

1. Attend the Officer Orientation.
2. Remind clubs of the upcoming board meeting, giving the time, place, and date (even if online). This information will be from the president and Student Relations Chair.
3. Remind committees and officers that reports are to be submitted to the president, secretary, and Student Relations Chairman.

OCTOBER/NOVEMBER

1. Attend the executive board meeting. Distribute copies of the minutes by paper or email of the last meeting.
2. Record the minutes of the meeting.
3. Call roll as prompted by the president.
4. Type the minutes and send a copy to the president for approval. After approval, send copies to the Student Relations Committee chairman, the hotel liaison, and the webmaster (for possible changes on the web site).

DECEMBER

1. Prepare for the next executive board meeting, usually held in January. Notify clubs of upcoming meeting.

JANUARY

1. Attend the executive board meeting. Distribute copies of the minutes by paper or email of the last meeting.
2. Record the minutes of the meeting.
3. Call roll has prompted by the president.
4. Type the minutes and send a copy to the president for approval. After approval, send copies to the Student Relations Committee chairman, the hotel liaison, and the webmaster (for possible changes on the web site).

CONVENTION

1. Record the minutes of the executive board meeting.
2. Secretary calls roll when notified by president.
3. Type the minutes you took and turn them and other materials over to the new secretary as soon as possible. Send a copy to the historian to be placed in the scrapbook, and place a copy in the minute book. Prepare the minutes for the newsletter for the new secretary.
4. Take notes of name of schools and individual contest winners for convention minutes. You will also need workshop leaders and speakers.
5. Present any bills to the president at the executive board meeting. Remember to attach a completed check request form to each bill.
6. Be prepared to turn over all materials except the new minutes and the minute book to the new secretary.

NOTES

1. Your letters should be courteous, gracious, and appreciative. You will be requesting something—usually from an adult. People know you by the letters you write.
2. Keep every letter you receive and keep a copy of every letter you send.
3. Minutes must be clear and correct. Stop a meeting, if necessary, to get an accurate account.
4. Be prompt in answering letters.

Revised February 20, 2020

TREASURER

APRIL/MAY

1. Request the records from the past treasurer.
2. Open an account with a bank that will not charge LTLA a service charge.
   a. Set up a method of bookkeeping or use the one from the previous year.
   b. Request a checkbook.
   c. Enter the transfer of funds in the ledger.
   d. The EIN number should appear on the first line of the ledger.
   e. Treasurer's sponsor should be listed on the account as well.

SEPTEMBER

1. Send notices for dues. Use the past membership list. This will take time, so do not delay. The deadline for paying dues is November 1.
2. Upon receipt of each application for membership, enter the amount of money received in the ledger and file membership applications in alphabetical order in a notebook. To be approved for membership, the club sponsor must be a member of the Louisiana Association of School Librarians.
3. Attend Officer Orientation.
4. Prepare a budget that includes expenditures for Author, Convention Center, Hospitality, and others. Located in Google Drive and see sample in this section.

OCTOBER/NOVEMBER

1. Attend the executive board meeting.
2. Give an oral and written report of what we have spent the last year and what we have now. Make copies for the president, the secretary, the reporter, and the Student Relations Committee chairman.
3. Remind the executive board that the deadline for dues is November 1, according to the Bylaws.
4. Remind the clubs, via the newsletter and website, to pay dues.
5. Ask questions about anything that you do not understand.
6. Receive membership forms before or by November 1st, the deadline listed above. All blanks on each form **MUST** be completed.
7. Prepare an alphabetical list of all clubs that have paid as soon as possible after the deadline for dues. Send copies of the list to all officers, committee chairmen, the Student Relations Committee chairman, convention arrangements liaison, and the webmaster.
8. Send a copy of all membership applications to the Registration Committee.

JANUARY

1. Prepare a report to give at the executive board meeting

FEBRUARY

1. Attend the convention.
2. Give an oral and written report at the executive board meeting. Name the new treasurer so that it is in the minutes.

3. Pay bills only after the president and his sponsor have signed them and check request forms have been completed.
4. Accept the bills and check request forms on Sunday night and **no later than** Monday morning after the executive board meeting. Page numbers on the check request forms must be checked to determine if the purchase was made in accordance with the handbook. Present checks to the proper people by Monday noon.
5. Count money together when money and a deposit slip are submitted by officers, committee chairmen, or sponsors. After the count has been checked, **then** write a receipt and give a copy to the individual. The depositor will sign the deposit slip to verify that the transaction has taken place and the amount is correct.
6. Prepare a check to the LLA Scholarship Fund ($1.00 of the registration fee paid by each member club, plus $25 in memory of deceased LTLA contributors) to be presented when the LLA President has completed his/her greetings. Attach a card to the check explaining the scholarship donation.
7. In addition, prepare for these checks that will be needed for convention (check request form required):
    a. Guest author fees (see vice president for more information)
    b. Any guest or performers hired for the general sessions.
8. Other checks possibly needed before or after convention:
    a. Program printing fees
    b. Ribbons for contests
    c. Name tag printing
    d. Miscellaneous reimbursements
9. Remind officers and committee chairmen that all convention expenses are to be submitted no later than one month after the convention. Any checks issued must be cashed no later than one month after the previous deadline. The account for the year must be closed, the check presented to the new treasurer, and the box of all past records presented to the new treasurer by May 1.

APRIL/MAY

1. Close the account and transfer the ledger to the new treasurer.
2. It is possible, the account does not have to be closed but transferred to the next officer.

NOTES

1. Record all transactions as soon as they come to your attention.
2. Use extreme care when recording the transactions.
3. Select one day per week to write checks, pay bills, and send voucher forms to the president to be signed.
4. All requests for payment must be submitted before or by Wednesday along with a receipt(s) and a check request form(s). (Check the LTLA Handbook for instructions.)
5. Contact the president if you have a question.

Louisiana Teen-age Librarians' Association

MEMBERSHIP DUES

- Dues are $5.00 per member with a minimum of $20.00 per club.
- Secure your school on the roster before the deadline by sending the minimum payment of $20.00 to Morgan, LTLA Treasurer.
- Dues paid after November 1 must include an additional fine of $0.50 per club member.

SCHOOL/CLUB INFORMATION

School/Club Name:

Mailing Address:

City, State & Zip Code:

School Phone Number: School Fax Number:

SPONSOR'S INFORMATION

First & Last Name:

Home Mailing Address

Home or Cell Phone Number:

School Email:

ALL LTLA SPONSORS MUST BE MEMBERS OF LASL.

Confirm LASL membership - Yes:

INFORMATION

Date:

Number of Members: AMOUNT: $5 x No. = $

- Due date - November 1
- Make checks payable to Louisiana Teen-age Librarians' Association (or LTLA)
- Mail payments & form to:

, LTLA Treasurer ♦ c/o
Central Private School ♦ 12801 Centerra Ct.♦ Central, LA 70714

Sponsors will receive a confirmation and receipt via email.

For Treasurer Use Only
Date:_____ Cash_____ Change_____ Check #_____ Receipt #_____
_____ Treasurer's Initials _____ Sponsor's Initials

LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

DEPOSIT SLIP

NAME _____ DATE _____

SCHOOL _____

RESPONSIBILITY _____
Office, Committee, etc.

TYPE OF DEPOSIT (Examples: Dues, T-shirts, Books, Registration, etc.)	**AMOUNT**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CASH _____+COINS _____+CHECKS_____= TOTAL _____

LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

CHECK REQUEST FORM

Pay to _____ Amount $_____

Person making request _____ Title _____

Date _____ Cite authorization from the LTLA Handbook

Page _____ Item _____

Purpose _____

_____

_____

ATTACH ALL EXPENSE RECEIPTS/VOUCHERS TO THIS FORM TO INSURE PAYMENT.

Approved: Date _____

_____ _____

President President's Sponsor

DO NOT WRITE BELOW THIS LINE.

Check No. _____ Date of Check _____

Approved: Date _____

_____ _____

Treasurer Treasurer's Sponsor

2019-2020 Proposed Budget

Submitted by Morgan Campbell, LTLA Treasurer 10/18/2019

Income		
Dues	$1,700	
Conference Registration	$4,250	
Conference Luncheon Tickets	$4,250	
Book Fair	$800	
Total Income		$11,000
Expenses		
Decorations	$100	
Hospitality	$150	
Registration	$50	
Other Committee(s)	$50	
Senior Recognition	$250	
Student Relations		
Audio-Visual	$0	
Awards	$200	
Luncheon	$4,250	
Equipment	$0	
Gratuities	$75	
Guest Speaker - Author	$2,000	
Hotel Service Charges	$1,528	
Meeting Rooms	$2,700	
Printing	$300	
Wes Smith Essay Contest	$25	
Total Expenses		$11,678

REPORTER

SEPTEMBER

1. Send notices to clubs requesting interesting news to be printed in the newsletter. Do not wait to do this because you will not receive anything! Begin preparation of the first newsletter. This newsletter is composed of club news, the message from the president, minutes, introduction of the officers, tentative convention schedule, contest rules, requests and deadline for dues, and general announcements from the executive board meeting. Popular newsletter platforms are Canva and Microsoft Publisher.
2. Attend Officer Orientation

OCTOBER

1. Attend the executive board meeting.
2. Give an oral and written report.
3. Send the first newsletter immediately after the meeting to all member clubs, officers, the chairman of the Student Relations Committee, the state historian (for the scrapbook), and the LASL and LLA presidents.
4. Begin publicizing and updating Social Media links:
    a. **Facebook**:*https://www.facebook.com/The-Louisiana-Teen-age-Librarians-Association-LTLA-226527036771/*
    b. **Instagram**: *ltla_reporter*
    c. **Twitter:** *ltla@ltlaonline*

JANUARY

1. Send the second newsletter to all member clubs, officers, the chairman of the Student Relations Committee, the state historian (for the scrapbook), and the LASL and LLA presidents.
2. It should contain: (a) Message from the president (b) the tentative schedule for the convention, (c) books for the book discussions, (d) speaker info with bio and picture, and (e) general information.
3. Prepare publicity information for the convention. Consider notifying the local newspaper or TV outlets such as *Morning Advocate* or the *Alexandria Daily Town Talk.*

CONVENTION

1. Present your bills to the president at the Monday morning executive board meeting. Remember to attach a completed check request form to each bill.
2. Distribute information forms to the new officers before the end of the convention. You may need to contact the Nominations Committee to coordinate this. Copies of the completed forms should be sent to the chairman of the Student Relations Committee, the hotel liaison, and the webmaster.
3. Be prepared to turn over all materials to the new reporter.

NOTES

1. Keep an itemized list of expenses.
2. Start work on newsletters early, so that they are not rushed to meet your deadline.
3. Make necessary corrections in the newsletter. Redo it, if necessary.
4. Send a copy of each newsletter to be included in the LTLA scrapbook and LTLA Website.

Revised February 27, 2025

NEWLY ELECTED OFFICER INFORMATION

Elected Office: _____

Student's Name: _____ Grade _____

School's Name: _____

School's Address: _____

_____

Zip Code

School's Telephone: _____

Area Code

School's FAX: _____

Area Code

Sponsor's Name: _____

Sponsor's Email (School): _____

Sponsor's Home Telephone: _____ Email: _____

Officer's Address: _____

_____

Zip Code

Officer's Home Telephone: _____

Area Code

Officer's Home Email: _____

Hobbies or special interests: _____

_____

_____

_____

_____

Other offices or honors: _____

_____

_____

_____

Home Newspaper: _____

Home Newspaper Address: _____

_____

Zip Code

HISTORIAN

1. Secure and maintain an LTLA scrapbook that may be paper or video/electronic. This should be neat, attractive, and relate the story of library clubs and LTLA over the state. Use the theme of the convention actually covered.
2. Request pictures of club activities throughout the months prior to convention.
3. Request club publicity through a notice in the newsletter.
4. Request a copy of the LTLA program for the scrapbook.
5. Request executive board meeting and convention photographs from the photographer.
6. Attend all executive board meetings and convention.
7. Exhibit the scrapbook at the convention. Request a place and/or table to display the scrapbook through the hotel liaison or request access to computer/TV displays to show video scrapbook.
8. Present any bills to the president at the Monday morning executive board meeting at the convention. Remember to attach a completed check request form to each bill.
9. Present a report of your activities at each executive board meeting. Make copies of your report to be submitted to the president, secretary, and the Student Relations Chairman.
10. Share the state scrapbook immediately after the convention to the Student Relations Chairman for displaying at the LLA convention.
11. Be prepared to give your files to the new historian.
12. At convention, take pictures of winners to be placed in next year's convention scrapbook.

NOTE

Your scrapbook should cover the period of time from the beginning of the convention to a few days prior to the next convention. Use the theme of the convention actually covered.

Revised February 27, 2025

PARLIAMENTARIAN

1. Be acquainted with the contents of *Robert's Rules or Order, Newly Revised.*
2. Be ready at all times to aid the officers and executive board members when a parliamentary problem occurs. Feel free to intervene if officers, committee chairmen, and sponsors consume too much time. Remind sponsors (if necessary) that they cannot make motions or vote. The only time sponsors are allowed to vote is for the selection of the menu for the luncheon.
3. Share notes with the secretary and take note of motions made, who made them, and who seconded them.
4. Work closely with the president to help in any way you can.
5. Obtain the addresses of fellow officers in order to carry on correspondence.
6. Keep the meeting moving.
7. Attend all executive board meetings and the convention.
8. Present any bills to the president at the Monday morning executive board meeting at the convention. Remember to attach a completed check request form to each bill.

Revised March 14, 2017

Robert's Rules of Order

What Is Parliamentary Procedure?
It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?
It is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules. Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:
1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officer reports
5. Committee reports
6. Special orders — Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

What is a Motion?
The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:
Call to order
Second motions
Debate motions
Vote on motions

What are the Four Basic Types of Motions?
Main Motions: The purpose of a main motion is to introduce items to the membership • for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, • and is voted on before a main motion.
Privileged Motions: Their purpose is to bring up items that are urgent about special or • important matters unrelated to pending business.
Incidental Motions: Their purpose is to provide a means of questioning procedure • concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor

Wait until the last speaker has finished.
Rise and address the Chairman by saying, “Mr. Chairman, or Mr. President.”
Wait until the Chairman recognizes you.

2. Make Your Motion

Speak in a clear and concise manner.
Always state a motion affirmatively. Say, “I move we ...” rather than, “I move we do not ...”.
Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

Another member will second your motion or the Chairman will call for a second. If there is no second to your motion it is lost.

4. The Chairman States Your Motion

The Chairman will say, “it has been moved and seconded that we ...” Thus placing your motion before the membership for consideration and action.
The membership then either debates your motion, or may move directly to a vote.
Once your motion is presented to the membership by the chairman it becomes “assembly property”, and cannot be changed by you without the consent of the members.

5. Expanding on Your Motion

The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
The mover is always allowed to speak first.
All comments and debate must be directed to the chairman.
Keep to the time limit for speaking that has been established.
The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

6. Putting the Question to the Membership

The Chairman asks, “Are you ready to vote on the question?”
If there is no more discussion, a vote is taken.
On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:
By Voice - The Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for a exact count.
By Roll Call - Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
By General Consent - When a motion is not likely to be opposed, the Chairman says, “if there is no objection ...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
By Division - This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
By Ballot - Members write their vote on a slip of paper, this method is used when secrecy is desired.

Other motions commonly used that relate to voting

Motion to Table - This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
Motion to Postpone Indefinitely - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

Tips on Parliamentary Procedure
Allow motions that are in order.
Have members obtain the floor properly.
Speak clearly and concisely.
Obey the rules of debate.
Most importantly, BE COURTEOUS.

*From the website of Michigan Tech
http://m.mtu.edu/student-activities/student-orgs/rules-of-order/

LTLA Gmail Accounts

Student Relations: ltlastudentrelations@gmail.com

President: presidentltla@gmail.com

Vice President: vicepresidentltla@gmail.com

Second Vice President: ltla2ndVP@gmail.com

Treasurer: treasurerltla1@gmail.com

Secretary: secretaryltla1@gmail.com

Reporter: reporterltla@gmail.com

Historian: historianltla@gmail.com

Parliamentarian: parliamentarianltla@gmail.com

BOOKTIVITY COMMITTEE
(formerly Book Discussion Committee)

1. Plan an activity related to the books on the required reading list. Make it as interesting as possible. Activity should fill provided time without going over. Send a copy of the plans to the president for approval.
2. Inform all convention delegates that they **MUST READ THE HIGHLIGHTED BOOKS FOR THEIR PARTICULAR LEVEL- JUNIOR OR SENIOR**. This should be done through the newsletter and during club meetings.
3. Make arrangements, through the convention liaison for rooms, table(s), chairs, or microphones needed for the activity.
4. Provide supplies as needed for hosting and participating in the activity including technology, if needed. Leaders are to bring their equipment.
5. Be prepared to speak loud enough for everyone to hear the activity. If necessary, bring something to get and maintain the group's attention.
6. Remember that a sponsor or any other adult **MUST** be stationed in each assigned room at all times. (Arrange for the monitors ahead of time.)
7. Present a report of activities at the required executive board meetings. Email the report to the president, secretary, and Student Relations Chair.

Revised September 9, 2025

BOOKMARK CONTEST COMMITTEE

1. Send out information about the contest, urging clubs to enter. This may be done by placing information in the LTLA Newsletter.
2. Make sure the president has purchased ribbons for all of the winners.
3. Make arrangements with the LTLA/hotel liaison person for tables or easels on which to display the entries for the bookmark contest.
4. Pick up the judging packet from the Student Relations Chairman.
5. Check on your table to see that it is setup and ready for entries.
6. Obtain the requested ribbons for the winners at the convention.
7. Arrange a display for the entries
8. Compile the judges' decisions. Keep the results a secret except to give the results to the Spirit Award Committee chairman (same as the chairman of the Student Relations Committee) shortly after you have compiled them.
9. Announce the winners and award the prizes at the appropriate time on the program.
10. Dismantle the display before you leave the convention.
11. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman.
12. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.
13. Submit the first place winners to the historian to be placed in the state scrapbook.

Revised March 14, 2017

BOOKMARK CONTEST RULES

ENTRIES

1. Number of entries:
   a. If a club has overlapping grades (7-12), or some variation of this, it should be allowed one entry in each division, junior and senior, with the entry clearly marked as to the level of the student participants.
   b. If a club has only grades 9-12, it should be allowed only one entry.
   c. If a club has grades 7-9, it should be allowed only one entry.
2. Entries should be turned in at the time of registration, but not later than 5 P.M. on that same day.
3. The bookmark must be designed and made by a member of the Library/Media Club and LTLA.
4. The bookmark must be made from material that will not damage a book (poster paper, felt, construction paper, etc.)
5. The bookmark should not have any raised figures on it. This could damage a book.

SIZE

1. Two (2) inches wide and seven (7) inches long (2 in. x 7 in.).

PREPARATION

1. Mount on 4" x 8" poster paper with the name of the school printed on the back.

THEME

1. The bookmark **must** follow the theme of the convention, which must be visible somewhere on the entry.

JUDGING

1. This will be the responsibility of the committee.
2. Judges will return score sheets to the committee.

EVALUATION

Evaluation will be based on the following:

1. ADHERENCE TO THE CONVENTION THEME
2. ORIGINALITY
3. RELATIONSHIP TO READING AND LIBRARIES
4. ARTISTIC MERIT
5. OVERALL MERIT

WINNERS

There will be a first, second, and third place winner. The winners will be announced at the Appropriate time on the program.

PLEASE NOTE

WHEN PREPARING YOUR ENTRIES, PLEASE FOLLOW THE RULES. IF THE RULES ARE NOT FOLLOWED, THE ENTRIES WILL BE DISQUALIFIED.

SCORE SHEET
LTLA BOOKMARK CONTEST

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

EVALUATION CRITERIA:

Adherence to the convention theme

Originality

Relationship to Reading and Libraries

Artistic Merit

Overall Merit

WINNERS:

1st Place _____ **(7 points)**
School Name

2nd Place _____ **(5 points)**
School Name

3rd Place _____ **(3 points)**
School Name

COSTUME CONTEST COMMITTEE

1. Advertise the costume contests in the LTLA Newsletter(s). Send Google Form link for pre-registration. Also send the link to the Webmaster.
2. Make arrangements with the LTLA/hotel liaison person for a room plus tables and chairs for judges.
3. Clubs must pre-register participants. There will be no late registration at the convention. Use the form attached.
4. Secure judges for each division. Remember that sponsors of participating clubs cannot judge.
5. Conduct group and individual costume contests for junior and senior divisions. Remind participants that they must choose to compete in only one contest (group or individual).
6. Individual and group costume contests will be judged on costume ONLY.
7. Attend all required executive board meetings and make written reports. Make copies of the report to be submitted to the president, secretary, and Student Relations Chairman.
8. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Revised February 20, 2020

INDIVIDUAL: COSTUME CONTEST PRE-REGISTRATION FORM

CIRCLE ONE:	
JUNIOR DIVISION	SENIOR DIVISION

School: _____

Number	LTLA Member Name	Costume Name	Placing

Note: All costumes should represent the convention theme. No late registration will be accepted. Students will be judged on costumes, not acting. Librarians will be asked to judge this event with all other librarians. Make additional pages, if needed. (updated 10/4/2018)

GROUP: COSTUME CONTEST PRE-REGISTRATION FORM

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

School: _____

Name	LTLA Member Name	Costume Name	Placing

NOTE: All costumes should represent the convention theme. No late registration will l be accepted. Students will be judge on costumes, not acting. Librarians will be asked to judge this event with all other librarians. Make additional pages if needed. (2/7/2014)

COSTUME CONTEST JUDGING FORM

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

Evaluation Criteria:

Originality – Costume is original. No one else has the exact same costume.
Creativity -- Reflects creative thought
Craftsmanship – Attractive and original construction
Theme – Clearly reflects convention theme

INDIVIDUAL WINNERS:

1st Place _____ _____ **(7 points)**
Costume # **Name of Costume**

2nd Place _____ _____ **(5 points)**
Costume # **Name of Costume**

3rd Place _____ _____ **(3 points)**
Costume # **Name of Costume**

GROUP - WINNERS:

1st Place _____
Group #

2nd Place _____
Group #

3rd Place _____
Group #

Revised October 4, 2018

DECORATIONS COMMITTEE

1. Request the president to allot your budget for the decorations.
2. Plan all decorations for the convention according to the theme of the convention. Note: NOTHING can be attached to the walls.
3. Make attractive, but economical, decorations to be placed in the lobby and the stage for general sessions. Contact the Registration Committee to determine what time you can get into the building to decorate.
4. Decorate the lobby and general session area before convention begins.
5. Attend all required executive board meetings and make copies of a written report for the president, secretary, and Student Relations Chairman.
6. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Revised September 9, 2025

DRAWING CONTEST

1. Email to sponsors the pre-registration form. *Schools will not be allowed to register at the convention since supplies are based on number of schools entered in advance.* Send this link to the Reporter for the newsletter and the Webmaster.
2. The committee will provide the needed supplies for the teams which will include: posters, pencils, pens, rulers, colored pencils, markers, easers, and pencil sharpeners. Requests can be made to the chair for additional items prior to the convention. The chair will make every attempt to fill the request before convention.
3. Up to three club members may participate as a team. *Last minute substitutions cannot take place unless approved by the chairperson and sponsor of this contest.*
4. The contest will last 45 minutes. Use of a timing device such as stopwatch is recommended.
5. Only registered members of the team may participate. This is a CLOSED competition.
6. The theme or prompt of the drawing contest is decided upon by the Drawing Committee and sponsor of this contest. It will NOT be announced ahead of time.
7. Contact the hotel/convention center liaison for a quiet area for the contest.
8. All entries must have the name of team members, school name, and division on the back of the poster before being submitted to the contest chair.
9. Clubs must accept that all entries may not be returned. Posters may be given to visiting author or deemed for other uses. Encourage clubs to take pictures of entries on display following the contest.
10. No cell phone use during the contest unless determined by the contest chairperson or sponsor. Participants will receive the content needed, if it is necessary.
11. Number each poster in each division with a sticky note. Voting for these posters will take place during the time voting delegates select officers.
12. Attend all required executive board meetings and make copies of a written report for the president, secretary, and Student Relations Chairman.
13. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Updated February 28, 2025

DRAWING CONTEST

PRE-REGISTRATION

CLUB NAME: _____

CIRCLE ONE:	
JUNIOR DIVISION	SENIOR DIVISON

Name of Team Members (no more than 3)

1. _____

2. _____

3. _____

Guidelines:

Teams will have 45 minutes to draw a poster that illustrates a new cover for a book title or theme decided upon by the committee.

*Spirit Award points will be awarded for pre-registration!

Revised February 7, 2014

HOSPITALITY COMMITTEE

1. Select a chairman that can speak before a group and present gifts to the speakers and the officers.
2. Request a budget allotment from the president.
3. Start thinking of gift possibilities in the fall. Good gifts within the price range are hard to find.
4. Purchase a gift for each guest speaker and the workshop leaders. Check with the vice president for names.
5. Purchase a gift for the out-going chairman of the Student Relations Committee.
6. Purchase gifts for the seven officers.
7. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman.
8. Present gifts to the speakers immediately after they have spoken and to the workshop leaders immediately after they have been introduced.
9. Present gifts to the officers at the Monday morning session.
10. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Revised March 14, 2017

MEMBERSHIP COMMITTEE

1. Take the items mentioned in item #12 to the LLA conference to display at the LASL luncheon. (The sponsor should do this.) A registration form needs to be placed at the display to secure the names and addresses of librarians who are interested in organizing a library club and possibly joining LTLA.
2. Give the state scrapbook to the librarian at the Louisiana State Library after the LLA conference. The items borrowed from schools should be returned to them.
3. Place the list collected at the convention in a database.
4. Check the handbook for a list of member clubs for the past year.
5. Encourage new clubs to join LTLA through articles in professional journals and newsletters. This would be *Louisiana Libraries.*
6. Prepare a form letter to be mailed in August to all librarians who expressed interest in the organization.
7. Work closely with the treasurer.
8. Attend required executive board meetings and the convention.
9. Keep copies of all correspondence and submit the file to the new chairman at the end of the term.
10. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.
11. Present a report of your activities at each required executive board meeting. Make copies of the report to be submitted to the president, vice president, and Student Relations Chairman.
12. Collect the first place posters and scrapbooks in the junior and senior divisions and the state scrapbook on the last day of the convention. Wrap these items in plastic bags and place them in a secure place until the LASL luncheon/.
13. Retain your duties until after the LLA Conference.

Revised March 14, 2017

NOMINATING COMMITTEE

SEPTEMBER

1. Send a notice to the reporter to publish in the newsletter. Request clubs to consider sponsoring a candidate for a state office: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. Remind them that the offices of president, vice president, and treasurer must be filled by clubs which have previously had officers or committee responsibilities. The notice should state that the sponsor should be willing to assume the responsibilities of a state office. The sponsor must be a member of the Louisiana Association of School Librarians. The club must pay membership dues before a candidate is eligible. When writing your announcement, please include the 16 points listed on the candidates for office sheet. (SEE ATTACHED SHEET.)

OCTOBER/NOVEMBER

1. Attend the required executive board meetings and make copies of a written to be submitted to the president, vice president, and Student Relations Chairman.

DECEMBER

1. Email letters to all member clubs by December 15, requesting nominations and setting forth the rules of eligibility. This letter should state that the deadline for nominations is January 15. Include the nomination form and the newly elected officer's information form.

JANUARY

1. Use a Google Form to send out to potential candidates to acquire needed information such as Name, School, Age, Grade, Sponsor, Commitment signature from Sponsor, Qualifications, etc.
2. Each nominee must be checked for eligibility in the following areas:
   a. The sponsor's approval must be in writing. If a candidate is to be at another school the following year, that sponsor must also approve.
   b. The club must have paid LTLA dues for the current year.
   c. The nominee must be a member of the local Library/Media Club and LTLA.
   d. The sponsor must be a member of the Louisiana Association of School Librarians.
   e. The candidates for president, vice president, treasurer must have sponsors who have had prior LTLA experience.
   f. The candidates for president, vice president, and treasurer must be juniors or seniors when they serve.
3. Submit the nominations to the Student Relations Committee chairman for approval before they are placed on the ballot.
4. Attend executive board meeting.

FEBRUARY

1. Monitor the door(s) to the room where voting will occur.
2. Remember that a candidate cannot be a voting delegate.
3. Coordinate with the Drawing Contest for voting procedures and after ballots have been distributed and before the voting.

4. The Drawing Contest will need the voting forms to tally winners of the Drawing Contest.
5. Submit the completed newly elected officer's information form for each officer elected to the reporter and the executive secretary/liaison before leaving the convention. This can be done in a Google Form as well.
6. Present any bills to the president at the Monday morning executive board meeting at the convention. Remember to attach a completed check request form to each bill.

Revised February 25, 2025

CANDIDATES FOR OFFICE

1. All candidates and their sponsors **MUST** attend the executive board meeting on Monday morning at the convention to prepare for the induction ceremony.
2. Candidates for state office **MUST** have sponsors who are members of the Louisiana Association of School Librarians.
3. The librarian of a candidate for office **MUST** attend the convention. In case of serious illness or a death in the immediate family, a member of the Louisiana Association of School Librarians may substitute as the candidate's sponsor. If a substitution is made, the Student Relations Committee chairman should be notified and should approve this change.
4. The Louisiana Teen-age Librarians Association president, vice president, and treasurer must all come from a school where the librarian has had the experience of sponsoring an officer or a committee.
5. Candidates for the office of president, vice president, and treasurer should be juniors and seniors at the time they serve. Other officers, except historian, should be at least freshmen at the time they serve. The historian should be at least in the seventh grade at the time served.
6. No club shall have more than two elective offices or two committees.
7. All officers must reside in the state of Louisiana.
8. The Student Relations Committee must approve all nominations before the names are placed on the ballot.

Updated February 28, 2025

NOMINATION FORM

Name of nominee _____

Office seeking _____Age _____ Grade _____

Club _____

School Address _____

_____

_____

Zip code

LASL membership of librarian: _____ yes _____no

Librarian: Please write a statement that you will sponsor your candidate and will see that the duties of the office are fulfilled.

_____

_____

_____

Sponsor's signature: _____

Candidate's qualifications: _____

_____

_____

_____

_____

Club's past LTLA responsibilities: _____

_____

POSTER CONTEST COMMITTEE
(formerly Bulletin Board Contest)

1. Send out information about the contest, urging clubs to enter. This will be done by placing information in the LTLA Newsletter.
2. Make sure the president has purchased ribbons for all of the winners.
3. Obtain the judging packet from the Student Relations Chairman
4. Obtain ribbons at the executive board meeting on Monday.
5. Compile the judges' decisions. Keep the results a secret, except to give the results to the chairman of the Student Relations Committee shortly after you have compiled them.
6. Announce the winners and award the prizes at the appropriate time.
7. Dismantle the display before you leave the convention.
8. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman.
9. Present any bills to the president at the Monday executive board meeting at the convention. Remember to attach a completed check request form to each bill.
10. Detach the photographs from the backs of the winning posters and send them to the historian to place in the scrapbook.

Revised February 20, 2020

POSTER CONTEST RULES

1. Number of entries:
   a. If a club has overlapping grades (7-12), or some variation of this, it should be allowed one entry in each division, junior and senior, with the entry clearly marked as to the level of the student participants.
   b. If a club has only grades 9-12, it should be allowed only one entry.
   c. If a club has grades 7-9, it should be allowed only one entry.
2. The poster design **must** follow the theme of the convention, which must be visible somewhere on the entry.
3. The poster must be an original entry created during the period immediately following the last convention and immediately before the coming convention, by a member in good standing in the local school club and member of LTLA.
4. The size of the entry must be twenty-two inches by twenty-eight inches (22" x 28"—regular poster size).
5. Entries must be submitted on Sunday of the convention. To be eligible for the contest, all entries must be checked in by 5 P.M. that day. (Please have your entry ready to submit during the registration period.)
6. A 3x5 card should be used for identification of the poster. Identification should include: name of the school, whether senior or junior division, name of sponsor.
7. Any entry not complying with the rules will be disqualified before judging.
8. Judging will be based on the following:
   a. ADHERENCE TO THE CONVENTION THEME
   b. ORIGINALITY OF DESIGN/IDEA
   c. CREATIVITY
   d. RELATIONSHIP TO BOOKS AND READING AND LIBRARIES
   e. OVERALL EFFECTIVENESS
9. Judging will be the responsibility of the committee in coordination with the Student Relations Chairman.
10. Judges will return score sheets to the committee.
11. The score sheets will be returned to the individual schools.

Revised February 28, 2025

POSTER CONTEST SCORE SHEET

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

EVALUATION CRITERIA:

Adherence to the convention theme

Originality of design/idea

Creativity

Relationship to books and reading and libraries

Overall effectiveness

WINNERS:

1ST Place _____ **(7 points)**
School Name

2nd Place _____ **(5 points)**
School Name

3rd Place _____ **(3 points)**
School Name

Revised February 20, 2020

REGISTRATION COMMITTEE

1. Request a budget allotment from the president.
2. Secure program details from the president and vice president.
3. Prepare tickets for workshops, book discussions, etc., as needed (according to the president's program and the vice president's program.
4. Make arrangements with the LTLA/hotel liaison person for a table and chairs in the area for registration on Sunday afternoon.
5. Prepare name tags for delegates and sponsors. Designate the voting delegate badges with tape, ribbon, stars, or stamp. Number the name tags consecutively on the backs for the door prize drawings
6. Prepare luncheon tickets. Number the backs consecutively.
7. Update the registration form, send it to member clubs, and collect fees.
8. Remember:
   a. Only current Library/Media Club members may attend the convention. A list from the treasurer should be requested.
   b. Each Library/Media Club may take as many LTLA members as the sponsor is willing to supervise. Only twelve delegates will be counted for the Spirit Award. The candidate cannot be a voting delegate.
   c. Alert the chairman of the Student Relations Committee of any irregularities, especially a sponsor not listed in the membership roster.
9. Collect the fees for the luncheon. Make sure form is included in registration packet.
10. Collect registration forms in a notebook, with the forms arranged in alphabetical order by school name.
11. Make a copy of each registration form to submit to the treasurer.
12. Purchase large letter size envelopes. Label the outside with the school's name and all pertinent information concerning the tickets included. Tell how the voting delegate is designated.
13. Stuff the envelopes with the necessary tickets and receipts: name tags, workshop tickets, book discussion tickets, luncheon tickets, etc. Number of name tags and luncheon tickets depends on amount purchased.
14. Make a record of all transactions for your information. Be sure to include the name of the school, tickets purchased and their numbers, the check number, and the amount.
15. Place the envelopes in alphabetical order in a box for easy distribution.
16. Man the registration desk by 3 P.M. Sunday afternoon and deliver all packets to attending schools. Have extra tickets and name tags for clubs that did not pre-register or that have additional members attending, or that have delegates who lost name tags. (**There is no refund for people who could not attend.** It is suggested that sponsors trade tickets.)
17. Inform the treasurer of the number of clubs attending the convention for the check to the LLA Scholarship Fund. Submit a check request form.

18. Submit the registration form fees (registration and luncheon) to the treasurer before the convention. Keep the forms to present to the treasurer after registration is complete. (The fees need to be deposited in the account a week prior to the convention so that the treasurer can write checks at the convention.)
19. Collect luncheon tickets at the door.
20. Attend required executive board meetings and make copies of your written report to be given to the president, secretary, and Student Relations Chairman.
21. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.
22. Make a copy of the original registration form for each club as a backup for your records.

Revised March 14, 2017

SAMPLE REPORT

I have enjoyed serving as your LTLA Registration Committee chairman.

_____ clubs pre-registered for a total of _____ students pre-registered and $_____ collected. _____ clubs registered late, here at the convention, making a total of _____ clubs and _____ students registered and $ _____ collected. _____ luncheon tickets were sold in advance for a total of $ _____. _____ luncheon tickets were sold at the convention, making a total of _____ tickets sold and $_____ collected. The money for all fees has been submitted to the treasurer.

I made envelopes with receipts, name tags, luncheon tickets, workshop tickets, book discussion tickets, etc. The registration table was set up on Sunday afternoon.

Expenses were $ _____ for printing tickets and $ _____ for paper, for a total of $ _____.

Respectfully submitted,

_____
Chairman

SCRAPBOOK CONTEST COMMMITTEE

(Book and Electronic Media Format)

Junior and Senior Divisions

1. Send out information about the contest, urging clubs to enter. This will be done by placing information in the fall and convention LTLA newsletters.
2. Make sure the president has purchased ribbons for both book and electronic contests.
3. Pick up your judging forms from the Student Relations Chairman.
4. Make arrangements with the LTLA/hotel liaison person for tables for the scrapbooks and electronic media scrapbooks. Any equipment that the Sai Convention Center supplies will be billed to LTLA. The ELECTRONIC MEDIA SCRAPBOOK CONTEST RULES #9 states that "participants in the electronic media scrapbook contest must supply their own equipment."
5. Make sure your table is setup and ready to receive scrapbooks.
6. Obtain the requested ribbons and plaques for both formats at the executive board meeting on Monday.
7. Compile the judges' decisions. Keep the results a secret until the winners are announced on Monday morning, except to give the results to the Student Relations Committee chairman shortly after you have compiled them.
8. Announce the winners and award the prizes at the appropriate time according to the program.
9. Dismantle the display before you leave the convention.
10. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman
11. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Revised March 14, 2017

SCRAPBOOK CONTEST RULES

Junior and Senior Divisions

1. Entry guidelines:
   a. If a club has overlapping grades (7-12), or some variation of this, it should be allowed one entry in each division, junior and senior, with the entry clearly marked as to the level of the student participants.
   b. If a club has only grades 9-12, it should be allowed only one entry.
   c. If a club has grades 7-9, it should be allowed only one entry.
2. The scrapbook must cover events from the February of the previous year, including the convention to February of the present year, up to convention. The theme must be visible somewhere on the entry.
3. The scrapbook is to include such items as newspaper clippings; pictures of the club members participating in club activities; pictures of bulletin boards; bookmarks; displays; and book displays; LTLA convention pictures; special trip pictures; and information pertaining to LTLA.
4. The scrapbook cover must include the complete name of the library/media club. The design of the cover will be considered in judging scrapbooks.
5. All work must be done by LTLA members only. Sponsors may supervise.
6. Judging will be based on originality, format, adherence to the theme throughout the scrapbook, and artistic appeal.
7. The scrapbook must be submitted for display **no later than 3:00 P.M. on Sunday** of the convention.
8. Judging will be the responsibility of the committee in coordination with the Student Relations Chairman.
9. Awards will be presented to the first, second, and third place winners. The winners will be announced at the appropriate time in the program."
10. Judges will return score sheets to the committee.
11. The score sheets will be held by the Student Relations Committee.

Revised February 7, 2014

ELECTRONIC MEDIA SCRAPBOOK CONTEST RULES

Junior and Senior Divisions

1. Entry guidelines:
   a. If a club has overlapping grades 7-12, or some variation of this, it should be allowed one entry in each division, junior and senior, with the entry clearly marked as to the level of the student participants.
   b. If a club has only grades 9-12, it should be allowed only one entry.
   c. If a club has grades 7-9, it should be allowed only one entry.
2. The electronic media scrapbook must cover events from the February of the previous year, including the convention, to February of the present year, up to convention. The theme must be visible somewhere in the entry.
3. The electronic media scrapbook is to include such items as club members participating in club activities; bulletin boards; bookmarks; displays; book displays; LTLA convention activities; special trips; and information pertaining to LTLA.
4. The electronic media scrapbook introduction must include the complete name of the library/media club.
5. All work must be done by LTLA members only. Sponsors may supervise.
6. The program must not be any longer than 15 minutes.
7. Judging will be based on originality, adherence to the theme throughout the electronic media scrapbook, visual appeal, and smooth transition through activities.
8. The electronic media scrapbook must be submitted **no later than 3:00 P.M. on Sunday** of the convention.
9. Participants in the electronic media scrapbook contest must supply their own equipment.
10. Judging will be the responsibility of the committee.
11. The winners will be announced at the appropriate time in the program.
12. Judges will return score sheets to the committee.
13. The score sheets will be given to the Student Relations Committee chairman in case there is a problem.

Revised February 7, 2014

SCRAPBOOK CONTEST SCORE SHEET

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

EVALUATION CRITERIA:

I. Originality

- **A. Cover (**Library/Media Club name easily readable; novelty of design in relation to theme)
- **B. Body Format**
  - (1) **Arrangement (**Table of contents page given clearly; material in chronological order)
  - (2) **Contents (**Size and shape of book easy to handle; **i**ncludes table of contents, roster of members and sponsor, bulletin boards, last convention, National Library Week activities, fund raising, club news clippings, club correspondence, dedication, and club meeting pictures)
- **C. Continuity of theme through scrapbook (**Use of theme in numbering of pages; use of theme in framing of items**)**

II. Artistic Appeal

- A**. Adequate, neat labeling**
- **B. Advantageous use of color**

WINNERS:

1ST Place _____(7 points)
School Name

2nd Place _____(5 points)
School Name

3rd Place _____(3 points)
School Name

Revised February 7, 2014

ELECTRONIC SCRAPBOOK CONTEST SCORE SHEET

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

EVALUATION CRITERIA:

I. Originality
- **A. Introduction (**Library/Media Club name visible; visual design in relation to theme)
- **B. Body Format**
  - **(1) Arrangement (**contents (log) given visually; information presented chronologically)
  - **(2) Contents (**includes contents (log), roster of members and sponsors, bulletin boards, last convention, National Library Week activities, fund raising, club news, club activities)
- **C. Continuity of theme through electronic scrapbook (**Use of theme throughout program, length within 15 minutes)

II. Artistic Appeal
- **A. Visually appealing**
- **B. Orally appealing**
- **C. Smooth transitions through activities**

WINNERS:

1ST Place _____ **(7points)**
School Name

2nd Place _____ **(5 points)**
School Name

3rd Place _____ **(3 points)**
School Name

Revised February 7, 2014

SOCIAL GAMES (TALL TIMBERS)

1. Contact clubs to survey types of games they are interested in having at convention for both indoor and outdoor use.
2. Secure age appropriate and content appropriate games that would be played during "Night Life".
3. Contact hotel liaison to make sure a large enough space is reserved for both indoor and outdoor games.
4. Plan for supervision in the game area to ensure student safety and appropriate behavior.
5. Check to make sure all delegates have name tags on.
6. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman
7. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Updated February 27, 2025

SOUND SYSTEM COMMITTEE

1. Research borrowing, renting, or purchasing equipment
2. Ask schools if any members have the ability to operate sound equipment and would be willing to help during the two-day convention.
3. Coordinate with the president and Student Relations Chair regarding music, program, and any other needs. Prepare a playlist for the convention.
4. Attend all required executive board meetings. Make copies of a written report to be presented to the president, secretary, and Student Relations Chairman
5. Present any bills to the president at the convention. Remember to attach a completed check request form to each bill.

Created January 11, 2019

TALENT SHOW PRE-REGISTRATION FORM

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

Name of School: _____

Name of Club Member: _____

Type of talent to be presented: _____

Note:

- One act per school.
- Plan for a 1 – 2-minute performance.
- Bring your own equipment. Only a microphone will be provided.
- Spirit Award points will be awarded for pre-registration.

Revised February 20, 2020

T-SHIRT CONTEST COMMITTEE

1. Send information about the contest, urging clubs to enter. This can be done by placing information in the LTLA Newsletter or email.
2. Make sure the president has purchased ribbons.
3. Obtain a judges packet from the Student Relations Chairman during the time of registration.
4. Obtain the requested ribbons for winners at the executive board meeting on Monday morning.
5. Make arrangements with the LTLA/hotel liaison person for tables on which to display the entries for the t-shirt contest.
6. Check that table(s) are ready for entries.
7. Complete the judge's decisions. Give the results to the chairman of the Student Relations Committee shortly after you have compiled them. Keep the results a secret.
8. Announce the winners and award the prizes at the third general session or awards luncheon.
9. Dismantle the display before you leave the convention.
10. Attend all required executive board meetings and make copies of your report for the president, secretary, and Student Relations Chairman.
11. Present any bills to the president at the Monday morning executive board meeting at the convention. Remember to attach a completed check request form to each bill.

Revised March 14, 2017

T-SHIRT CONTEST RULES

ENTRIES:

If a club has overlapping grades (7-12), or some variation of this, it should be allowed one entry in each division, junior and senior, with the entry clearly marked as to the level of the grade participating. If a club has only grades 9-12, it should be allowed only one entry. If a club has grades 7-9, it should be allowed only one entry.

Entries should be turned in at the time of registration or by the deadline designated on the convention program. The t-shirt must be designed by a member of the Library/Media Club and LTLA and then reproduced in any manner (professional or non-professional). The original design must be submitted with the t-shirt and failure to do so will result in a deduction of points. Shirts must be a t-shirt, jersey-type shirt, or sweatshirt with a sleeve. (No tank tops will be allowed.) Only one side of the shirt will be judged.

SIZE:

The shirt entered must be a Youth Large or Adult Small. Any deviation in size will result in a deduction of points. We specify this size because small shirts require less space when displaying at convention.

PREPARATION:

A 3 x 5 card should be used for identification of the t-shirt. Identification should include: name of school, name or names of Club member(s), and grade level. Permanently attach (tape or staple) this card and the original design created by club member(s) to the back of the shirt.

THEME:

The t-shirt must follow the theme of the convention. The theme MUST be on the design and the school's name may be on the shirt design, but does not have to be included.

EVALUATION:

Evaluation will be based on the following:

1. ADHERENCE TO THE CONVENTION THEME
2. ORIGINALITY
3. RELATIONSHIP TO READING AND LIBRARIES
4. ARTISTIC APPEAL –Original design created by club member and submitted with t-shirt (may be computer generated).
5. OVERALL EFFECTIVENESS
6. CORRECT SIZE – Youth large or adult small

WINNERS:

There will be a first, second, and third place winner. The winners will be announced at the appropriate time in the program.

Revised February 7, 2014

T-SHIRT CONTEST SCORE SHEET

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

EVALUATION CRITERIA

Adherence to the convention theme	4	3	2	1
Originality of design/idea	4	3	2	1
Relationship of reading and libraries	4	3	2	1
Artistic appeal: original design created by club member and submitted with t-shirt (may be computer generated)	4	3	2	1
Overall effectiveness	4	3	2	1
Correct size –youth large or adult small	4	3	2	1

Total Score:_____

**Score of 4 representing all requirements met and score of 1 representing minimum met.*

WINNERS:

1ST Place _____**(7 points)**
School Name

2nd Place _____**(5 points)**
School Name

3rd Place _____**(3 points)**
School Name

Revised February 7, 2014

WES SMITH MEMORIAL ESSAY CONTEST COMMITTEE

1. Remember that the contest is divided into two divisions: junior high school (grades 6-9) and high school (grades 9-12).
2. Using the example in the contest rules, determine the evaluation criteria when the new theme in selected. Notify clubs of deadline.
3. Secure judges. Contact a college English Department in September/October to request assistance and to judge the essays by the designated deadline. Following judging, send a token of appreciation ($15.00 to $20.00 price range) to the judge.
4. Make sure ribbons for all of the winners have been purchased by the president.
6. Obtain the requested ribbons at the executive board meeting on Monday at the convention.
7. Submit Spirit Award forms to the chairman of the Student Relations Committee Sunday evening during the dance.
9. Present awards to the winning entries at the Monday session.
10. Email the reporter copies of the winning essays so that they may be published in the next newsletter.
11. Email the original essays of the top three winners in each division to the historian for inclusion in the LTLA scrapbook. (check with Student Relation Chair and historian if they will be included)
12. Attend all required executive board meetings and make copies of a written report to be given to the president, secretary, and Student Relations Chairman.
13. Present any bills to the president at the Monday morning executive board meeting at the convention. Remember to attach a completed check request form to each bill.

Revised September 9, 2025

WES SMITH MEMORIAL ESSAY CONTEST RULES

TOPIC: One suggested and voted on by the executive board.

NUMBER OF WORDS: Not less than 250 and not more than 500 words.

ENTRIES: No more than three essays per club

1. If a club has overlapping grades (7-12), or some variation of this, it should be allowed three essays in each division, junior and senior (six essays in all).
2. If a club has only grades 9-12, it should be allowed only three essays in the senior division.
3. If a club only has grades 7-9, it should be allowed only three essays in the junior division.

Must be written by a registered member of LTLA and the local library/media club.
Must not have been previously submitted.

ESSAYS MUST HAVE THE FOLLOWING INFORMATION ON THE COVER PAGE:

1. Student's name, division (junior or senior), and grade level
2. Name of the school
3. Librarian's name

DEADLINE: Date advertised by the committee

JUDGING: The English Department at a state university will judge the essays.

ALL ESSAYS BECOME THE PROPERTY OF THE LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

EVALUATION EXAMPLE:

See the attached scoresheet

WINNERS:

1. Awards will be given to **FIRST, SECOND,** and **THIRD** place winners in each division.
2. Winners will be announced at the appropriate time in the program.

Revised December 12, 2019

WES SMITH MEMORIAL ESSAY CONTEST
SCORE SHEET

Name:_____ School:_____

CIRCLE ONE:

JUNIOR DIVISION SENIOR DIVISION

ATTACHED IS A LIST OF GUIDELINES FOR YOUR CONVENIENCE.

CRITERIA FOR JUDGING:

1. **IDEAS / ORGANIZATION / CONTENT** 30 points _____
2. **STYLE / VOICE** 20 points _____
3. **WORD CHOICE / SENTENCE FLUENCY** 30 points _____
4. **GRAMMAR / SPELLING** 15 points _____

TOTAL POINTS _____

RANKING _____

***Please rank the essays from 1st place to last place.*

COMMENTS:

_____

_____

Revised October 15, 2019

WES SMITH STORY

Here is my Wes story—jumbled, as are my memories of this very, very special young man. Use the facts in any fashion you choose. Feel free to reword in any direction that seems good.

Wes Smith—Pineville High School Library Club—1966. Wes appeared, no one noticed. Wes was a normal forgettable 9th grader, slim, small, large ears, large glasses, large feet. He stayed. We let him.

Same deal—1967. Larger feet, ears, and teeth. However, the boy began to bloom. Wes became our wheeler—dealer extra ordinaire! Need funds raised? Get Wes. Need a truck for a float? Get Wes. Need books shelved? Don't get Wes; he is too busy wheeling and dealing. That was the year Wes began to be known to LTLA circles. He went to his first convention…and loved it! He soon knew everybody and, better still, they all knew him. He began to work on committee assignments and was excited by the political processes that he saw at work there. PHS club prospered—Because WE GOT WES!!!

1968—Wes dealt with all matters large and small at PHS Library. I never will forget the day he appeared wearing his tiger-stripe socks (he wore his tiger stripe socks most of the time) and demanding an office and a secretary of his own. Those were banner years for our club. We won all the parades at school. WE HAD WES!!! We were the most popular club there—with about 75 members. WE HAD WES!!! We raised untold amounts of money for hospitals. After all, WE HAD WES!!! Soon LTLA had Wes. He campaigned avidly and won the state presidency…and was inducted into office with much pomp—and wearing his tiger stripe socks, which by then had become his good luck charm. He was fun to be around, he was clever, and he loved people.

1969—Wes was President!!! Library work was probably second on our local agenda. Laura Harris acted as secretary and general manager. I think I was largely ousted from my office that year. They schemed, planned and produced another great convention. At convention Wes nearly danced his legs off--he sweated, grinned, finished dancing with three girls (the ratio was bad then, too) and said, "It's a tough job, but someone's gotta do it."

I loved Wes. He was student, club member, baby-sitter, and later, my friend. My daughter thought he was perfect. At two she told him, "Play horsey!" He replied, "Poor old Wes is tired." She responded, "Getty-up, poor old Wes!" He did.

By the time Wes was college age, he had earned enough part-time job wise to buy a duplex which he fixed up to rent. He went to college, graduated, and took a job with the railroad to earn money for graduate school. He was on the job when the engine he was in attempted to cross a railroad bridge which had not been properly closed. The train went into the river and he was killed. I was away at school, so this must have been in 1975—spring, I think. I remembered he told me once

that he would not live to be old. I tried to quell such thoughts. He said, “It’s ok. I’ve always known that.”

I think, sometimes, that perhaps things needed doing in Heaven with lots of verve, lots of laughter, lots of sparkle, and probably a pair of tiger-stripe socks—and Somebody said, “Get Wes!”—and they did.

Dr. Mary Edwards
Pineville High School

STUDENT RELATIONS COMMITTEE CHAIRMAN

The prime responsibility is coordinating the activities of sponsors and students into a unified effort to promote worthwhile library-related activities for the Louisiana Teen-age Librarians Association.

1. Act as the liaison between the executive board of the Louisiana Teen-age Librarians Association and the parent organization, Louisiana Association of School Librarians.
2. Setup September Officer Orientation. Contact officer sponsors and new officers on meeting date. Prepare orientation agenda. Plan to also have: new handbooks for binders and LTLA emails and passwords to handout.
3. Coordinate with President for October date for 1st executive board meeting. Typically, January is the next executive board meeting. Attend all executive board meetings and the convention.
4. Work closely with the LTLA president, vice president, and their sponsors in planning for the year's convention. Make sure there are no gaps in communication.
5. Work closely with the LTLA convention facility liaison.
6. Submit reports in person or by email to all meetings of the Louisiana Association of School Librarians. The first report is to be made at the Louisiana Library Association conference immediately following the LTLA convention. That report should give convention information: the number of schools attending, the type of program, as well as the names of the new officers.
8. Remind the president to have an agenda for each executive board meeting.
9. Remind the reporter to put convention etiquette/rules in the January/February newsletter.
10. Correspond with all officers and committee chairmen throughout the year.
11. Upon request, send LTLA information to new clubs.
12. Approve, with the rest of the committee, all nominations **before** the sample ballots are mailed. Remember the policy: president, vice president, and treasurer should be juniors and seniors when they serve.
13. Purchase the prize or prizes for the door prize drawing. This is according to the numbers on the backs of the name tags.
14. Work closely with the Membership Committee in securing booth/table at the LLA conference. Consider presenting a workshop at LLA or LASL conferences regarding Library Clubs.
15. Remind the reporter to distribute information forms for the newly elected officers to complete. These completed forms are given to the new reporter for publicity purposes. Request copies for the files
16. Remind the president to purchase all ribbons (1st, 2nd, 3rd place) for the contests and the incoming president's gavel.
17. Two weeks before convention, check on the progress of each committee and officer.
18. Take the LTLA banner to convention. The banner is housed at the chairman's library.
19. Help tally votes at the convention. Only the Nominations Committee chairman and sponsor and the Student Relations Committee chairman are present.

20. Distribute evaluation sheets to be returned after the convention to the new Student Relations Committee chairman. (The outgoing chairman makes and distributes them; the incoming chairman receives and tallies them.)
21. Conduct the sponsors' meeting at the convention. Request the incoming chairman to record the minutes of the meeting.
22. Coordinate the new member orientation.
23. Remind sponsors that they are in charge of patrolling their school to make sure their students are in their rooms throughout the night.
24. Collect the spirit award packets and determine the winners as indicated in Standing Rules #28.
25. Remind the sponsor of the president that he/she is automatically on the Student Relations Committee and may be invited to Louisiana Association of School Librarians executive board meetings.
26. Transfer all materials to the next chairman.

Revised September 9, 2025

Tentative LTLA 2025 Convention Schedule

Sunday, February 23

3:00-4:00.....Registration

4:00-4:45.....1st General Session Introductions

4:45-5:15.....Entertainment "Highs and Lows"

5:00 .....All Contest Entries Due

5:15-6:15.....Booktivity/Drawing Contest/Sponsors Judge Contests

6:15-7:15.....Dinner (On Your Own) or in Cafeteria (Be Prompt!)

7:15-7:40…….Dress for Costume Contest/REST

7:45-8:45.....Costume Contest

9:00-11:30.....Night Life (Talent Show, Book Swap, Games & Concessions)

12:00 midnight.....In Rooms, Lights Out (*Quiet in rooms!)

*Sponsors will walk the hallways & monitor all cabins/hotel rooms/check doors throughout the night. NO students are allowed to leave their rooms until breakfast in the morning.

Monday, February 24

7:30-8:30……Breakfast in cafeteria (be prompt), clean and pack up after

9:00-9:30 a.m.....Executive Board Meeting for officers

Contest Committee Chairpersons - pick up awards, receive instructions

Voting Delegates - vote on drawing contest and approve new officers

9:30-11:00 .....Workshops (LYRC/LTRC for 40 min. AND Outdoor Games for 40 min.)

Sponsors' Meeting

11:00-12:00 .....2nd General Session with Sarah Guillory, Author
Officer Installation Ceremony

12:00-12:15 ..... Autographs and Pictures with Author

12:15-1:30 ..... Lunch in Cafeteria/Hangout

1:30-2:30 p.m. .....3rd General Session Award Ceremony

CONVENTION ETIQUETTE

CONVENTION CENTER

Do remember to use INSIDE voices.
Do TURN OFF cell phones or leave them in your room when in the convention center.
Do attend ALL functions.
Do use POSITIVE remarks amongst your peers.
Do BE ON TIME for all activities and DRESSED appropriately.
Do wear your NAME TAG to all events. You may not attend functions without it.

LUNCHEON AND GUEST SPEAKERS

Do be COURTEOUS when guest speakers are speaking. (No talking, listening to CD players/radios, blowing bubbles with your gum, etc.)

HOTEL/CABINS

Do RESPECT the hotel and convention center as if your Mom or Dad was watching.
Do be COURTEOUS AND "ADULT-LIKE" among other guests in the hotel; your club could be responsible for any displeased guest(s).
Do remind yourself of LIGHTS OUT times: 12:30 P.M. & Lock-in & Lights out – Sunday
Do remember it is okay to VISIT in rooms….but girls with girls….boys with boys.
Do get snacks/drinks BEFORE lock-in time.
Do stay away from the swimming pool area at ALL times.
Do get DRESSED BEFORE coming down for breakfast.

SPIRIT AWARDS

Part of the Student Relations Committee responsibilities

1. Send notices to the reporter to publish in the newsletter to briefly explain the Spirit Award, to inform them that the guidelines can be found in the handbook, and to encourage all clubs to strive for this award.
2. Make copies of the tally sheets, contest forms, etc., to be distributed to the proper committees. Place these copies in labeled folders for easy use. Use the Spirit Award point system to determine what folders are needed.
3. Contact the schools who received the Spirit Award plaques last year and remind them to bring the plaques to convention. If they will not be attending convention, it is their responsibility to make sure the plaques will be there.
4. Obtain from the Registration Committee the list of schools registered for the convention.
5. Check with the Registration Committee to see if any school registered late at convention.
6. Schools having junior and senior high school clubs within the same school must register each club. Points cannot be shared for the Spirit Award for both junior and senior high schools.
7. As soon as you have received completed information, begin tallying points on each club's tally sheets.
8. Final points are tallied during the second general session. Keep all results a secret.
9. Announce the junior and senior division winners and award their plaques at the appropriate time in the program. Inform the winning schools that they are to have the plaques engraved with their school name and submit the bill to the president.
10. Present any bills, in the case that a new plaque is needed, to the president at the convention. Remember to attach a completed check request form to each bill.

Revised February 7, 2014

SPIRIT AWARD POINT SYSTEM

The purpose of the Spirit Award is to recognize the school with the most participation at convention. This will encourage clubs to become more involved in activities and contests. There will be a senior and a junior level winner. Only the senior level will receive points for office. The winners will be determined by a point system. The point system is as follows:

OFFICERS (presently serving)	50 points
OFFICERS (nominated to run for office)	15 points
COMMITTEE ASSIGNMENTS	15 points each/30 max
CONVENTION ATTENDANCE	2 points each/24 max
PROGRAM RESPONSIBILITIES	2 points each/4 max
BOARD MEETINGS	2 points each/4 max
COSTUME CONTEST	
INDIVIDUAL/PRE-REGISTERED	2 points each/24 max
GROUP/PRE-REGISTERED	5 points max
DRAWING CONTEST (PRE-REGISTERED)	5 points
TALENT SHOW (PRE-REGISTERED)	5 points
EACH CONTEST ENTERED (PARTICIPATION)	10 points
WES SMITH ESSAY CONTEST	3 points each/9 max
WINNER PLACINGS	
FIRST PLACE	20 points
SECOND PLACE	15 Points
THIRD PLACE	10 points

WEBMASTER

1. Update and add information in a timely manner.
2. Involve LTLA President in adding and reviewing content on the website.
4. Content shall be appropriate for a school setting.
5. Attend all executive board meetings.
6. Receive an electronic copy of all newsletters from the Reporter.
7. Binder contents should be reflected on the website.
8. Track usage/traffic.
9. Create and maintain Facebook page.
10. Keep the website software current with updates from the host.
11. Bring any issues before the executive board.
12. Obtain officer and committee reports at every executive board meeting.
13. Provide a report at every executive board meeting.
14. Request Registration Committee to include "LTLA Media Permission Form" in the Registration Packet.

Revised February 7, 2014

Media Permission

The Louisiana Teen-Age Librarians Association (LTLA) has my permission to use photographs or video of my child for advertising purposes. (This includes the LTLA State Scrapbook). My child may also participate in video productions, as well as television.

_____ _____

Student's Name Name of School

_____ _____

Parent's Signature Date

I do NOT wish for LTLA to use photographs or video or any other media of my child.

_____ _____

Student's Name Name of School

_____ _____

Parent's Signature Date

***Return at convention to the Registration Table*

LTLA/HOTEL LIAISON PERSON

1. Coordinate meeting rooms and facilities with the hotel's available space.
2. Negotiate with the hotel for the best prices for rooms and meals and sign the contract with the convention location.
3. Bring to the hotel the decision on the menu for the luncheon. Officers, committee chairmen, and sponsors vote on the menu at the last executive board meeting in the fall.
4. Revise the "needs" for the convention center.
5. Reserve rooms for guests, obtaining a list from the vice president.
6. Report the deadline for convention registration at the fall executive board meeting.
7. Send to the hotel a copy of all reservation forms emailed to the library/media clubs.
8. Work with each committee to make arrangements for tables, microphones, etc.
9. Be sure that the president requests a vote at the executive board meeting on Monday morning for a janitorial tip.
10. Check ahead for a possible date for the next annual convention. (Check with the hotel and report back to the president. Remember, do not schedule the weekend immediately before or after Mardi Gras.)
11. Remain at the hotel until the majority of clubs have checked out to be sure the rooms were not damaged.
12. Chair the Location Committee.
13. Attend all executive board meetings and the convention.

CONVENTION "TO DO" LIST

1. Make table signs.
2. Pick up the work order schedule for the set-up of rooms.
4. Submit the final count for the luncheon on Sunday afternoon.
5. Check the room set up prior to each part of the program.
6. Set up table signs in the designated areas.
7. Separate junior and senior contest entries for display at the convention.
8. Obtain dates for the next convention.
9. Patrol the halls at the hotel one hour after lights out on Sunday night.
10. Check with the hotel registration desk to determine if there have been problems.
11. Supervise the payment of the guest rooms at the hotel registration desk.
12. Supervise the payment of the convention center bills at the end of the convention.

LOCATION COMMITTEE

(Chaired by the LTLA/Liaison Person)

The purpose of this committee is to assist the LTLA/Liaison person in finding a location for the LTLA convention in the state. This group, from different parts of the state, shall consist of sponsors and their Library Club presidents, all appointed by the LTLA/Liaison person. The members are to locate hotels or retreat centers that would be interested in hosting the convention.

After being appointed, the committee members should:

1. Begin to locate hotels and retreat centers that would be interested in hosting the LTLA convention.
2 Have the manager complete the questionnaire.
3. Tour the hotel or retreat center.
4. Secure a copy of the policies for student groups.
5. Compile a written evaluation of your thoughts and ideas of this hotel or retreat center.
6. Send the completed questionnaires and a written evaluation to the LTLA/Liaison person by January 1st.

LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

HOTEL QUESTIONNAIRE

Name of Hotel _____

Address _____
Street

_____
City Zip code Phone

1, Would you be willing to host the Louisiana Teen-age Librarians Association Convention?

_____

Which of the following dates would be possible? (Suggested dates)

(We do not meet the weekend before or after Mardi Gras.)

2. Would your hotel be able to accommodate 250-350 people for a convention? _____

3. How many rooms could be available to the group?

4. What is the price of your rooms per night?

4 in a room = _____ per person 2 in a room = _____ per person

3 in a room = _____ per person 1 in a room = _____ per person
Remember that the schools are tax exempt; therefore, tax should not be included.)
Is there a discount or group rates? _____

5. What would be your policy concerning a cut-off date to assure accommodation reservation availability? _ _____

Would rooms not secured by that date be released? _____

But, would late reservations be accommodated on a space available basis at the group rate?

_____

6. How many meeting rooms would be available for our use? _____
`Will there be a fee for the use of these rooms? _____
How many people will each meeting room accommodate? _____

_____

_____
(Please refer to the needs list.)

We hold executive board meetings twice a year. If we book the convention with your hotel, would there be a charge for a meeting room for this? _____
If yes, how much? _____

7. Can you accommodate the following?

_____ Lobby registration _____ Dance
_____ Luncheon
_____ General session
(Please refer to the needs list.)

8. For those students who do not like tea, could there be cokes and non-caffeine drinks (regular and diet) available for purchase at the tour lunch and the banquet? _____
Would drinks be available at the get-acquainted social and the dance? _____
If yes, at what price? _____

9. Would there be a water station (water, ice, and glasses) in each function room? _____

10. Do you have a minimum requirement for food functions? _____

11. What is your service charge for meals? _____

12. When should meal numbers be submitted? _____
Although the deadline is two weeks prior to convention, we seem to have forms arriving just days before convention.
Can the numbers be increased after registration on Friday morning? _____

13. If you have a curfew, what time is it? _____

14. What are your policies for student groups? _____
_____

_____

15. If we book the convention with your hotel, under what conditions do you provide complimentary rooms (one or more) for the speakers (Friday) and LTLA/Liaison person?

_____

_____

16. Usually, the check-out time is 12 noon on Saturday. At times we are still in general session or a short executive board meeting. Can the check-out time be extended? _____

17. What is your cancellation policy? _____

_____

_____

18. Will there be another convention held at the same time? _____

19. Will there be security provided so that our teenagers and sponsors feel safe at all times?

_____

20. Would we be notified at least three weeks prior to the convention of any changes in room assignments for the program? This would assist the president in printing the program and eliminate confusion at the convention.

BYLAWS
OF THE
LOUISIANA TEEN-AGE LIBRARIANS ASSOCIATION

ARTICLE I
Name

The name of this organization shall be the Louisiana Teen-age Librarians Association.

ARTICLE II
Objectives

The objectives of this organization shall be to increase student interest and participation in library work, to promote friendship and cooperation between the libraries and student Library/Media Club members throughout the state, to develop leadership, and to arouse interest in librarianship as a profession.

ARTICLE III

Members

Section 1. The membership of this organization shall be composed of those students in grades six through twelve who are interested in library work and who are affiliated with a school library as student assistants.

Section 2. Each member club shall send $5.00 per club member per year, with a twenty dollar minimum, to the state organization. Each librarian or local treasurer shall be responsible for sending the names of the members and dues to the state treasurer by November 1. (2/3/2015)

Section 3. Registration fees, necessary for the success of the meetings, may be charged for conventions on the approval of the executive board. The amount of such fees must be determined and members advised prior to the convention.

Section 4. The treasurer shall issue membership certificates to all clubs which pay dues.

ARTICLE IV

Officers

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer, a Reporter, a Historian, and a Parliamentarian. These officers shall perform the duties prescribed herein.

Section 2. All officers shall be elected by ballot to serve for one year, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 3. No club shall have more than two elective offices.

ARTICLE V

Duties of Officers

Section 1. The President shall preside at all meetings of the organization. The President shall name all committees and shall be an ex-officio member of all committees.

Section 2. The Vice President shall preside in the absence of the President and shall assume all duties of the President when he is absent or a vacancy occurs. The Vice President shall be chairman of all programs for the year, shall be responsible for the workshops and book discussions, and shall assist the President as requested.

Section 3. The Secretary shall keep an accurate record of all minutes of all meetings and all members of the organization and shall conduct correspondence for the organization.

Section 4. The Treasurer shall keep an accurate record of all money received and paid out. He shall not pay out any money except on approval of the President. He shall be ready to make a report at the annual meeting.

Section 5. The Reporter shall be the publicity agent for the organization.

Section 6. The Historian shall keep an attractive and up-to-date scrapbook of the organization's publicity material.

Section 7. The Parliamentarian shall assist the President with parliamentary procedures, using *Robert's Rules of Order Newly Revised* as a reference.

ARTICLE VI

Meetings

Section 1. Regular meetings of this organization shall be held once per year.

Section 2. Special meetings may be called by the President, with the advice of the executive board.

ARTICLE VII

Executive Board

The executive board shall be composed of the officers of the organization, the chairman of the Student Relations Committee, and the librarian sponsoring the President.

ARTICLE VIII

Committees

Section 1. The standing committees of the organization shall be the Hospitality Committee, the Nominating Committee, and the Registration Committee.

Section 2. Such other committees, standing or special, shall be named by the President as needed.

ARTICLE IX

Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority of this organization, subject to the standing rules which have been or may be adopted.

ARTICLE X

Amendment

This document may be amended by a two-thirds vote of the members present at any meeting, provided notice has been given in the call for the meeting, in order that delegates may be instructed on voting by local clubs, to thus represent the entire membership.

Revised February 22, 2013

STANDING RULES

1. The colors of the organization shall be blue and white.
2. The motto of the organization shall be reading, knowledge, and service.
3. All sponsors of library/media clubs affiliated with the Louisiana Teen-age Librarians Association must be members of the Louisiana Association of School Librarians.
4. The librarian of a candidate for office must attend the convention. In case of serious illness or death in the immediate family, a member of the Louisiana Association of School Librarians my substitute as the candidate's sponsor. If a substitution is made, the Student Relations Committee chairman should be notified and should approve the change.
5. The President, Vice President, and Treasurer must come from a school where the librarian has had the experience of sponsoring an officer or a committee.
6. Candidates for the offices of President and Vice President should be juniors and seniors at the time they serve. The Secretary and Treasurer should at least be freshmen at the time they serve. The Historian, Reporter, and Parliamentarian should be at least in the seventh grade at the time they serve.
7. No club shall have more than two committees.
8. The Student Relations Committee must approve all nominations **BEFORE** the names are placed on the ballot.
9. Before submitting a name to the ballot, the librarian should examine the duties, responsibilities and requirements with the possible candidate. The student and the librarian will be expected to attend the convention and two executive board meetings.
10. The executive board meetings are to be held on Saturdays, one in May and one in October/November, in a centrally located place to the officers and committee chairmen. All officer and committee chairmen and their librarians are expected to attend. The organization cannot reimburse expenses for attending these meetings.
11. A copy of all letters sent should be kept by the officers and committee chairmen. All letters should be grammatically correct and courteous. All letters received should be filed. Letters should be answered promptly.
12. Only current library/media club members may attend the convention.
13. Each library/media club may send any number of delegates to convention, with only 12 delegates counted toward the Spirit Award.
14. The school librarian must accompany any group at the hotel. The librarian is responsible for the behavior of his students. If a substation is made, the Student Relations Committee chairman should be notified and should approve the change.

15. Students are required to attend all functions.

16. All delegates must wear name tags at all functions.

17. All candidates and their sponsors must attend the executive board meeting held at the beginning of the convention.

18. All candidates and their sponsors must attend the political rally at the convention.

19. Sponsors must attend the sponsors meeting at the convention.

20. Winning candidates and their sponsors must attend the executive board meeting to be held immediately following the convention.

21. The Wes Smith Memorial Essay Contest is divided into two divisions: junior high (grades 6-9) and high school (grades 10-12).

22. All officers must reside in the state of Louisiana.

23. Other than the president, clubs holding a particular office will be allowed, in the event of a resignation, to appoint a replacement from the club. Upon the resignation of the president, the vice president will assume that vacancy. This provides for a vacancy in the office of vice president. The Nominating Committee will solicit candidates for the office of vice president from clubs not having an officer. The candidates will be advertised to all clubs for approval. A ballot will be emailed and a report given at the next executive board meeting or in the next newsletter, whichever is first.

24. To replace an officer if the school is no longer a member, the Nominating Committee will solicit candidates from clubs not having an officer, keeping in mind all of the regulations concerning officers. The candidates will be advertised to all clubs for approval. A ballot will be mailed and a report given at the next executive board meeting or in the next newsletter, whichever is first.

25. In the event there is no candidate for an office/no officer elected at the convention, the Nominating Committee will solicit candidates from clubs not having an officer, keeping in mind all of the regulations concerning officers. The candidates will be advertised to all clubs for approval. A ballot will be mailed and a report given at the next executive board meeting or in the next newsletter, whichever is first.

26. The executive board may extend voting privileges to committee chairmen who attend board meetings.

27. New member clubs are not to be charged the 50 cents delinquent fee when applying for membership after November 1st.

28. The members of the Student Relations Committee shall add the points for the Spirit Award.

29. Only books from the Louisiana Young Readers' Choice List may be considered when selecting books to be read for discussion at convention. (2/7/2014)

INSTALLATION CEREMONY

The chairman of the Nominating Committee will name the winner of the election for each office, beginning with the parliamentarian and working toward the president. As each name is called, the winner should report to the back of the head table, with the line forming to the left of the president.

The president should congratulate each winner and hand him/her the appropriate installation card. After this, the candidates should arrange themselves as follows: old president, new president, vice president, secretary, treasurer, reporter, historian, and parliamentarian.

The president will say: "It is now time for the installation of the new officers." The officers will be installed in the order in which the winners were announced (parliamentarian – president). The old officers should form a line behind the head table (to the right of the president). The president will distribute the installation cards to the old officers.

The parliamentarian will be installed first. The old parliamentarian and the new parliamentarian will walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old parliamentarian, who will read his/her card. After reading the card, he/she will hand the microphone to the new parliamentarian, who will read his/her card. After reading the card, he/she will say, 'Now we will install the historian." He/she will then hand the microphone to the president.

The old historian and the new historian will walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old historian, who will read his/her card. After reading the card, he/she will hand the microphone to the new historian, who will read his/her card. After reading the card, he/she will say, "Now we will install the reporter." He/she will then hand the microphone to the president.

The old reporter and the new reporter will then walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old reporter, who will read his/her card. After reading the card, he/she will hand the microphone to the new reporter, who will read his/her card. After reading the card, he/she will say, "Now we will install the treasurer." He/she will then hand the microphone to the president.

The old treasurer and the new treasurer will then walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old treasurer, who will read his/her card. After reading the card, he/she will hand the microphone to the new treasurer, who will read his/her card. After reading the card, he/she will say, "Now we will install the secretary." He/she will then hand the microphone to the president.

The old secretary and the new secretary will then walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old secretary, who will read his/her card. After reading the card, he/she will hand the microphone to the new secretary, who will read his/her card. After reading the card, he/she will say, "Now we will install the vice president.' He/she will then hand the microphone to the president.

The old vice president and the new vice president will then walk around the ends of the head table to meet in the middle. The president will hand the microphone to the old vice president, who will read his/her card. After reading the card, he/she will hand the microphone to the new vice president, who will read his/her card. After reading the card, he/she will say, "Now we will install the president." He/she will then hand place the microphone on the stand.

The old president and the new president will walk around the ends of the head table to meet in the middle. The old president will take the microphone from the stand and read his/her card. After reading the card, he/she will hand the microphone to the new president, who will read his/her card. After reading the card, he/she will put the microphone back on the stand and both will walk around the table to meet in back of the podium. The old president will say, "On behalf of LTLA, I present you with your presidential gavel.' (CLAP)

INSTALLATION CARDS

PARLIAMENTARIAN

To you, _____ (name, I relinquish the office of Parliamentarian. It will become your responsibility to assist the President and other officers when a parliamentary problem occurs. You are to work closely with the President and help in any way you can.

Thank you. I accept the office of Parliamentarian. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the Historian.

HISTORIAN

To you, _____(name), I relinquish the office of Historian. It will become your responsibility to prepare and maintain the scrapbook for LTLA.

Thank you, I accept the office of Historian. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the Reporter.

REPORTER

To you, _____ (name), I relinquish the office of Reporter. It will become your responsibility to be the publicity agent for LTLA. You will write and publish all newsletters, and prepare publicity information for the convention.

Thank you. I accept the office of Reporter. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the Treasurer.

TREASURER

To you, _____ (name), I relinquish the office of Treasurer. It will become your responsibility to handle the finances of LTLA. You must collect all dues, deposit all funds, pay all bills, and keep accurate records of all transactions.

Thank you. I accept the office of Treasurer. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the Secretary.

SECRETARY

To you _____(name), I relinquish the office of Secretary. It will become your responsibility to be the record keeper of LTLA. You must take the minutes of all executive board meetings, and of the convention itself. Your minutes will become a part of the permanent record of LTLA. It is important that you be timely and accurate.

Thank you. I accept the office of Secretary. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the vice president.

VICE PRESIDENT

To you, _____ (name), I relinquish the office of Vice President. It will become your responsibility to plan the program for convention. You will secure all guest speakers, and will preside over the luncheon. You will work closely with the President, and preside in his/her absence. You must be prepared to assume the duties of the President should a vacancy occur.

Thank you, I accept the office of Vice President. I shall strive to carry out the duties of my office to the best of my ability.

Now we will install the President.

PRESIDENT

To you, _____ (name), I relinquish the office of President. It will become your responsibility to be the leader of LTLA, preside over the executive board, conduct all meetings, and keep a check on the other officers.

Thank you. I accept the office of President. I shall strive to carry out the duties of my office to the best of my ability.