



FAME Policies & Procedures

Handbook

2019

Florida Association for Media in Education

Mission

Florida Association for Media in Education provides leadership and support to school librarians through advocacy on the local, state, and national levels; targeted professional development; and promotion of literacy and technology-integration initiatives resulting in student success from effective school library programs.



Florida Association for Media in Education 2016 Strategic Plan

MISSION

Florida Association for Media in Education provides leadership and support to school librarians through advocacy on the local, state, and national levels; targeted professional development; and promotion of literacy and technology-integration initiatives resulting in student success from effective school library programs.

VISION

Florida Association for Media in Education is the primary organization for the advocacy and support of effective school library media programs in Florida.

BELIEF and VALUES STATEMENT:

Florida Association for Media in Education believes:

- All students benefit from attending a school staffed with a full-time certificated school librarian and adequately funded.
- School librarians are instructional leaders, collaborators, and curators, critical as change agents in the school environment.
- Targeted professional development for school librarians is necessary to ensure the integrity of our instructional role in preparing students to be future-ready.
- Instruction in information literacy develops students and staff to be critical thinkers and effective, ethical users and producers of information.
- Open access to balanced, diverse, quality information in a variety of formats is a right to all.
- Promotion of reading is essential for lifelong learning, awareness of the diversity of the human experience, and the development of empathy.

GOALS and STRATEGIES:

Focus Area: Advocacy

Goal: Increase awareness of the importance of school librarians and strong school library programs in the education process.

Strategies:

- Educate stakeholder groups on today's role of the school librarian.
Action Plan:
 - The Committee on Communication creates a video to disperse to all district superintendents of school librarians in action with a voiceover of what our role today entails.
 - Offer a session at each annual conference to help school librarians learn the best strategies to implement in their own district to advocate for themselves.
- Communicate with stakeholder groups the impact school library programs have on student achievement.
Action Plan:
 - Encourage local associations/district superintendents to host a principal breakfast with a speaker addressing impact of effective school library programs.
 - Develop a White Paper to distribute to all district level administrators and Board members highlighting the research to back up our claim of effectiveness.
 - Offer sessions at Florida Association of School Administrators summer conference to discuss the impact of strong school library media programs on student achievement.
- Enhance relationships with local, state, and national legislators about school library programs.
Action Plan:
 - Continue the Committee on Legislation's participation in Legislative Days.
 - Develop a flyer of talking points to give to all school librarians. Request that they contact their local legislators personally and go over these key points.
 - The Committee on Legislation work to turn our talking points in to policy recommendations for ESSA implementation and deliver to school boards and legislature.
 - Include the Commissioner of Education and the FLDOE representative on all forms of communications related to the importance of school library programs.

Focus Area: Communication

Goal: Enhance avenues for effective communication.

Strategies:

- Increase the variety of formats for communication of information within the association.

Action Plan:

- Create an online newsletter with current FAME activities and deadlines.
- Request that district technology departments allow emails from FAME@floridamediaed.org to go through district filters.
- Create a blog on our website for posts on current topics and trends.
- Solicit feature articles for inclusion in *FMQ*.
- Implement and adhere to policies and procedures that all communications requests go directly to the chair of the Committee on Communications for dissemination.

- Design and build a new website for simplicity, ease of use, and information.

Action Plan:

- Terminate Your Membership contract and move to Weebly Pro.

- Increase use of social media.

Action Plan:

- Hold FAME Twitter chats at a regular day and time.

- Design a marketing and PR plan for FAME as an organization.

Action Plan:

- Create video for members to share with vendors and outside organizations.
- Create a graphic designer position on the Committee for Communications to design all media so that FAME's look and message remains consistent and professional.
- Create a brochure that can be downloaded and shared from our new website.

Focus Area: Membership

Goal: Ensure FAME remains a robust, gratifying organization that develops school library leaders and meets their needs.

Strategies:

- Increase membership numbers.

Action Plan:

- Collaborate with university/certification programs to recruit student members.
- Encourage district media supervisors/leaders to establish local associations.
- Solicit local associations to conduct membership drives.
- Recommend that school district library staff promote and recognize FAME membership at the local level.
- Expand information on the membership section of the website to include benefits of personal memberships.

- Increase participation of members.

Action Plan:

- Enhance communication of how and when to sign up for committees.
- Recognize committee members at various events.
- Highlight lesser-known committees on website and in *FMQ*.
- Hold regional meetings, a Spring Forum, or summer event for participation in addition to the annual conference.
- Provide opportunities for members to explain their expectations of their professional organization.

Focus Area: Professional Development

Goal: Provide targeted professional development opportunities for a diverse membership.

Strategies:

- Continue to assess professional development needs of the diverse membership.

Action Plan:

- Committee on Professional Development survey needs via form on the webinar webpage and regularly monitor it.
- Canvas membership needs at annual convention.
- Periodically tally membership input to plan for professional development offerings.
- Take notice of survey results when choosing the overall theme for the annual conference and solicit sessions that reflect the targeted needs based on the input from members.
- Annually provide online and onsite professional development sessions on a variety of topics based on membership input.

Action Plan:

- Offer monthly webinars presented by local and national colleagues on current topics of interest for librarians working at all levels and types of schools.
- Provide links to professional development recordings and resources, posted on the FAME website.
- Collaborate with other FAME committees to provide professional development opportunities (e.g., unconference, FAME annual conference, regional meetings, etc.).
- Promote professional development offerings and resources.

Action Plan:

- Advertise offerings using FAME communication methods (e.g., *FMQ*, website, Twitter, Facebook, blast emails, etc.).
- Distribute professional development information at the annual conference and at other FAME meetings.

FAME Policies and Procedures Handbook

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GOVERNANCE

Board of Directors

Composition

The FAME Board shall consist of five officers and twelve Directors, all with voting privileges. Ex-officio, non-voting, members will include the Editor of the *Florida Media Quarterly (FMQ)*, and the Webmaster. The FAME administrative assistant and an appointed parliamentarian will also attend Board meetings but will not have voting rights. All of these members of the Board will be Active or Active/Retired members of the Association.

In addition, Department of Education (DOE) Liaison(s) will attend meetings of the Board.

The five officers of FAME will be the President, the President-Elect, the Immediate Past President, the Secretary, and the Treasurer. The President serves as the chief executive of FAME and will not vote except in the case of a tie.

Elections

Directors will be elected by the membership for three years. The twelve members will be elected on a rotating basis, with four Directors elected each year to replace the four outgoing Directors. If a Director's unexpired term is vacated, the President shall appoint an Acting Director until the next election. Directors appointed to fill a vacated or unexpired term shall serve for the remainder of that term and could run for an additional term. No Director shall serve two consecutive three- year terms.

For example, if a member elected in the Spring left a school library position before taking office at the annual Conference, the President would appoint an Acting Director to serve for one year. During the next election, a member would be elected to serve the remaining two years of that three-year term, to maintain the rotating pattern for election of Directors. If the originally elected Director represented a FAME region, then the replacement member must be from the same region; if the Director vacating the position was elected at large, then the replacement Director could be from any region.

Meetings

Board of Director Meetings

The FAME Board of Directors traditionally convenes four meetings a year: Pre-Conference; Post Conference; Winter; and Spring. This schedule exceeds the requirement in the *Bylaws* for at least two Board meetings annually. The President or a majority of the members of the Board may call additional meetings (*Bylaws* Article X – Meetings).

Meetings of the Board may be conducted via electronic means, providing a quorum is established. A quorum for Board meetings is six Directors (of 12) and two elected officers (of five), for a total of eight Board members. (*Bylaws* Article IX – Board of Directors)

Presence of officers and members at the Board Meetings is essential to the efficient functioning of FAME. The *Bylaws* specify that an officer or Board member missing two consecutive Board meetings without providing a written reason of his/her absence shall automatically be dropped as an officer or Director. Written notice of this action will be provided to the officer or Director and the Board will move forward to fill the vacancy.

Chairs of committees may attend Board meetings, may participate in discussions, but may not vote.

The President will inform all members of the Board and committee chairs of meetings in advance and will arrange for remote participation in Board meetings. The Pre-Conference meeting and Post Conference meetings will take place at the convention site, with remote participation as needed. The President will also create an agenda for meetings and post it online in advance of the meeting.

Annual Meeting of the Association

FAME has a meeting of members at least once a year, usually during the annual Conference. This event is referred to as a business meeting, including the installation of officers and voting on any Amendments to the *Bylaws*.

For the annual meeting, the *Bylaws* (Article IV – Meetings of Members) defines a quorum as “the assembled members present”.

The President will submit a report to the membership at this meeting.

Powers of the Board

“The Board of Directors shall have policy making powers, shall manage the affairs of the Association, shall be responsible for management of the approved expenses of the Corporation, and shall fill vacancies in offices until the next election.” (*Bylaws*: Article IX – Board of Directors)

Responsibilities

Members of the Board of Directors shall:

Policy Making Role

- Attend all meetings of the Board, respond promptly to messages from the President, and participate in the annual FAME Conference and activities of the Association throughout the state.
- Balance the perspectives and opinions of the constituency they represent with the needs of all members in their work for FAME.
- Prepare for Board meetings by reading the three governing documents of FAME and apply the relevant *Bylaw* or *Handbook* guidelines to each decision, when appropriate.
- Consider and approve the proposed amendments to the *Bylaws* and additions or revisions to the *Handbook of Policies & Procedures* from the Governing Documents Committee.
- Refer issues requiring modification of existing FAME documents to the Governing Documents Committee for amendment, additions, or revisions.
- Participate fully in meetings, gathering background information on issues and concerns to be addressed by the Board, and following procedures set for the conduct of meetings.

Management of Affairs and Activities

- Approve appointments of committee chairs and members made by the President and President-Elect.
- Monitor communications of the Association to all members, the educational community, and the public, with attention to her/his geographic region.
- Oversee the planning of the annual Conference in reports from the President-Elect and Conference Committee.
- Approve employment contracts of the administrative assistant, lobbyist, accounting firm, conference planners, and any other service providers.
- Evaluate the performances of the administrative assistant, lobbyist, conference planners, and any other service providers.
- Monitor the Association’s filing of Internal Revenue forms and state of Florida reports for timely submission, completeness, and accuracy.

- Establish affiliated and liaison relationships with individuals and professional groups to expedite the purposes of FAME.
- Make a conscious effort to welcome new members, first time attendees, and guests at all FAME functions.

Oversight of Finances

- Oversee the management of the funds of the Association including endowment funds (e.g., Jim Harbin Fund).
- Monitor reports of planned Conference expenses and hotel/conference site contracts to protect the financial interests of the Association. Any Conference Contract in its entirety must be presented to the Board and approved by the Board prior to the signature of any representative of FAME.
- Ensure that hotel/conference site contract includes insurance to protect the Association's assets in case of cancellation.
- Review the Conference Final Report of the previous Conference at the Winter Board meeting.
- Determine the salary for the administrative assistant, lobbyist, conference planners, and any other service providers.
- Establish a schedule of dues for membership in consideration of needs of the organization and benefits to members.
- Provide insurance coverage for officers, Board members, and members in performance of Association business (e.g., Legislative Chair). The insurance should be sufficient to protect the specified members from liability and legal defense costs associated with the decisions of the Board of Directors as well as to protect the Association's assets from general exposure.
- Approve fees for attendance at affiliated associations' national conferences and travel expenses for designated representatives as provided in *Bylaws*: Article XVII – Association Affiliation.

Maintain Leadership Ranks

- Ensure functionality in the Association by addressing vacancies in positions of officers or Board members as directed in *Bylaws*: Article XII – Election of Officers and Directors.
- Consider recommendations of officers for replacement of committee chairs and committee members.

Governing Documents

The Board of Directors has a prominent role in the development and maintenance of the governing documents of FAME. The original document establishing FAME, the *Articles of Incorporation*, describes the relationship between this professional association and the state, as required in the Florida Department of State Division of Corporations. This document is displayed as a public record on the State of Florida Internet site:

<http://search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=EntityName&directionType=Initial&searchNameOrder=FLORIDAASSOCIATIONFORMEDIAINED%207255990&aggregateId=domnp-725599-255ebf8c-f627-4d95-852d-c72474856853&searchTerm=florida%20association%20for%20media%20in%20education&listNameOrder=FLORIDAASSOCIATIONFORMEDIAINED%207255990>

After the initial set of Bylaws were adopted in 1973, any proposed amendments to the *FAME Bylaws* must be first approved by the Board of Directors, then placed on the agenda of the business meeting of the Association at the annual conference for a vote of the membership (*Bylaws* Article XIX). Members of FAME must be provided with the text of the proposed amendments in *FMQ* or other means at least 30 days before the meeting. The tables below indicate the multiple methods for initiating changes to the *Bylaws* and the roles of Board members in implementing the amendment process.

Procedures for Amending the *FAME Bylaws*

Methods for Recommending Changes to the <i>FAME Bylaws</i>	
1. Officer or Member of Board	<ul style="list-style-type: none"> May propose recommendations in writing to the President for placement on the agenda for discussion during Board meeting.
2. FAME Member	<ul style="list-style-type: none"> May propose recommendations in writing to the Board member representing region of member or to any member of the Board. Board member brings the issue from the individual member to the attention of the Board of Directors by notifying the President in advance so that the issue can be placed on the agenda.
3. Committee Chairperson	<ul style="list-style-type: none"> Proposes recommendations in committee report (approved by committee members) to the President for consideration for placement on the agenda and discussion during Board meeting.

Officers and Board Member Responsibilities Related to Changes to Bylaws	
Officers and Board Members	<ul style="list-style-type: none"> Place the recommendation on a Board meeting agenda. Discuss the proposed Bylaws recommendation during Board meeting. Vote on proposed recommendation to move forward or not. If positive vote, refer the change to the Government Documents Committee to conduct research and return a draft of an amendment for Board consideration. Based on Board's approval, disseminate the draft to the membership for final vote in compliance with Bylaws provisions.

The *Bylaws* are the primary document of FAME. The *Bylaws* establish the purpose of FAME, classes of membership, officers, specify the Board of Directors as the decision-making body, and identify committees.

The *Handbook of Policies & Procedures* was published by the Board of Directors to describe the mission and activities of the Association; to delineate the roles of the Board, the officers, and committees; and to define the operations of the Association. Any content in the *Handbook* must be in alignment with the provisions of the *Bylaws*. The *Handbook* is a practical document, requiring only the approval of the Board for revision at any regular meeting, and with provisions going into effect immediately.

In the *Handbook*, the Governing Documents Committee is charged with annually reviewing the three documents of FAME, creating language of proposed amendments to submit to the Board for approval, and responding to questions and recommendation from the officers or Board of Directors.

However, on issues involving fundamental changes to the *Articles of Incorporation* or *Bylaws*, it is appropriate for the topic to be discussed by the Board of Directors before the Governing Documents Committee begins the process of developing appropriate amendments. Examples of fundamental changes include, but are not limited to, classes of membership, the fiscal year of FAME, terms for officers, or the addition of new committees. This consideration is embedded in the two tables above.

Added 2018; Approved by FAME Board of Directors 11/28/2018

OFFICERS

PRESIDENT-ELECT

Note: Members nominated for President-Elect are making a three-year commitment to leadership roles in FAME: one year as President-Elect, one year as President, and one year as Immediate Past President.

The President-Elect shall participate in the work of committees as specified in the Bylaws; call and preside over meetings in the absence of the President; and assume other responsibilities as may be assigned by the President.

Standing Rules

The President-Elect shall:

1. Observe the functioning of FAME throughout the year in preparation for assuming the presidency.
2. Serve as ex-officio member on all committees.
3. Submit list of committees to FAME Board at the Post-Conference Board Meeting.
4. Prepare schedule of dates for the next year's Board meetings to be announced at the Post-Conference Board Meeting.
5. Submit names for Board approval for Legislative, SSYRA (3-5, 6-8), SSYRA Jr., and Florida Teens Read Committees at Spring Board Meeting.

President-Elect Timeline

April

- Contact SSYRA 3-5, SSYRA 6-8, and SSYRA Jr. Chairs for suggestions for committee members (3) and chair. Contact and secure FTR, SSYRA, SSYRA Jr., and Legislative Committee Chairs and new members. Consult Bylaws for regulations.

May

- Bring SSYRA (3-5, 6-8), SSYRA Jr., FTR, Legislative Committee, and two Nominations Committee appointments to Board meeting for approval.

June

- After the announcement of FAME election results, select Conference Committee Chairs or Co-Chairs for the next year and begin planning for the Conference.
- Announce the next year's Conference theme, logo, and keynote speakers.

July/September

- Consult with current President.
- Contact and secure all committee chairs for upcoming year, (except for SSYRA (3-5, 6-8), SSYRA Jr., FTR, and Legislative which were appointed in May). Attempt to utilize members who have expressed an interest in a committee. Consult Bylaws for requirements.
- Submit conference blurb and logo for printing.
- Set date, time, and location for Post-Conference Board meeting and notify Board and committee chairs.
- Prepare agenda for Post-Conference FAME Board Meeting and post it on Google Drive and/or OneDrive.

October

- During conference, meet with new committee chairs to discuss possible committee members, work to be done in upcoming year, and process of formulating a budget.

PRESIDENT

The President shall be the chief executive officer of the Corporation. The President shall preside at all business meetings and shall carry out the directives of the organization and of the Board of Directors.

The term of office for the FAME President is one year.

Standing Rules

The President shall:

1. Establish relationships with committees:
 - a. Appoint committee members and designate chairman with the approval of the Board.
 - b. Serve as ex-officio member of all committees.
 - c. Receive written reports of standing and ad hoc committees
 - d. Provide committee chairmen with lists of objectives and performance responsibilities.
 - e. Designate specific responsibilities of ad hoc committees with the approval of the Board of Directors.
2. Comply with the requirements of the Florida Department of State for Non-Profit Corporations on behalf of FAME, including annual reports and payment of dues.
3. Represent or appoint a delegate to represent FAME at state, regional and national meetings as required.
4. Maintain contact with regional and national associations with which FAME is affiliated.
5. Supervise the activities of any independent contractors and coordinate the annual performance evaluation conducted by the Board of Directors.
6. Approve and sign all contracts formulated in the name of the Association unless formally designated elsewhere.
7. Consult a lawyer on Association business if necessary.
8. The President, President-Elect, or designee will attend the American Library Association's summer and winter conferences to represent FAME in the AASL Affiliate Assembly meetings.
9. Submit a report to the membership at the annual business meeting.
10. Transmit to his/her successor a written report of his official actions at the close of his/her term of office. It shall include:
 - a. A list of the Corporation's Directives and their disposition or status.
 - b. A list of the Board's Directives and their disposition or status.
 - c. An outline of his/her activities, planning, and execution in conducting affairs of the Corporation in his official capacity.
 - d. A briefing to the incoming President on information of value to the professional progress of the Corporation.

President Timeline

October/November

- Annual Conference: Participate in the Installation of Officers ceremony during the Association's annual business meeting at the Conference; Deliver brief remarks on the future direction of FAME and introduce the closing keynote speaker.
- Post-Conference FAME Board Meeting: Conduct Board meeting and set dates, times, and location for January, May and Pre-Conference Board meetings.
- Select committee chairs for fall committees and work with chairs to select committee members using the committee interest form.
- Give names to the Committee on Communications Chair to update the committee web pages on the website.
- Add President to FAME bank account; remove name of Immediate Past President from the account.

- Write President's column for *FMQ* December 1 issue.
- Begin work with FAME Administrative Assistant, the Conference Committee, and the Conference independent contractors on the planning and production of the annual Conference.

December

- Send reminder to all Board members and committee chairs about January FAME Board meeting and committee reports due date.

January

- Renew Association dues on the Florida Department of State website, SunBiz, and update annual report information.
- Attend AASL Affiliate Assembly meetings at American Library Association Midwinter meeting.

February

- Work with the Treasurer to get all tax forms and requested financial data to the accountant.
- Write President's column for *FMQ* March 1 issue.

March

- Remind President-Elect about needed appointments for the Committees on SSYRA Jr., SSYRA 3-5, SSYRA 6-8, FTR, and Legislation.
- Prepare Committee lists to be presented and approved by board at May meeting.
- Send reminder to all Board members and inform committee chairs about May FAME Board meeting and committee reports due date.

April

- Send out reminder for May Board Meeting and solicit committee chairs for committee reports.
- Attend Finance Committee meeting to prepare proposed budget for next fiscal year beginning July 1.

May

- Conduct FAME Board meeting.
- Meet with President-Elect to discuss on-going FAME activities and concerns and procedures for establishing committee structure for next year.
- Write President's column for *FMQ* June 1 issue.

June/July

- Work with Committee on Membership and Committee on Communications for the roll-out of membership renewals.
- Attend AASL Affiliate Assembly meetings at American Library Association annual meeting as FAME representative or specify designee to attend Conference.

August/September

- Write President's column for *FMQ* September 1 issue.
- Decide on Pre-Conference board meeting agenda, solicit committee reports, and send e-mail reminder to Board re: hotel accommodations and meeting time and place. Inform committee chairs of meeting time and place.
- Prepare agenda for opening and closing general session and contact Chairs of Committees on Awards, SSYRA Jr., SSYRA 3-5, SSYRA 6-8, FTR, and Scholarship for presentations to be included in agenda.
- Locate Installation of Officers script (see Appendix: Secretary).
- Conduct Pre-Conference FAME Board Meeting.

October/November

- Conduct Pre-Conference FAME Board meeting.
- Run the opening session at the annual Conference, giving general remarks prior to the keynote speaker and introducing the keynote speaker.
- Conduct the Business Meeting during the closing session at the annual Conference.

IMMEDIATE PAST PRESIDENT

The retiring President shall assume the position of Immediate Past President for the following year. In the absence of the President, the Immediate Past President shall assume the duties of the President. The Immediate Past President shall assume other responsibilities and duties as assigned by the President.

The term of office for the Immediate Past President is one year.

Standing Rules

The Immediate Past President shall:

1. Serve as Chair of the Nominations Committee and Chair of the Leadership Development Committee.
2. Work with the Conference Committee on possible leadership development opportunities at the annual Conference.
3. Arrange leadership development opportunities throughout the year.
4. Conduct the election of officers for FAME.
5. Serve in an advisory role to the leaders of the Association.

Immediate Past President Timeline

November

- Contact Committee on Leadership Development members to discuss possible events and/or symposiums for the year.

January

- Identify possible Board members to serve on the Committee on Nominations.
- Bring the names to the January FAME Board meeting for a vote.

February

- Contact the Committee on Nomination members to brainstorm ideas for generating interest in nominating members for leadership positions.

April

- Generate a list of potential nominees with Nominations Committee to create a slate of candidates.
- Contact and confirm willingness of suggested nominees. Slate should ideally have two nominees for President-Elect (candidates must have served on the Board in some capacity), eight nominees for the Board of Directors (to replace four out-going directors), four nominees for the Committee on Nominations, and two nominees for Secretary (only elected every other year).
- Submit the slate to the Board for approval by email vote.

May

- Create an online voting survey and conduct the vote for the positions of President, four new members of the Board of Directors, two members of the Committee on Nominations, and Secretary, if needed.
- Promote the voting survey to ensure the maximum number of members participate in the vote.

June

- Announce election results in the June *FMQ* and on the website.

July/August/September/October

- If having a leadership development function at the annual Conference, work with the Conference Committee on the execution of the event.

SECRETARY

The Secretary shall serve as the recording officer of the Association, maintain the records of the Association, except for those specifically assigned to others in the Bylaws, and perform other duties as assigned by the President and/or Board of Directors.

The term of office for the FAME Secretary is two years.

Standing Rules

The Secretary shall:

1. Keep the necessary records and minutes of the Association for a period of three years per Florida State Statutes for Corporations Not for Profit, Chapter 617.
2. Keep all official correspondence, reports, publications, and significant documents pertaining to the business of the Association, with the exception of the original charter, which is kept by the Administrative Assistant.
3. Send and receive correspondence when requested by the President and/or Board of Directors.
4. Submit to the Treasurer an official transcript of the minutes of any meeting of the Corporation or Board of Directors at which the expenditure of Association funds of any nature was approved or disapproved by a majority vote.
5. Create and provide name tents for all Board members.
6. Prepare and electronically distribute copies of the minutes of the prior Board meeting for consideration.
7. Provide copies of the Board Motion Form for use by members during the proceedings.
8. Call roll at each meeting.
9. Send approved minutes from the prior Board Meeting to the Communications Committee Chair for posting on the FAME website.
10. Send minutes of the previous meeting to Board members and Committee Chairs for review within two weeks after each Board meeting.
11. Convey all permanent records (minutes, committee reports, and all other FAME related paperwork and correspondence) electronically to the Administrative Assistant at the completion of his/her term of office for transmittal by the Administrative Assistant to the incoming Secretary.

Related Documents Located in the Appendix:

1. Form for Motions at Board meetings
2. Installation of Officers Script

Revised 2017

TREASURER

The Treasurer will be appointed by the President, with the approval of the Board, for a three-year term. The Treasurer shall be a non-voting member of the Board of Directors.

Standing Rules

The Treasurer shall:

- Receive vouchers that have the authorized signature of the committee chair or officers and issue reimbursement checks for those authorized expenses.
- Issue reimbursement checks for those authorized expenses, recognizing that total reimbursements may not exceed the total budgeted amount for any one executive position or committee without prior budgetary approval of the Board of Directors.
- Present reports in meetings of the Board of Directors and to regular meetings of the membership.
- Provide members with copies of the Treasurer's report, including the past year's receipts and expenditures, returned budget request forms, and supporting documents, upon request.
- Cooperate with audits of the accounts of the Corporation.
- Serve on the Finance Committee as an ex-officio, non-voting, member.
- Participate in Finance Committee discussions on the development of the FAME budget.

Timeline

The Treasurer will coordinate with the Finance Committee and follow the Timeline developed for that Committee when submitting documentation relative to this position's requirement.

CONTRACTED SERVICES

FAME may contract for services necessary to accomplish tasks and goals as directed in the *Bylaws* and the *Policies & Procedures Handbook*, state and federal law, and approved by the Board of Directors. Contracted services include, but are not limited to:

- Administrative Assistant
- Lobbyist
- Conference Planner
- Auditor

Administrative Assistant

The Administrative Assistant provides management services and is directly responsible to the Executive Committee and Board of Directors.

Duties and Responsibilities

The Administrative Assistant shall:

- Attend all Board meetings

Management Responsibilities

- Retrieve mail and disperse appropriately.
- Answer and respond to FAME phone calls.
- Monitor the FAME email account.
- Maintain FAME files of correspondence, membership lists, and annual reports.
- Research storage locations for FAME files with instructions to go through the items and dispose or scan into a computer.
- Attend FAME sponsored events.
- Acknowledge contributions of financial support and/or services.
- Assist in applying for FAME insurance.
- Facilitate hotel negotiations with SSYRA, SSYRA Jr., and Legislative Committees.
- Research district media contacts for the President annually.
- Prepare press releases and handle other promotional activities with direction from the Executive Committee.
- Maintain weekly communication with FAME President and President-Elect.
- Set up online conference sessions for the Board of Directors, Executive Committee, and other FAME committees after approval by the President.
- File the Florida state corporation report and use the contractor's personal address as FAME's registered office; the Florida Department of State requires a physical address in addition to a FAME post office box. (Florida Statutes 617.1622(f))

Conference Responsibilities

- Facilitate communications between event manager, venue, and Conference Chair.
- Assist in the conference site selection.
- Facilitate hotel site negotiations for ALA/AASL conferences.
- Assist with local arrangements for conference.
- Assist in all areas for the conference in collaboration with conference planning company.

Membership Responsibilities

- Process and deposit FAME memberships.
- Develop membership database and keep updated.
- Organize membership database into regions and local associations.
- Create and send receipts for memberships that are compliant with auditing procedures.

Added 2018; Approved by the Board of Directors 5/19/2018

FAME Lobbyist

The FAME Lobbyist will provide consultation, advisement and assistance with setting appointments for Legislative visits/meetings in Tallahassee. Will also set appointments with the DOE, Just Read Florida, etc. as requested by the FAME Legislative Committee.

Duties and Responsibilities

1. Upon visits to the Capitol the Lobbyist will provide Legislative Committee members with a copy of “Know Your Legislator.”
2. The Lobbyist will meet with designated Legislative Committee members to determine and develop Legislative issues for advancement both at the state and federal levels.
3. Throughout the Legislative session, and when necessary outside of Session, Lobbyist will provide written reports and tracking sheets of all bills that pertain to PreK-12 Education. Upon adjournment of the Legislative session each year the Lobbyist will provide a written summary.
4. The Lobbyist will keep FAME membership apprised of other lobbying groups and their efforts that may have a potential impact on K-12 Education, FAME and/or the Library Media Specialist profession.
5. The Lobbyist contract shall include fees for the Lobbyist to register for the Executive and Legislative branches as the Lobbyist for the Florida Association of Media in Education (FAME).
6. FAME shall provide the Lobbyist with a contact from each Region and a Legislative Committee contact that will be responsible for dissemination of Legislative information as it pertains to membership along with Library Media success and needs from the state of Florida.
7. The Lobbyist shall attend the annual state conference, FAME. At Conference the Lobbyist shall present a brief overview of Legislative issues at the opening General Session for Conference.
8. The Lobbyist shall present one concurrent session during Conference to discuss Legislative issues in detail with FAME members and gather input from membership on their concerns to determine if they are Legislative issues.
9. As a courtesy the Lobbyist will attend annual Conference, receive meal tickets as they pertain to the length of stay requested by FAME and a hotel room if necessary. Currently, we extend this courtesy to the spouse of our Lobbyist as she is a retired Media Specialist.

Time Line

Unless otherwise approved by the Board, the term on the lobbyist’s contract is one year and begins on January 1st. The Florida Legislature meets in session every year for sixty consecutive days. The legislative session begins in March of each odd-numbered year, and in January of each even-numbered year. The lobbyist should adjust the timeline for their contracted activities accordingly.

January

Provide a directory of key representatives of participating districts and contact information for possible use during the session.

December-January (*November-December in even years*)

- Assist FAME with Legislative issues prior to and/or after the Legislative session.
- Arrangement of Legislative appointments/meetings, and other requested agencies, for Legislative Committee visit to Tallahassee.
- 24/7 availability for questions and information clarification on issues pertaining to K-12 Education and issues pertaining to the Library Media Profession during the Legislative session.

May (*March-April in even years*)

Provide a written summary of the of the Florida and Congressional sessions

September – October

Help coordinate visit to Legislators in Tallahassee by key Legislative Committee members as determined by the slated Legislative issues for the upcoming session.

Added 2019; Approved by the Board of Directors 10/02/2019

FAME COMMITTEES

Handbook Committee Section Introduction

The role of committees in FAME is to implement the mission and goals of the Association, planning and putting into practice the functions and responsibilities established by the officers and Board of Directors. Committee members work closely with regions, districts, building level librarians, and students, in some cases, to implement the activities and programs of FAME. Committee service prepares FAME members for leadership roles in the Association and is required to become a candidate for Director. The majority of the functions and initiatives of FAME are carried out by volunteer officers, Board members, and committee members. Participation in committee work strengthens the organization and enhances the professional and personal skills of each member involved. By associating with the professional community of FAME, members are positioning themselves to learn from dedicated colleagues and to contribute to excellence in school libraries in Florida.

Two types of committees are specified in the *FAME Bylaws*: standing committees and special, or ad hoc, committees. Standing committees carry out the routine work of the Association; currently seventeen committees are identified in the *Bylaws*. Ad hoc committees are occasionally appointed for a specific, limited purpose by a current President with the approval of the Board of Directors. An ad hoc committee exists only for the duration of the appointing President's term; the incoming President may renew the ad hoc committee to continue work during her/his term. Members of FAME may recommend the creation of an ad hoc committee to the President to address a specific area of interest or concern; however, it is up to the President to create an ad hoc committee, with the approval of the Board.

The *FAME Bylaws* identify the standing committees; briefly outline the responsibilities of chairs of committees; describe the composition of each committee, including details such as geographical representation; set the term of office for the members of each committee, indicating if members may be re-appointed; and specify the appointing officer of chairs of committees. The *Bylaws* state that some committees will include ex officio, or nonvoting members (e.g., the DOE Liaison, the Treasurer, the *FMQ* Editor, or the FAME Webmaster). In addition, the *Bylaws* indicate that certain committee chairs must have experience on the committee prior to appointment.

The *FAME Policies & Procedures Handbook* expands the description of each committee provided in the *Bylaws*, adding a charge for the committee, or statement of the role of the committee in the Association. The roles of the chair and members of each committee are detailed, with timelines included for many committees. Additional information describing the work of the committee may be included. Also, committees may provide forms used in their work, which are placed in an Appendix at the end of the *Handbook*.

Eligibility for Committee Work

Active and Retired/Active members of FAME are eligible to serve on committees. If a committee member is no longer serving as a library professional and is not retired, the individual will resign from the committee immediately, informing the President and committee chair.

If a committee chair is elected to the Board of Directors, the individual can complete the term as committee chair.

Committee Year

Most committees officially begin their term of service after the annual Conference and continue until through the Conference of the next year. Several committees begin their term of service in the spring of the year due to the nature of their committee assignment: the SSYRA Jr. Committee, the SSYRA Committee, and the FTR Committee.

The Board of Directors and Committees

Committee chairs attend meetings of the FAME Board of Directors. Chairs may enter into discussion at meetings, but may not vote. Chairs will prepare reports of committee activities before the Winter and Spring Board meetings and submit them to the President prior to the meetings. An annual report is compiled and submitted to the President before the Pre-Conference Board meeting. A form may be provided by the President for the report. Materials provided by a committee should have the approval of committee members.

Though a provision for committee expenses has traditionally been included in the *FAME Policies & Procedures Handbook* and is included in each committee section, chairs should not incur expenses except as specifically authorized in advance by the Board of Directors until further notice.

FAME Officers and Committees

FAME committee chairs are appointed by the President or the President-Elect, as indicated in the Bylaws. Committee members are appointed by the President or President-Elect, with the exception of two members of the Nominations Committee, who are elected by the membership. The President-Elect may consult with current chairs about possible members to serve on the committee. All FAME members are encouraged to volunteer for committee work. A Committee Interest Form is posted on the FAME website under the headings Resources/FAME Forms and Files.

Process for Appointing Committee Members

1. A FAME member completes and submits a Committee Interest Form (posted on the website). This form will include the date it is submitted to FAME.
2. The form automatically goes to Google Sheets and can be viewed by the President, President-Elect, Administrative Assistant, and appropriate committee chairs. The information from the Committee Interest Form will be displayed in a spreadsheet, including the committee of interest, the region, and the class of membership of the applicant.
3. When the appointing officer or committee chair identifies a need to fill a position on a committee, she/he will view the Google Sheets spreadsheet to identify members interested in specific committees.
4. After the President and President-Elect have discussed the selection of new members with the Chairs of each committee, the Chair will contact members completing the specific Committee Interest Form via email or telephone to determine if the individual is still interested in committee service, relaying this information to the appointing officer.
5. Once the selection of committee members has been completed, the Chair will contact all applicants for the specific committee, whether selected or not, to express the appreciation of FAME for their willingness to participate in the activities of the Association.

<i>Bylaws:</i> Committees	<i>Bylaws:</i> Appointed by President	<i>Bylaws:</i> Appointed by President-Elect	<i>Bylaws:</i> Prior Experience On Committee Required for Chair	<i>Handbook:</i> Active FAME Membership Required (Chair and Committee Members)
Awards	X		X	
Communication	X			
Conference		X	X	
Diversity	X			
Finance	X		X	
FTR		X	X	X
Governing Documents	X		X	
Intellectual Freedom	X		X	
Jim Harbin	X		X	X ¹
Leadership Development	*Not Applicable	*Not Applicable		
Legislative		X		
Membership	X		X	
Nominations	*Not Applicable	*Not Applicable		
Professional Development	X		X	
Scholarships	X		X	
SSYRA		X	X	X
SSYRA Jr.		X	X	X
Ways & Means	X		X	

¹ The Committee chair for Jim Harbin shall be an Active or Retired member. The Committee members must be active members.

The term of office for each committee is specified in the *Bylaws* and has been included in the entry for each committee in this *Handbook* under the heading Committee Summary from the *Bylaws*.

The President and the President-Elect are ex-officio, non-voting, members of all standing committees, with the exception of the Committee on Nominations. The President and the President-Elect have the opportunity but not the duty of participating in the work of committees.

If a committee chair or member finds it impossible to devote the necessary time to the work of the committee, because of school responsibilities, family issues, or other reasons, it may be appropriate to resign from the committee by submitting a message to the President. In this situation, another person may be appointed to fill the position and move forward with the work of the committee.

Some committee sections in this *Handbook* may include a list of specific responsibilities with a timeline for fulfilling the duties. If a chair does not conduct the work of the committee as described in the charge, standing rules, and/or timeline of the specific committee section, the President may bring the issue of replacing the chair to the Board for a vote. If a committee member does not fulfill the standing rules for committee members, the chair may recommend replacing the member to the appointing officer.

Committees and FAME Publications and Sites

The work of committees is described on the FAME website. Chairs are responsible for checking and updating information for their committee on the website. The procedure for updating information on the website is to contact the Communications Committee Chair. Frequently, committees publish articles in *FMQ* and/or promote committee activities through blast emails, on the FAME website, or through FAME's social media outlets. Any information on committee work requiring publication in *FMQ*, on the FAME website, or on the FAME social media outlets is to be sent to the Communications Committee Chair. All committee members should read the FAME Social Media Policy in the Appendix of this *Handbook* and implement the guidelines provided.

Committee Entries in *Handbook*

This *Handbook* includes standing rules for chairs and members of each committee, which provide details for accomplishing the charge of the committee. If any chair would like to modify the content of the committee entry, forward the information to the Governing Documents Chair.

Best Practices for Committee Work

The following practices could be helpful in maximizing the potential of the committee:

- Welcome everyone to the committee, preferably in a face-to-face meeting at the Conference. Share contact information and details of committee work, (e.g., guidelines for reading programs, editing checklist for a publication, etc.). Set a preliminary schedule for the work of the committee. Update new members on the accomplishments of last year's committee. Initiate an open dialogue for sharing ideas about the work of the committee.
- The chair and members may want to establish goals for the year, based on the charge of the committee and current needs of FAME. These goals could be included in the first report to the Board of Directors and analyzed in the annual report to the Board in the fall.
- The chair may want to survey committee members about the time for setting the next meeting at the conclusion of a meeting, through an online survey tool (e.g., Doodle, Survey Monkey), or by email.
- The chair may create an agenda for committee meetings in advance, noting specific items or details to be discussed, and share it with members via email. During and after the meeting, decisions made could be noted on the agenda and shared with members who could not attend the meeting, serving as documentation of the work of the committee. Expanding an agenda in this way is sometimes referred to as action minutes.
- Maintain a log including dates of communications sent and received on committee work. This documentation could be useful in developing reports for the Board of Directors.
- Prepare a file (preferable electronic) of documents and reports of the work of the committee to pass on to the incoming chair to provide a smooth succession.
- Collaborate, when appropriate, with other Association committees or colleagues in other library organizations, to fulfill the purpose and mission of FAME.

Revised 2018; Approved by the FAME Board of Directors 10/21/2015; 5/20/2017; 5/8/2018; 11/28/2018

AWARDS COMMITTEE ([Return to List](#))

Charge

The Awards Committee shall:

1. Promote the profession through the implementation of the FAME awards program.
2. Encourage members and Florida educators to provide excellent library services to students, teachers, administrators, and communities.
3. Coordinate the application process and selection of FAME award winners, seeking wide participation throughout the state and from all levels and types of schools.
4. Honor those individuals who support school library programs throughout the state of Florida.
5. Review criteria for awards and make recommendations for changes to the existing awards and/or the addition of new awards to the Board of Directors.

Committee Summary from *Bylaws* Article XIII, Section 5

Five members appointed by President, approved by Board; chair appointed by President and approved by Board; Chair must have at least one year experience on this committee; one-year term; may be re-appointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Develop and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Implement the selection process for each award on a timely basis, encouraging wide participation.
9. Provide leadership in making decisions on the recipients of the awards, using approved criteria and evaluation processes.
10. Send the names of the winners to the Communications Committee, FAME officers, and the Board of Directors, providing resources to be used in publicity in *FMQ* and on the FAME website and social media platforms.
11. Consult with the sponsors for each award as appropriate.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Consider applications to the four awards administered by the Committee.
6. Vote on the nominees for each award, based on approved criteria.
7. Assist the Chairman in the gathering of information on award recipients and participate as needed in the ceremonies honoring the recipients.

FAME Awards

Individuals may be nominated for a FAME award by a school librarian who is certified by the state of Florida, holds an Active FAME membership, and is employed in a school in Florida. Application forms are available on the FAME website under the Awards tab and must be completed online by May 1st of each year.

Amanda Award

This award recognizes high school and middle school librarians for developing programs that enhance and support the self-esteem and well-being of young adults by creating exemplary environments in which students are made to feel that they fit in and that they are part of the school. The establishment of the award is intended to encourage mentoring of students by librarians; the goal is to nurture the development of the disposition of resilience by students. Recipients of the award will receive \$300 and a plaque. The award is supported by Dr. Jami Jones, a former Florida school librarian and the creator of the Amanda Award. The award is named for a former student of Dr. Jones.

Principal Advocate for Excellence in School Library Programs Awards

This award recognizes one elementary school principal and one secondary school principal who have demonstrated support in the development of exemplary school library programs and/or to promote principals who support the integration of school library programs, resources, and technologies into the total educational process, and/or to honor principals who implement research-based library programs. Each recipient will receive \$300.00 from a sponsoring vendor and a plaque.

Administrator Advocacy Award

This award honors a district administrator, director, superintendent, or supervisor who has made a dynamic and significant contribution to the promotion of effective school library programs and services. It recognizes the significance of the role of the district administrator in developing successful school library programs within their own school districts that impact the community at large. This award is intended to highlight and encourage administrative support of school libraries, which is central to the FAME mission. The winner will receive a plaque and recognition at the FAME Conference.

Committee Timeline

November/December

- Provide orientation to Committee work for new members.
- Prepare a budget request for the Finance Committee.

January/February

- Create a flyer that requests nominations for the two Principal awards, the Amanda Award, and the Administrator Advocacy Award.
- Prepare a Committee Report for the Winter Board meeting and attend the Board meeting.

May

- Prepare a Committee Report for the Spring Board meeting.
- Announce May 1 as deadline for nominations for the four awards.
- Assign identification numbers to each nominee and email each nominating school librarian from May 1th – 15th.
- Receive supporting data and documentation for the nominees of the Amanda Award, the two Principal Advocate for Excellence Awards, and the Administrator Advocacy Award no later than May 30th.

June/July

- Read and review nominations and make a selection in each category using an established rubric.

August

- Notify winning nominees and give them information about the FAME conference. Also notify school librarians whose entries did not win. Each winner should be alerted that he or she will need an 11X14 picture that will be displayed in the sponsor's booth at FAME.
- Contact sponsors of each award with results.

September

- Order plaques for presentation at FAME.
- Confer with the Conference Chair on plans for presenting the awards to recipients at the general session of the FAME Conference.

October

- Prepare an Annual Committee Report for the Pre-Conference Board meeting.
- Attend FAME Conference, the Pre-Conference Board meeting, and the Post Conference Board meeting.
- Present plaques at the FAME Conference.

Related Documents Located in the Appendix

1. Administrator Advocacy Award Form
2. Amanda Award Evaluation Form
3. Principal's Advocate for Excellence Evaluation Form - Elementary
4. Principal's Advocate for Excellence Evaluation Form – Secondary

Note: The Awards Committee was formerly titled the Awards/Publications Committee. This change to the title was part of the Amendments to the *FAME Bylaws* 2015.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

COMMUNICATIONS COMMITTEE ([Return to List](#))

Charge

The Communications Committee shall:

1. Communicate the vision, mission, goals, and objectives of the Florida Association for Media in Education (FAME) through the electronic newsletter, *Florida Media Quarterly (FMQ)*; the FAME website; and selected online and social media sites.
2. Recommend to the Board of Directors needed publications the organization may issue.
3. Determine policies concerning the format, content, and frequency of all productions or publications- electronic or print, including social media.
4. Solicit and report news from the Board of Directors and committee chairs in order to provide timely communication to FAME membership of the Association's activities and official actions.
5. Review, moderate, and edit any print and online submissions according to criteria developed.
6. Update the FAME website with current information and material from the various committee chairs.
7. Disseminate press releases to the media.
8. Recommend to the Board of Directors subscription and/or advertising rates for the official publication of the Association.
9. Undertake other communication-related tasks upon request of the organization.

Committee Summary from the *Bylaws* Article XIII, Section 15

Variable number of members consisting of the President-Elect, three to five Directors, and two to four additional members appointed by the President and approved by Board; *FMQ* Editor and FAME Webmaster are ex-officio members; Chair appointed by President (and approved by Board); two-year rotating terms; *FMQ* Editor appointed by President for three-year term, may be reappointed; FAME Webmaster appointed by President for two-year term, may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary and post to the appropriate folder on Google Drive.
4. Prepare and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer document vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Keep all Committee members updated and informed through online or face-to-face Committee meetings.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Solicit, review, edit, and disseminate information through the following FAME publications and sites:
 - a. *Florida Media Quarterly*;
 - b. FAME website; and
 - c. Social media sites.
6. Be responsible for the submissions and posts on a specific social media site to be determined collaboratively at the first Committee meeting.
7. Publish information about the Board of Directors meeting in *FMQ* or other FAME publications such as email blasts, including:
 - a. Directives;

- b. Actions; and
 - c. Other matters relating to FAME.
8. Follow the policies and procedures written in the *Florida Media Quarterly* Policy Statement and FAME Homepage Policy and Guidelines.

Timeline for *Florida Media Quarterly* (FMQ)

- 1. Fall issue: Articles and advertisements due- August 1. Publication date- September 1
- 2. Winter issue: Articles and advertisements due- November 1. Publication date- December 1
- 3. Spring issue: Articles and advertisements due- February 1. Publication date- March 1
- 4. Summer issue: Articles and advertisement due- May 1. Publication date- June 1

Florida Media Quarterly

- 1. May include:
 - a. President's Letter (column: news; opinion);
 - b. Legislative Update (news);
 - c. Book Reviews (column);
 - d. Question of Copyright (column);
 - e. *Bylaws* updates (news);
 - f. Conference Information (news; feature);
 - g. Sunshine State Young Readers Award Jr. (news; feature);
 - h. Sunshine State Young Readers Award (news; feature);
 - i. Florida Teens Read Award (news; feature);
 - j. Intellectual Freedom winner (news; feature);
 - k. Student Scholarship winners (news; feature);
 - l. Administrative award winners (news; feature);
 - m. Jim Harbin winners (news; feature); and
 - n. Other applicable columns or features of interest to FAME membership.
- 2. Is available online from the FAME website.
- 3. Accepts submitted articles and advertisements from all members.

FAME Website

- 1. May include:
 - a. Board and Committees;
 - b. Governing Documents;
 - c. Membership Center;
 - d. Annual Conference;
 - e. Unconference;
 - f. Advocacy and Legislature;
 - g. Awards;
 - h. *Florida Media Quarterly*;
 - i. Florida Teens Read;
 - j. Intellectual Freedom;
 - k. Jim Harbin Student Media Festival;
 - l. Professional Resources and Development;
 - m. Instructional Resources;
 - n. Programs and Funding;
 - o. Scholarships;
 - p. Sunshine State Young Readers Award Jr.;
 - q. Sunshine State Young Readers Award; and
 - r. Webinars.

Social Media Sites

1. May include:
 - a. Blogs;
 - b. Facebook;
 - c. Google +;
 - d. Instagram;
 - e. Pinterest;
 - f. Twitter;
 - g. YouTube; and
 - h. Wiki(s).

Related Documents Located in the Appendix:

1. [Guidelines for Submitting Articles and Book Reviews for *FMQ*](#)
2. [*FMQ* Advertising Sizes and Rates](#)

Note: The Communications Committee was formerly titled the Productions and Publications Committee. This change to the title was part of the Amendments to the *FAME Bylaws* 2015.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 5/19/2018; 11/28/2018

CONFERENCE COMMITTEE ([Return to List](#))

Charge

The Conference Committee shall:

1. Design and develop the program for the annual FAME Conference to offer current training for members, other educators, and guests; provide a forum for members to learn from each other and to conduct the work of the Association; and create a vendor exhibit hall for librarians to gain information about products and services in the library field.
2. Consult with the FAME President in developing the conference theme and in identifying speakers and topics for workshops.
3. Plan the Conference format, registration, exhibits, and local arrangements.

Committee Summary from the *Bylaws* Article XIII, Section 20

Committee Chair appointed by President-Elect, six or more Chairs of Subcommittee appointed by both President-Elect and Committee Chair, all approved by Board of Directors; President, Treasurer, and Association Director/Conference Planner are ex-officio members; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer document vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Review recent conference evaluation reports to identify the factors that will serve the needs and interests of attendees.
9. Work with the President-Elect to select Subcommittee Chairs.
10. Conduct Committee meetings prior to the Conference where the Subcommittee Chairs will submit their reports. This may be a face-to-face or virtual meeting.
11. Work with the President to implement the President's theme and vision for the Opening and Closing General Sessions.
12. Confer with the President on the selection of the opening and closing general session speakers.
13. Work closely with the contracted meeting planner or management company, if applicable, to make arrangements for the Conference and act as a point person between the subcommittees when necessary.
14. Work with the contracted meeting planner to assure all necessary equipment will be provided.
15. Schedule events at the Conference in consultation with the representative of FAME's Affiliate Association, FASM, including sessions on the Florida Power-Library Program.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Complete assignments for the planning and operation of the Conference from the Committee Chair.
6. Serve as good will ambassadors for the attendees, exhibitors, presenters, and volunteers.
7. Submit a Subcommittee report to the Conference Committee as needed.

Committee Timeline

Twelve to Eighteen Months before Conference

- Decide and agree upon general session speakers twelve to eighteen months before Conference with input from person who will be President.

Nine to Twelve Months before Conference

- Decide upon workshops nine to twelve months prior to conference.

February

- The Conference Program Chair will issue a call for presenters with a post on the FAME website and in a blast email sent to all members by submitting the information to the Communications Committee Chair.

March

- Finalize an exhibitor prospectus including layout of exhibit hall.

April

- Post an exhibitor prospectus on the FAME website and send a blast email to all potential vendors by submitting the information to the Communications Committee chair; continually follow-up with vendors.
- Begin to secure sponsorships for the Conference.
- Notify all individuals completing presenters' forms of acceptance or non-acceptance.
- Work to find visiting authors six months from Conference.
- Confer with the SSYRA, SSYRA Jr., and FRA Committee Chairs about authors and an illustrator for the Conference. Ensure that all the various FAME reading lists are distributed.
- Work with publishers to sponsor authors for the Conference, minimizing costs to the organization. Coordinate author needs and schedule with Conference Chair and local arrangements.

May

- Arrange for the posting of the preliminary Conference Program on the FAME website by sending a request to the Communications Committee Chair.
- Post Conference Registration Form on the website and send a blast email to all members by forwarding the information to the Communications Committee Chair.

June/July

- The Conference Chair, in consultation with the meeting planner, will decide on a software application to be used for the Conference; inform membership of Conference opportunities offerings.

August

- Encourage Conference registration by requesting the delivery of a blast email to all schools through the Conference Committee Chair.

September

- Ensure that the Local Arrangements Chair has coordinated arrangements for the general session (e.g., flag presentation, volunteer opportunities).
- Ensure that author and illustrator arrivals and departures are planned.
- Prepare Conference Evaluation forms; arrange for delivery of the forms to participants and for collection of the forms at the Conference.

October/November

- Attend the Pre-Conference Board meeting, informing members of the plans for the Conference.
- Implement plans for the Conference; troubleshoot as necessary.
- Work with the President to welcome authors, other special guests, exhibitors, and FAME members to the Conference.
- Attend the Post-Conference Board meeting, reporting on the Conference attendance and details.
- Collect, read, and summarize data from Conference Evaluation forms and use when planning the next Conference.

November/December/January

- Contact vendors to express appreciation for their support of the Association.
- Express appreciation to volunteers assisting with the Conference.
- Prepare a budget request for the Finance Committee Chair.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

DIVERSITY COMMITTEE ([Return to List](#))

Charge

The Committee on Diversity shall:

1. Strive to ensure that FAME is an inclusive and equitable organization by researching the best practices on diversity.
2. Engage in continuous discussion and information sharing with members.
3. Work collaboratively with all other FAME committees to achieve our mission while ensuring alignment to the organization's goals.

Committee Summary from *Bylaws* Article XIII, Section 9

Shall consist of at least five members appointed by President and approved by Board; Chair appointed by President and approved by Board for one-year term; each member may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of committee meetings.
8. Provide support for school librarians on issues related to diversity as needed.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.

Committee Timeline

June/July/August/September

- Communicate with the FAME President regarding outstanding issues or concerns as needed.

October/November

- Prepare annual report for Pre-Conference Board meeting.
- Attend the FAME Conference, the Pre-Conference Board meeting, and the Post Conference Board meeting.
- Meet at FAME Conference to plan yearly calendar.

November/December

- Prepare budget request for Finance Committee Chair.

January/February

- Attend the Winter Board of Directors meeting.

March/April

- Communicate with the FAME President regarding outstanding issues or concerns as needed.

May

- Attend the Spring Board of Directors' meeting.

Added 2019; Approved by FAME Board of Directors 10/06/19; Approved by FAME Membership 11/08/19

FINANCE COMMITTEE ([Return to List](#))

Charge

The Finance Committee shall:

1. Monitor the finances and needs of the Association.
2. Prepare the budget and present it for review, modification, and adoption by the Board of Directors.
3. Supervise allocations, expenditures, and investments of the funds of FAME.
4. Provide for an annual audit.

Committee Summary from Bylaws Article XIII, Section 7

Seven members including the previous two Presidents, the President-Elect, another Board member, and three individuals from membership at large, appointed by the President and approved by Board; Chair appointed by President from members and approved by Board; Chair must have at least one year service on this committee; Treasurer serves as ex-officio member; three-year term; may be reappointed, not to exceed four total years.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Ensure that committee chairs are informed of opportunities to submit funding requests to the Committee.
9. Consider requests from committees, priorities of the President and the Board of Directors, and available funds when developing a budget for the Association.
10. Report the status of Association finances and adherence to the budget to the President and Board of Directors at least three times annually, the Winter Board meeting, the Spring Board meeting, and the Pre-Conference Board meeting, after meetings face to face or virtually with the Treasurer.
11. Review proposed changes to the budget made throughout the year and present a recommendation to the Board of Directors regarding such proposals.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Gather input on the needs and finances of the Association from members and various committees and bring to discussions of the Finance Committee.

Committee Timeline

July

- Initiate new fiscal year.
- Begin term of new Committee Chair on alternate years.
- Provide a current statement of committee budget and year-to-date expenditures for the upcoming year to Committee Chairs.

September

- Submit a quarterly report of the status of the Association's finances and adherence to the budget to the President by September 30th, after a meeting (face-to-face or virtual) of the Chair and Treasurer.

October/November

- Prepare annual report and submit to the President.
- Attend FAME Conference, Pre-Conference Board meeting, and Post-Conference Board meeting.

December

- Review Conference expenses and resolve any unpaid bills.
- Confer with Conference Chair about expenses and receipts from the Conference.

January/February

- Prepare and submit a Finance Committee report to the President.
- Attend the Winter Board meeting and present the Finance Committee Report.
- Recommend an auditor to the Board to conduct an annual audit of the Association's finances by June 30.

March

- Request budget proposals from Committee Chairs for new fiscal year beginning July 1.
- Review budget proposals and begin the budget building process for next fiscal year.

April

- Schedule Finance Committee meeting to prepare proposed budget for next fiscal year.

May

- Prepare and submit a committee report to the President.
- Finalize the budget and present it for review, modification, and adoption by the Board of Directors at the Spring Board meeting.
- Supervise allocations, expenditures and investments of the funds of the Corporation.
- Provide for an annual audit.

June

- Ensure annual audit is complete and verify that the Board of Directors receives copies.

Revised 2016; 2018; Approved by the FAME Board of Directors 5/24/2016; 11/28/2018

FLORIDA TEENS READ COMMITTEE ([Return to List](#))

Mission

The mission of the Florida Teens Read program is to encourage Florida teens to read enjoyable quality literature that will stimulate imagination, awaken curiosity, expand horizons, enhance verbal fluency, and foster both critical thinking and a lifelong love for reading and learning.

Charge

The Florida Teens Read Committee shall:

1. Plan, coordinate, and monitor the selection of the Florida Teens Read (FTR) award by Florida students in grades 9–12.
2. Develop a list of fifteen titles each year from which the award book will be chosen.
3. Present the list of recommended titles for the upcoming year to Board members at the Spring Board meeting for their approval.
4. Promote the FTR program to high school students in Florida.
5. Plan an event at the annual conference for the presentation of the FTR Award.
6. Present at least one concurrent session at the annual Conference to provide ideas for promoting the program in high schools.

Committee Summary from the *Bylaws* Article XIII, Section 8

Fourteen members plus Chair and Advisor (former Chair), representing geographical areas of state; appointed by President-Elect, approved by Board; members must be working at a school that serves 9-12 grade students, members serve three-year terms, may not be reappointed to consecutive terms; Chair serves one-year term, may be reappointed once; must have served on committee previously. Advisor serves one-year term.

Standing Rules

Any member deemed by the Chairperson to not be meeting these criteria may be removed from the committee at the discretion of the President.

The Chairman shall:

1. Communicate and coordinate with the FAME Board of Directors:
 - a. Maintain a FAME Active membership throughout Committee service.
 - b. Attend the Board of Directors' meetings.
 - c. Prepare a written report of Committee activities for the Board of Directors prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
 - d. Develop a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
 - e. Prepare and submit to the Board of Directors at the Pre-Conference Board meeting an annual written report of Committee activities.
 - f. Submit to the Treasurer documented vouchers to expend budgeted funds.
 - g. Write an article each year for the *Florida Media Quarterly* and submit it to the Communications Committee Chair.
2. Coordinate the administration of the award including:
 - a. Work with Committee members to create and publish online the master list of titles, promotional materials, and educational resources.
 - b. Contact publishing companies of nominated books to inform them of the nomination and request that future eligible books be sent to each Committee member.
 - c. Plan and coordinate the fall Committee meeting, and the spring selection meeting;
 - d. Create a platform to collect and record students' votes.
 - e. Assist the Conference Committee in contacting the winning authors and arranging for their attendance at the FAME Conference.

- f. Review and update the FTR page on the FAME website, submitting changes to the Communications Committee Chair.
- g. Prepare an announcement of the winner of the award and forward it to the Communications Committee Chair to be posted on FAME's website and social media platforms.
3. Work with the FAME Conference Chair to present the award to the winning author at a general session.
4. Submit at least one presentation proposal to the Conference Program Committee to promote the program and books.

Committee Members shall:

1. Implement the responsibilities of the FTR Committee:
 - a. Maintain an Active Membership in FAME throughout Committee service.
 - b. Read the governing documents of FAME, with special attention to the sections on this committee.
 - c. Participate in an online orientation as a first-year member and be mentored by a former chairperson.
 - d. Provide contact information to the current Chairperson to be shared with team members and publishers.
 - e. Read the current FTR books and promote the FTR program in one's own school.
 - f. Maintain secrecy about the final list until formal announcement dates.
2. Meet and communicate regularly:
 - a. Meet and participate virtually throughout the year in asynchronous discussions via a platform recommended at the spring meeting.
 - b. Remain open-minded, congenial, a good listener, and respectful of Committee members' selections, opinions, and points-of-view both in online postings and during the selection process.
 - c. Meet face-to-face at the fall meeting held during the FAME Conference and narrow down the initial list to a short list not to exceed seventy-five titles. (Note: Any interested individuals may observe this meeting.)
 - d. Share FTR implementation ideas at the FAME Conference with other Committee members.
 - e. Meet face-to-face at the spring meeting on the second or third Saturday in April in order to select the final fifteen titles from the short list. (Note: The spring meeting is open only to voting Committee members.)
 - f. Promote the program by preparing announcements to be posted on FAME's website and social media platforms and forwarding them to the Communications Committee Chair.
3. Read extensively:
 - a. Read and nominate at least ten YA or adult for YA titles between the spring and the fall meeting from a wide variety of genres, individually selected from review sources and recommendations. At least one title should be a nonfiction selection.
 - b. Add titles to a shared online document as they are read, including the title, author, genre, summary, and reader. Keep this document current throughout the selection process. This document will become the long list of approximately 150 titles. It will be reduced to seventy-five or fewer titles (the short list) at the fall meeting; a title on the short list will need seven voting readers to be eligible for the list. Alumni readers, individuals who have previously served on the FTR Committee and have completed their three-year term, may add to the list and discussions as non-voting members.
 - c. First-year Committee members are expected to read at least half (50%) of the titles on the short list from the fall meeting until the spring meeting.
 - d. Returning Committee members are expected to read at least two-thirds (65%) of the titles on the short list from the fall meeting until the spring meeting.

Committee Timeline

The term of office for the FTR Committee is from May to April.

May

- Announce winning titles following statewide voting by sending the information to the Communications Committee Chair for distribution on FAME's website and social media platforms. At the local level, share the news of the winning title and author with appropriate school staff members, school district contacts, and public librarians.
- Contact winning publishers and authors. The Chairman will work with the Author Chair of the Conference Committee to invite winning authors to FAME.

- Announce new list of FTR titles.
- Confer with the SSYRA Chair and the SSYRA Jr. Chair to set the voting period for all programs for the following year and the reveal dates for winners/new lists.
- Invite new Committee members to discussion boards and provide orientation.
- Request cover reproduction rights forms from publishers for newly nominated books.
- Submit presenter applications for FAME conference to the Conference Committee.
- Attend the Spring Board meeting.
- Contact publishers to request that recommended books be sent to Committee members.
- Verify cover permissions.

June/July/August

- Read extensively.
- Plan FAME sessions via online platform.
- Create materials to supplement list and promote program.
- Check on FAME presentations.
- Check with the Chair of the Author Subcommittee about winning authors attending FAME.
- Register for FAME; submit PO's and travel documents to schools/districts.

September

- Contact the winning author about travel plans and other details of participation in the Conference.
- Develop FAME presentation(s).
- Order award for the author and discuss presentation.

October

- Finalize author/presentation plans.
- Prepare annual report for Pre-Conference Board meeting.
- Attend FAME Conference, Pre-Conference Board meeting, and Post Conference Board meeting.
- Deliver FTR session(s) at the FAME Conference.
- Participate in the FTR meeting at FAME.

November/December/January

- Prepare a budget request for FAME Finance Committee Chair.
- Secure location for spring meeting.
- Read from short list.
- Create online ballot to collect votes.

February/March

- Finalize meeting place/date for April meeting and inform members.
- Check format availability of books on short list and areas of need.
- Implement the voting process.
- Update travel and lunch plans, as needed.

April

- Begin creating a database of books to request from publishers for the following year.
- Submit recommendations to the President-Elect for potential members to fill Committee vacancies, if requested; the President-Elect is responsible for naming members to the Committee. (*FAME Bylaws*, Article XIII, Section 6)
- Meet second or third weekend to select fifteen nominated books for following year.
- Prepare the Committee report for the Spring Board meeting; submit final list to the Board of approval.
- Collect and submit travel vouchers from spring meeting.

Florida Teens Read Selection Criteria

1. Books nominated for the Florida Teens Read Award will be chosen to:
 - Engage high school students.
 - Reflect interests of high school students.
 - Represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives.
 - Include both books written for young people (YA) and those written for adults (mature readers).

2. Fifteen books will be nominated per year.
3. Books may be fiction or nonfiction and must be available in English.
4. Books must have an original copyright year that is within the year of the nomination or the preceding two years.
5. Titles will be appropriate for grades 9-12.
6. Titles will be in print and readily available at the time of the nomination.
7. Titles will, preferably, have at least two favorable reviews in professionally recognized review sources.
8. An author may only be represented by one title in each annual list of nominated books.
9. The residence of the author is not a consideration.
10. The winning author from one year will be excluded from inclusion in the list of nominations for the following year to prevent the same author from winning an award in consecutive years.
11. Book nominations may be accepted from a variety of sources including school librarians, public librarians, teachers, teens, and FAME members.

FTR Program Guidelines

1. It is understood that all books on the list may not appeal to all teen readers; however, books selected for the list will be of interest to a diverse and general young adult audience and will deal with relevant issues and topics of interest in the lives of teenagers.
2. The list of books nominated for the FTR Award is not intended for use as a state-wide collection development tool. Selection policies vary from district to district throughout Florida, and school librarians are encouraged to apply appropriate selection criteria for adopting and purchasing those titles that best meet the needs of their libraries and schools.
3. Students will be encouraged to read all of the books on the list of nominations, but it is recommended that students will have read three books to be eligible to vote. Listening to a title will be considered having read it. Eligibility for voting will be determined on the honor system.
4. To be eligible for participation in the FTR Award program and voting, a school must hold a FAME Institutional Membership, a FAME Institutional Membership for Student Programs, or have a librarian with an Active FAME membership. (*Bylaws*, Article III - Membership)

Revised 2015; 2018; 2019; 2020; Approved by the FAME Board of Directors 10/21/2015; 5/19/2018; 11/18/2018; 10/02/2019; 05/16/2020

GOVERNING DOCUMENTS COMMITTEE ([Return to List](#))

Charge

The Governing Documents Committee shall:

1. Review annually the *Articles of Incorporation*, the *Bylaws*, and the *FAME Policies & Procedures Handbook* and report to the Board of Directors any needed changes as a result of discrepancy, inconsistency, lack of clarity, or obsolescence.
2. Formulate any proposed amendments as a result of action taken under Article XII of the *Articles of Incorporation* or Article XIX of the *Bylaws* and submit to the Board of Directors for approval.
3. Respond to questions and recommendations from the officers or Board of Directors.

Committee Summary from the *Bylaws* Article XIII, Section 6

Five members appointed by President, approved by Board; one member must be Board member; Chair appointed by President and approved by Board; Chair must have at least one year experience on this committee; two-year term; may be re-appointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Develop and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Respond promptly to questions and recommendations from the officers or Board members.
9. Update Committee entries in the *Handbook* upon request from committee chairmen and submit to the Board of Directors for approval.
10. Coordinate the editing of the governing documents, correcting grammar, spelling, and punctuation as needed.
11. Provide access to the governing documents, creating a table of contents for the *FAME Policies & Procedures Handbook* and, in the future, an index in the *Handbook* to all three governing documents: the *FAME Articles of Incorporation*, the *FAME Bylaws*, and the *Handbook*.
12. Inform the President of actions which need to be registered with the proper agency, e. g., registering changes in the *FAME Articles of Incorporation* with the Florida Secretary of State.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Contribute to accomplishing the annual goals of the group and implementing the broad responsibilities described in the Committee charge and standing rules.
6. Consult *Robert's Rules of Order*, latest edition, for direction in revising FAME's governing documents.

Committee Timeline

October

- Prepare and submit annual report to the President for the Pre-Conference Board meeting.
- Attend the FAME Conference.
- Arrange for a Committee meeting during the Conference to greet individuals newly appointed to the Committee by the President, to exchange contact information with all members, and to set goals for the year.

- Attend the Conference business meeting in which the membership will vote on the proposed amendments to the *Bylaws*.
- Attend the Post-Conference Board meeting and encourage officers, Board members, and committee chairmen to recommend needed changes to the governing documents.

November/December

- Complete a final edit of any amendments to the *Bylaws* which were approved by the FAME membership at the Conference and/or revisions to the *Handbook* which were approved by the Board and submit to the Communications Committee Chair for posting on the website.
- Prepare a budget request to the Finance Committee.
- Respond to questions from officers or the Board.

January/February

- Prepare and submit a Committee report and revisions to the *Handbook* as needed to the President.
- Attend the Winter Board meeting.
- Complete a final edit of any revisions to the *Handbook* which were approved by the Board at the Winter Meeting and submit to the Communications Committee Chair prior for posting on the website.
- Coordinate the activities of the Committee, reviewing and updating the governing documents as appropriate.

March/April

- Review and update the governing documents as needed, implementing the annual goals of the Committee and any additional requests from the officers or Board.
- Prepare amendments to the *Bylaws* and/or revisions to the *Handbook* for the May Board meeting.

May

- Prepare and submit a Committee report, amendments to the *Bylaws*, and/or revisions to the *Handbook* as appropriate.
- Attend the Spring Board meeting.
- Complete a final edit of any amendments to the *Bylaws* that were approved by the Board and submit to the *FMQ* Editor for publication at least 30 days before the scheduled Business Meeting at the annual Conference by submitting the file to the Communications Committee Chair. If revisions to the *Handbook* were approved by the Board in the Spring meeting, submit to the Communications Committee Chair for posting on the website.

June/September

- Continue working on revisions to the *Handbook* as needed.

Related Documents Located in the Appendix:

1. Template for Request for Revision of a Committee Section of the *FAME Policies & Procedures Handbook*.

Note: The Governing Documents Committee was formerly titled the *Bylaws* Committee. This change to the title was part of the Amendments to the *FAME Bylaws* 2015.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

INTELLECTUAL FREEDOM COMMITTEE ([Return to List](#))

Charge

The Committee on Intellectual Freedom shall:

1. Ensure complete access to school libraries and materials.
2. Educate students, school librarians, administrators, and the general public about the value of intellectual freedom.
3. Monitor, advise, and aid in situations of infringement of intellectual freedom.
4. Encourage members to report challenges of intellectual freedom.
5. Recognize advocates of intellectual freedom.
6. Encourage high school seniors to learn about the value of intellectual freedom by sponsoring a Student Intellectual Freedom Scholarship award.

Committee Summary from *Bylaws Article XIII, Section 9*

Five members appointed by President and approved by Board; Chair appointed by President and approved by Board; Chair must have at least one year experience on this committee; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of committee meetings.
8. Prepare materials on intellectual freedom for distribution to school librarians in the state.
9. Provide support for school librarians encountering challenges to intellectual freedom as needed.
10. Organize a district and state competition for the Student Intellectual Freedom Scholarship award.
11. Publish results of the Student Intellectual Freedom Scholarship award on the FAME website and in *FMQ* by sending results to the Communications Committee Chair.
12. Update the Student Intellectual Freedom Scholarship application form as needed.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Educate students and staff in own school about the importance of intellectual freedom; encourage students in own school (if high school) and in high schools in the school district to enter the Student Intellectual Freedom Scholarship contest.
6. Advise librarians and educators in own district and region in situations of infringement of intellectual freedom and/or refer to Committee Chair.

Procedures for Student Scholarship

1. Distribute application forms and instructions via FAME webpage and/or blast email by contacting the Communications Committee Chair.
2. Decide upon judges at the local level ensuring that the judges are Active FAME or Retired Active FAME members.
3. Ensure that each applying student has a school librarian sponsor who is an Active FAME member.
4. Submit the district winner to the Intellectual Freedom Chairman.

Committee Timeline

September

- Distribute information to school librarians in Florida high schools.
- Distribute scholarship application forms to each district.

October/November

- Attend the FAME Conference, the Pre-Conference Board meeting, and the Post Conference Board meeting.
- Meet at FAME Conference to plan yearly calendar.

November/December

- Prepare budget request for Finance Committee Chair.

January/February

- Attend the Winter Board of Directors meeting.
- Send reminder to school librarians about March deadline for applications to the Student Intellectual Freedom Scholarship.

March

- Collect applications for Student Intellectual Freedom Scholarship.

April

- Distribute essays to Committee members for judging.

May

- Attend the Spring Board of Directors' meeting.
- Submit judging results to Chairman.
- Submit name of the student with the winning essay to the President, to the Treasurer for issuance of check, and to the Communication Committee Chair for posting on the FAME website.
- Prepare an article on the results of the Student Intellectual Freedom Contest for *FMQ* and submit to the Communications Committee Chair.

Related Documents Located in the Appendix:

1. Student Intellectual Freedom Scholarship Scoring Rubric

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 5/19/2018; 11/28/2018

JIM HARBIN STUDENT MEDIA FESTIVAL COMMITTEE ([Return to List](#))

Charge

The Jim Harbin Student Media Festival Committee shall:

1. Encourage students, librarians, and teachers to explore the possibilities of communicating through nonprint media by conducting an annual student media production festival.
2. Provide opportunities for students, librarians, and teachers to exchange ideas and techniques through displays of student products in local, regional, and state competitions.
3. Emphasize ethical use of copyrighted materials by instructing students on copyright laws and requiring the inclusion of a copyright permission form if a project uses items created by others.
4. Organize and execute local, regional, and state media festivals including the development of categories of products, entry rules, a judging form, designating judges, establishing a timeline and procedures for implementation, providing student rewards from the Jim Harbin Fund, and promoting the event in Association publications.
5. Update procedures and materials for the Jim Harbin Student Media Festival as needed.

Committee Summary from *Bylaws* Article XIII, Section 10

Six members representing five geographical areas, appointed by President and approved by Board; Chair appointed by President and approved by Board; Chair must have at least one year experience on this committee; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit to the Board at the Pre-Conference Board meeting an annual written report of Committee activities.
6. Submit to the Treasurer document vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Create a judging form which includes both a rating scale and judges' verbal comments; student projects will receive both critique and positive statements. If a project is disqualified, a reason will be indicated.
9. Coordinate the selection and training of impartial judges for the state level competition.
10. Plan and implement a state media competition and provide support for regional Committee members and local FAME members in organizing regional and local festivals.
11. Work with the Communications Committee and the FAME Board to arrange for selection of a media production company to upload, host, and post online student media projects.
12. Submit winners of the Jim Harbin State Media Festival each year for publication in *Florida Media Quarterly* and on the FAME website by sending information to the Communications Committee Chair.
13. Coordinate arrangements with the Conference Chair for an award ceremony at the FAME Conference.

Committee Members shall:

1. Maintain an Active Membership in FAME.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Create procedures to ensure each child in Florida has access to the Jim Harbin Student Media Festival and can be recognized for his/her achievement.
4. Ensure that every district in the region is notified to name a contact for the Jim Harbin Student Media Festival.
5. Provide contact information to the Chairman to be shared with all Committee members.
6. Respond to messages from the Chairman on a timely basis.
7. Participate in an annual review of categories of projects and rules for entering the competition.

8. Work to implement regional and state media festivals; communicate information about the Jim Harbin Media Festival to parents, teachers, administrators, and students on a timely basis.
9. Select judges for the regional media competition, identifying individuals from different perspectives (e.g., librarians, active or retired; industry experts; and/or television productions students in secondary schools or colleges).
10. Provide technical support in submitting projects to the media production company or hosting organization.
11. Assist Chair as needed in preparing for the state competition (e.g., submitting regional winners on deadline and helping prepare festival celebration at Conference).
12. Support students and parents in attendance at regional competitions and the FAME Conference.

Committee Timeline

March/April

- Hold district competitions.
- District contacts send first place district winners to Region Chair by May 1 and notify district winners via email.

May

- By May 1, all district entries will be judged and first, second, and third place winners submitted to the Region Chair by the District Contact, who will email all the schools in their district with the results. Only top three entries per category and age group with a score of at least 25 will be eligible for submission to Regional Judging.
- Hold region competitions.
- Regional Chairs send first place region winners to State Chair by June 1 and notify region winners by email.

June/July/August

- Chairman sends region winners list to the Communication Committee Chair to be posted on the FAME website.
- Hold state competition.
- Jim Harbin Chair notifies Region Chairs, district contacts, and sponsors of state winners via email inviting winners to the Jim Harbin Student Media Festival Awards Ceremony at the FAME Conference.
- Committee Chair sends list of winners to the Communications Committee Chair to be posted on the FAME website.
- Meet with Committee following state judging.
- Submit proposal(s) for middle/high school FAME Awards workshops for Conference.
- Contact FAME Conference Committee about rooms needed for FAME Jim Harbin Workshops and Awards.

September

- Order Jim Harbin trophies and upload certificate, share, and password protect for winning sponsors to access.
- Develop program for the awards ceremony.
- Contact the Communications Committee Chair to discuss plans to live-stream the award ceremony on the FAME website.
- Coordinate live-streaming of awards ceremony to be posted on FAME website.
- Collect RSVPs for the awards ceremony from winners.

October/November

- Prepare an annual report for the Pre-Conference meeting.
- Attend the FAME Conference, the Pre-Conference Board meeting, and the Post Conference Board meeting.
- Finalize format and honor student winners at the Jim Harbin Student Media Festival Awards Ceremony at the FAME Conference.

Categories of Media Presentations

If a time limit is not specified, it remains at 7 minutes or less.

Categories

- Animation: Characters created on film, video, or computer. Includes two and three-dimensional animation using clay, objects or models. **MUST TELL A STORY!**
- Book Trailers: A video advertisement for a book which employs techniques similar to those of movie trailers. If

book covers are used, permission must be granted in writing by the copyright owner. (Exception: SSYRA titles)
Time limit: 60 seconds

- Comedy: A humorous story. May incorporate comedic elements, such as misunderstandings, sight gags, or satire.
- Documentary: Original programs that document real facts by providing a view of real events and people.
- Drama: Original programs that tell a story using emotion and feeling in a dramatic, creative, and colorful way.
- Instructional Video: A program that that helps people learn something by giving instructions. Music Video: Video pictures (still or live action) set to music. Score and/or lyrics can either be original or prerecorded. (Must abide by copyright law: no fair use provision.)
- News Feature: Any original news package that highlights a real event (e.g., interview, current event, sports update) within a news show. Time limit: 2 minutes (Show openings do not qualify.)
- News Show: A school-wide informational show including various segments /packages (news features).
- PSA: A Public Service Announcement includes short messages which inform the public or changes public opinion, actions, or feelings. (60 sec. - absolute maximum)
- Public Service Video: A video with a maximum length of 7 minutes that is intended to change public interest by raising familiarity of an issue, affecting public opinion, and fueling action. An infomercial can be considered a public service video.

Jim Harbin Student Media Festival Rules

Entries

1. All entries must be created by students attending a school holding a FAME Institutional Membership or a FAME Institutional Membership for Student Programs or have a librarian with an Active FAME membership. (*Bylaws*, Article III – Membership)
2. Entries in all categories must tell a story utilizing a script and/or storyboard verified by the FAME member on the entry form or by a teacher in a school holding a FAME Institutional Membership or a FAME Institutional Membership for Student Programs. All entries must be student written and produced in their entirety, with the signed approval of an Active FAME member from the school submitting the entry or by a teacher in a school holding a FAME Institutional Membership or a FAME Institutional Membership for Student Programs (see Sec. #4 of entry form). Teachers/sponsors are NOT allowed to write, record or edit. Adults may only serve as advisors but they may be featured in the video.
3. Presentations completed after a district competition, or May 1, can be entered in the next year's competition.
4. Presentations exceeding time limitations will be disqualified. Running time shall be interpreted as first fade/visual/sound to last.
5. Entries may be produced by an individual, group, class, or club. Awards will be made in four grade classifications: K-2, 3-5, 6-8, and 9-12 for each category. All students involved in winning first through third place productions in the state competition will receive awards. Judging is based on content and technical quality.
6. All entries must receive a score of at least 25 to advance to state competition.
7. No entry may be submitted in multiple categories. Categories are listed above.

Copyright

1. If students incorporate any copyrighted material into their production, they must include a signed release specifying permission for use from the owner of that material (see sec. #3 of entry form). Name, address, and phone number must be included with the release, giving FAME permission to copy and broadcast the student production at no charge. This includes all copyrighted and non-copyrighted materials.
2. Copyright permission must be credited in writing on the entry form for use of images, all music (original or non-original), and authoring programs. Entries with identifiable copyright violations will be disqualified. Fair Use Guidelines do not apply to Jim Harbin entries.
3. We do NOT have permission to use LEGO products in entries. You must ask for permission and attach written permission if you are granted permission to use LEGO products.
4. See separate Copyright Guidelines on the FAME Jim Harbin Entry Information page on the FAME website.

Forms

1. An entry form must be completed on the FAME Jim Harbin Entries page and video uploaded to the site of the media production company for each entry. Check the FAME Jim Harbin General Information page for your district contact. If no district contact is listed, contact the region or state chair. Sponsors with no district contact may submit the entry form on a first come, first serve basis.
2. Entry forms must be computer generated with no handwritten submissions accepted. The sponsor's email address must be included and check that students' names are spelled correctly in the Student Information Field.

Timeline

1. By May 1, all district entries will be judged and first place winners submitted to the Region Chair by the District Contact who will email all the schools in their district with the results. Only one entry per category and age group will be eligible for submission to Regional Judging.
2. By June 1, all regional entries will be judged and first place region winners sent to the State Chair by the Region Chair who will email all the district contacts in their region with the results.

Funding Responsibilities

Funding responsibilities for the Jim Harbin Student Media Festival are as follows:

1. FAME is responsible for all administrative and committee costs involved in the operation of the festival.
2. In accordance with the terms of the Jim Harbin bequest, the income from the bequest is designated for student recognition.

Related Documents Located in the Appendix

1. Jim Harbin Judging Form

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

LEADERSHIP DEVELOPMENT ([Return to List](#))

Charge

The Committee on Leadership Development shall:

1. Plan, coordinate, and monitor short and long-term leadership development activities for FAME.
2. Work with local associations to plan and execute regional leadership activities.
3. Compile a list of current county association contacts on the FAME webpage and/or printed format.

Committee Summary from *Bylaws Article XIII, Section 11*

Six members appointed by President, approved by Board; Chair is Immediate Past President; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Find a contact in each county and submit to Membership Committee.
9. Coordinate and implement regional leadership meetings as appropriate.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Assist in leadership development activities in local districts and at the state level.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

LEGISLATION COMMITTEE ([Return to List](#))

Charge

The Committee on Legislation shall:

1. Develop the legislative platform of the Association.
2. Direct and coordinate legislative efforts initiated and/or supported by the Association.
3. Make recommendations related to legislation to the Board of Directors as the need arises.

Committee Summary from *Bylaws Article XIII, Section 12*

Eight members representing five geographical areas in addition to different interests and levels of school library profession, appointed by President-Elect and approved by Board at Spring Board meeting; Chair appointed by President-Elect and approved by Board, previous Chair serves on committee at least one additional year if not reappointed as Chair; President-Elect and DOE Liaison serve as ex-officio members; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend all Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Submit to the Treasurer document vouchers to expend budgeted funds.
6. Notify the President and President-Elect of Committee meetings.
7. Establish and maintain a statewide network of FAME members to serve as legislative contacts.
8. Design, publish, and distribute the legislative platform after approval of the Communications Committee and the Board of Directors.
9. Plan and present appropriate session(s) at the Conference.
10. Select and present a legislative award when appropriate.
11. Provide direction for the legislative efforts of the FAME Lobbyist.

Committee members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Contribute to accomplishing the work of the group as described in the Committee charge and standing rules.

Committee Timeline

The term of office for the Legislation Committee is from May to April. The Florida Legislature meets in session every year for sixty consecutive days. The legislative session begins in March of each odd-numbered year, and in January of each even-numbered year. The Legislative Chair should adjust the timeline for Tallahassee-related lobbying activities accordingly.

May/June

- Review report of legislative session written by FAME Lobbyist; forward to the Communications Committee Chair for publication in FMQ.
- Committee Chair submits conference session proposal to Conference Program Chair to brief membership on events during the legislative session related to school libraries.

July

- New Committee members assume positions and responsibilities.
- Review events of the previous year's legislative session report from the Lobbyist and create new Committee goals and platform.

August

- Publish advocacy tips through FAME's legislative network and through social media by sending items to the Communications Committee Chair.

Fall: Annual Conference

- Submit an annual Committee report to the President for the Pre-Conference Board meeting.
- Attend the Conference and present a session on the legislative work of FAME.
- Meet with Committee and others interested in the FAME Legislative Platform.
- Legislative Chair may participate in a General Session of the Conference if requested by the President.
- Attend the Pre-Conference and Post Conference Board meetings.

November/December

- Prepare and submit a budget request to the Finance Committee.
- Prepare legislative proposals
- Finalize preparations for meeting with legislators in Tallahassee. (Even-numbered years only.)

January/February

- Prepare and submit a Committee report to the President for the Winter Board meeting.
- Attend the Winter Board meeting.
- Finalize preparations for meeting with legislators in Tallahassee. (Odd-numbered years only.)
- Coordinate a FAME Legislative Day in Tallahassee.

April

- Prepare a report of Committee activities for the Spring Board meeting.

Revised 2015; 2018; 2019; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018; 02/01/2020

MEMBERSHIP COMMITTEE ([Return to List](#))

Charge:

The Membership Committee shall:

1. Solicit memberships actively from eligible persons residing in the geographical area.
2. Serve as liaison with national or state organizations with which FAME is affiliated.
3. Serve as liaison between the Board of Directors and membership in the five geographical areas of Florida.
4. Promote membership through the *Florida Media Quarterly*.

Committee Summary from *Bylaws Article XIII, Section 13*

Six members representing five geographical areas, appointed by President and approved by Board; one member may represent private schools; Chair appointed by President and approved by Board; Chair must have at least one year experience on this committee; one-year term; may be reappointed.

Standing Rules:

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each regular meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare and submit an annual written report of Committee activities to the President prior to the Pre-Conference Board meeting.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer document vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Promote membership through the implementation of the following strategies:
 - a. Postings on the FAME website in coordination with the Communications Committee;
 - b. Electronic notification; and
 - c. Distribution of membership flyers and other promotional materials if necessary after their approval by the Communications Committee Chair.
9. Coordinate membership operations with the Association management, if appropriate:
 - a. Include a membership form in the *Florida Media Quarterly* and on the website; and
 - b. Evaluate membership materials annually.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Contact local associations within their regions to encourage membership.

Dues and Categories of Membership:

Active	\$75.00
Retired/Active	\$35.00
Associate	\$75.00
Institutional	\$180.00
Signature Program Participation	\$100.00
Honorary	Exempt from dues
Complimentary	Exempt from dues

Payment of membership dues shall entitle qualified individuals or a school to hold membership in FAME from July 1 through June 30.

Related Documents Located in the Appendix

1. FAME New Membership Application
2. FAME Membership Renewal Application

Revised 2015; 2018; 2019; 2020; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018; 02/02/2019; 05/16/2020

NOMINATIONS COMMITTEE ([Return to List](#))

Charge

The Nominations Committee shall:

1. Make recommendations for the Corporation's officers, directors, and other individuals stipulated in the *FAME Bylaws*.
2. Implement the nominations process that identifies members for leadership positions.
3. Select candidates to ensure broad representation of different types and sizes of school libraries and geographic distribution of membership.

Committee Summary from *Bylaws* Article XIII, Section 14

Five members and alternate: two members elected by Board from Board members; two members and alternate elected by membership during annual election; Chair is Immediate Past President; one-year term; may be reappointed but not consecutive terms; if member of Nominations Committee is chosen as candidate for any position, will be replaced on committee by alternate.

Standing Rules:

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Develop a proposed budget and submit it to the Finance Committee before the Winter Board meeting, if appropriate, or indicate that no budget is requested.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds, if needed.
7. Notify the President and President-Elect of Committee meetings.
8. Follow the guidelines for nominations and election of officers, Board members, and Nominating Committee as set forth in the *FAME Bylaws*.
9. Present slate of nominations to the Board of Directors for approval at the Spring Board meeting.
10. Coordinate voting electronically.
11. Prepare and provide a form to the membership for the recommendation of nominees for the Corporation's officers, directors, and other elected persons; forward the form to the Communications Committee Chair to be posted on the FAME website. Update the form as needed.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Assist the Chair by recommending candidates for officers, directors, and other elected positions.

Committee Timeline

October

- Submit annual report to the President.
- Attend the annual Conference, the Pre-Conference Board meeting, and the Post-Conference Board meeting.
- President names two members from the Board to serve on the Nominations Committee.

November / December

- Begin the process of identifying potential candidates for various offices.
- Check the FAME website information on the recommendation of candidates for offices and update as needed with the Communications Committee Chair.
- Submit report to Treasurer.

January - April

- Submit Committee report to the President and attend the Winter Board meeting.
- Meet with the Committee to identify potential candidates, considering guidelines for nomination of officers.
- Contact potential candidates to ask if they will accept the nomination; continue the search for candidates as needed.

May

- Present slate of officers to Board in the Spring Board meeting.
- Coordinate voting electronically.

June

- Distribute list of newly elected officers on FAME website and by blast email upon approval by Communications Chair.

Guidelines for the Nomination of FAME's Leaders

- The formal ballot shall contain the Committee's choice of two candidates for each office and for each vacancy on the Board of Directors. There shall be provisions for write-in candidates on the ballot.
- Candidates for Director shall be selected on the basis of geographical representation. The Committee shall, insofar as possible, select a slate of candidates that provide representation to wide areas of state membership.
- The nominees for President-Elect shall have served in some capacity on the Board of Directors.
- The nominees for the other elected positions shall have served on a committee.
- Nominees for each category of an elected position shall not be employed by the same district.
- The Slate shall also contain two candidates for each of the two vacancies on the Committee on Nominations.
- If a member of the Committee on Nominations is chosen as a candidate for any position, the member shall no longer be on the Committee and will be replaced by the alternate.
- All candidates to be listed on the slate shall be contacted and asked if they will accept the nomination to an office in the Association.
- When the slate is complete, it will be posted on the FAME website by submitting the list to the Communications Committee Chair.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 5/19/2018; 11/28/2018

PROFESSIONAL DEVELOPMENT COMMITTEE ([Return to List](#))

Charge

The Committee on Professional Development shall:

1. Determine the professional development needs of the FAME membership (e.g., identify current professional issues and trends).
2. Coordinate professional development activities with other committees in the Association (e.g., Membership, Conference, and/or Leadership Development).
3. Develop and conduct professional development training sessions as needed (e.g., monthly FAME webinars).
4. Monitor and update the Professional Development information on the FAME website.

Committee Summary from *Bylaws Article XIII, Section 16*

Six members appointed by President, approved by Board; Chair appointed by President, approved by Board; Chair must have at least one year experience on this committee; two-year rotating term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
5. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Update the Professional Development information on the FAME website by forwarding changes to the Communications Committee Chair.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Participate in the planning and development of professional sessions/activities (e.g., Committee planning meetings, monthly webinars, FAME Conference table/booth).
6. Conduct and/ or attend professional development sessions.

Committee Timeline

October

- Prepare and submit annual report to the President for the Pre-Conference Board meeting.
- Attend the FAME Conference, participate in PD Committee booth activities/survey, and gather ideas for professional development needs of the membership.
- Arrange for a Committee meeting during the Conference to greet individuals newly appointed to the Committee by the President, to exchange contact information with all members, and to set goals for the year.
- Conduct and coordinate the activities of the Committee members, reviewing and updating professional development sessions as appropriate.
- Have Communications Chair distribute registrations list to PD Committee Chair and the online host.

November/December

- Participate in a PD Committee planning meeting to discuss survey results and PD ideas for the following academic year. Determine responsibilities of Committee members.
- Prepare a budget request to the Finance Committee, as appropriate.
- Conduct and coordinate the activities of the Committee members, reviewing and updating professional development sessions as appropriate.
- Have Communications Chair distribute registrations list to PD Committee Chair and the online host.

January/February

- Prepare and submit a Committee report as needed to the President.
- Have Chairman attend the Winter Board meeting.
- Conduct and coordinate the activities of the Committee members, reviewing and updating professional development sessions as appropriate.
- Have Communications Chair distribute registrations list to PD Committee Chair and the online host.

March/April

- Finalize plans for next academic year's PD offerings.
- Conduct and coordinate the activities of the Committee members, reviewing and updating professional development sessions as appropriate.
- Have Communications Chair distribute registrations list to PD Committee chair and the online host.

May

- Prepare and submit a Committee report, including proposed PD sessions.
- Attend the Spring Board meeting.
- Notify Webmaster to post upcoming PD sessions on the FAME website by submitting information to the Communications Committee Chair.
- Conduct and coordinate the activities of the Committee members, reviewing and updating professional development sessions as appropriate.
- Have Communications Chair distribute registrations list to PD Committee chair and the online host.

June/August

- Continue working on professional development sessions as needed, communicating with presenters.
- Determine online distribution method for FAME Webinars.
- Submit calendar of registration and blast email deadlines to Committee members and Communications Committee Chair.
- Have Communications Chair distribute registrations list to PD Committee Chair and the online host.

September

- Continue working on professional development sessions as needed, communicating with presenters and identifying any problems.
- Work with PD Committee members and other committees as needed to plan for FAME Conference.
- Have Communications Chair distribute registrations list to PD Committee Chair and the online host.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 5/19/2018; 11/28/2018

SCHOLARSHIPS COMMITTEE ([Return to List](#))

Charge

The Committee on Scholarships shall:

1. Develop and execute guidelines for endowing scholarships to aid outstanding students in pursuing study in the broad field of school libraries.
2. Recommend to the Board of Directors the awarding of scholarships to those persons whom the Committee selects from among applicants.
3. Make such recommendations to the Board of Directors as the Committee shall deem advisable.

Committee Summary from *Bylaws* Article XIII, Section 17

Four members appointed by President, approved by Board: one member must be post-secondary appointee, rotated among state library programs, non-voting member; Chair appointed by President and approved by Board; one-year term; may not serve more than three consecutive terms.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget, and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Review, update, and publish scholarship application forms and scholarship policies after approval of the Communications Committee.
9. Consult with the President and Board to determine if funds are available for a scholarship.
10. Send scholarship information and applications for distribution to all county and university contacts in Florida, including the Chair's address, when funds are available for a scholarship.
11. Select and publicize recipients of the Sandy Ulm Scholarship by submitting to the Communications Committee Chair an article for the *Florida Media Quarterly* highlighting scholarship winners, information for posting winners on the FAME website, and press releases for pertinent newspapers and/or university publications.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME, with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Contribute to accomplishing the annual goals of the group and broad responsibilities described in the Committee charge and standing rules.
6. Read the applications received for the Sandy Ulm Scholarship in July and August to prepare for the Committee vote in September.

Committee Timeline

September

- Select the Sandy Ulm Scholarship recipient.
- Inform the President of the recipient of the Sandy Ulm Scholarship .
- Notify the recipient of the Sandy Ulm Scholarship winner in writing.

October/November

- Coordinate with the President to disburse funds on a timely basis to the winning applicant of the Sandy Ulm Scholarship.
- Prepare and submit annual report to the President for the Pre-Conference Board meeting.
- Attend the Conference, the Pre-Conference Board meeting, and the Post Conference Board meeting.
- Announce the Sandy Ulm Scholarship recipient at the Conference, in *FMQ*, and on the FAME website by submitting information to the Communication Committee.
- If the Scholarship Committee Chair changes, update the name and address of the Chair on the Sandy Ulm Scholarship application form posted on the website by submitting the information to the Communication Committee Chair.

December

- Prepare a budget request and submit to the Finance Committee.

January/February

- Prepare and submit a Committee report to the President.
- Attend the Winter Board meeting.

March/April/May

- Send scholarship information and applications for distribution to all county and university contacts in Florida, including the Chair's address in the application, when funds are available for a scholarship. Specify a deadline of June 30th for receipt of the applications for the Sandy Ulm Scholarship.
- Prepare and submit a Committee report.
- Publicize the scholarship information through social media and FAME email communications.
- Attend the Spring Board meeting.

June 1st

- Send a reminder to all county and state university contacts in Florida about the June 30th deadline for receipt of applications for the Sandy Ulm Scholarship.
- Continue to publicize the scholarship information through social media and FAME email communications.

July/August

- Check that individuals submitting applications for the scholarship hold a current Active FAME membership.
- Send applications received for the Sandy Ulm Scholarship to Committee members.

Guidelines for New FAME Scholarships

1. The number of scholarship recipients and the amount of funds awarded each year will depend upon the amount of funds available and the number of applicants. Any unused funds will be carried over to the following year.
2. Scholarship donations will be accepted:
 - a. Any donation under \$500.00 will be added to the general scholarship fund;
 - b. Honorees may be designated on scholarship donation of \$500.00 or more; and
 - c. The same criteria and eligibility shall apply to these scholarships as for the FAME Sandy Ulm Scholarship.

Sandy Ulm Scholarship

FAME is pleased to offer a scholarship for students studying to be school librarians. In 2001, the scholarship was named in honor of Sandy Ulm, first president of FAME and Department of Education Liaison for many years.

History

Sandy Ulm's commitment to advancing the school library profession culminated in a career grounded in advocacy and innovation. Ms. Ulm followed her mother into the library profession when she began her career at Leesburg High School. She later moved to Edgewater High School in Orlando before joining the Department of Education in January 1974. Ms. Ulm retired twenty-nine years later in North Florida during the summer of 2003.

In 1972, Ms. Ulm was part of a movement that advocated for the merger of the Florida Association of School Librarians, the Florida Audiovisual Association, and the Florida Association of Educational Television into one association, the Florida Association for Media in Education, and she served as its first president. She later supported the concept of a statewide union catalog through the services of SUNLINK. She also developed the Sunshine State Young Readers Award Program.

Ms. Ulm is honored with this scholarship for her leadership and guidance over twenty-nine years in the Florida Department of Education as a Program Specialist for School Library Media Services.

Scholarship

The FAME Sandy Ulm Scholarship is funded by membership dues. A portion of each member's dues, as specified by the FAME Board, is set aside to assist students interested in earning credits and/or a degree in library science or an equivalent program. Each scholarship will be awarded for one school term. A suggested award amount of \$1200 per recipient, with the amount of money awarded each year to be contingent on available funds and the number of applicants.

Promotional material will be distributed via social media and to universities in the state of Florida that sponsor a certificate program or master's degree in educational media, information science, library science, or related field as approved by the Scholarship Committee with a request that they post the information for students enrolled in the program. The FAME website will host information about FAME Sandy Ulm Scholarship including the application form.

Eligibility

FAME Sandy Ulm Scholarship is open to individuals who:

- Have registered in a university certificate or master's course of study in library science or a related field as approved by the Scholarship Committee;
- Are currently enrolled in at least one course for credit in their designated program;
- Maintain a minimum of 3.0 average on a 4-point scale for previous academic work;
- Lives and/or works in a county in the state of Florida;
- Plans to be a school librarian;
- Maintains an Active FAME membership; and
- Signs the notarized statement that is part of the application form stating that he/she will "obtain Florida school librarian certification and serve in a school library related position within the State of Florida for a minimum of one year following completion of his/her education."

Guidelines for the Application Process

Scholarship candidates must complete the application for the FAME Sandy Ulm Scholarship found on the FAME website and submit it to the FAME Scholarship Committee Chair.

The Chairperson will compile the applications, verify that each application is complete, check that each applicant is a FAME member, and forward them to Committee members to vote. A majority of votes for each applicant will determine if a scholarship is awarded.

Incomplete or late application forms will not be reviewed.

Scholarship winners must wait one full year before applying for an additional scholarship.

Review Process

The Scholarship Committee, whose membership is approved by the FAME Board of Directors, will review scholarship applications and vote electronically.

Repayment of Scholarship Awarded

The Scholarship Committee Chair will investigate all allegations brought to the committee that could disqualify the previous recipient(s). The Chair will also follow up with the previous year's winner to determine if the recipient(s) is still eligible by sending an eligibility affidavit. By vote of the FAME Board, a recipient of FAME Sandy Ulm Scholarship may be required to repay the scholarship within the year it was given if he/she:

- Withdraws from the class or drops the class during the semester and is not enrolled in any other university courses in the same program at the same institution;
- No longer lives or works in the state of Florida; and/or
- Is convicted of any alcohol or drug-related misdemeanor or other criminal offense.

In addition, a refund from the applicant of the scholarship amount awarded may be requested by the FAME Board of Directors if:

- The applicant has falsified any information provided on the application form;
- The applicant fails to complete the certification or graduate program in which he/she is enrolled;
- The applicant fails to obtain Florida school library certification; and/or
- The applicant fails to serve in a school library related position within the state of Florida for a minimum of one year following completion of his/her education.

Related Documents Located in the Appendix

1. Application for FAME Sandy Ulm Scholarship

Revised 2017; 2018; 2019; Approved by the FAME Board of Directors 1/14/2017; 11/28/2018, 2/2/2019

SUNSHINE STATE YOUNG READERS AWARD COMMITTEE

[\(Return to List\)](#)

Mission

The mission of the Sunshine State Young Readers Award Program is to promote reading for pleasure among children in grades 3-8 in the state of Florida.

Charge

The Sunshine State Young Readers Award Committee shall:

1. Plan, coordinate, and monitor the selection of the Sunshine State Young Readers Awards (SSYRA) by the school children of Florida in grades 3-8.
2. Develop master lists of titles from which the award books will be chosen.
3. Present the lists of recommended titles for the upcoming year to the Board at the Spring Board meeting.
4. Plan an event at the annual conference for the presentation of the SSYRA Awards.
5. Present at least one concurrent session at the annual conference to provide ideas to promote the program in elementary and middle schools.

Committee Summary from *Bylaws Article XIII, Section 18*

Two Subcommittees with 12 members including one Chair and one Advisor (former Chair) each, representing geographical areas of state; appointed by President-Elect, approved by Board; members must be working at the level of the committee on which they serve, serve rotating three-year terms, may not be reappointed to consecutive terms on any SSYRA committee; Chairs of each Subcommittee are appointed by President-Elect; one Chair is from a school with students in grades 3-5 and the other Chair is from a school with students in grades 6-8; Chairs serve one-year terms, must have served at least one year on committee, may be reappointed once for a maximum of two years; Advisor serves one-year term.

Standing Rules

Any member deemed by the Chairperson to not be meeting these criteria may be removed from the committee at the discretion of the President.

The Co-Chairmen shall:

1. Communicate and coordinate with the FAME Board of Directors:
 - a. Maintain a FAME Active membership throughout Committee service.
 - b. Attend the Board of Directors' meetings;
 - c. Prepare a written report of Committee activities for the Board of Directors prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive;
 - d. Develop a proposed budget and submit it to the Finance Committee before the Winter Board meeting;
 - e. Prepare and submit to the Board of Directors at the Pre-Conference Board meeting an annual written report of Committee activities;
 - f. Submit to the Treasurer documented vouchers to expend budgeted funds; and
 - g. Submit an article each year to the *Florida Media Quarterly*.
2. Coordinate the administration of the award with the DOE Liaison:
 - a. Create and publish online the master list of titles, promotional materials, and educational resources;
 - b. Contact publishing companies of nominated titles to request copies of the books to be sent to each Committee member and advisor;
 - c. Plan and coordinate the fall Committee meeting, and the spring selection meeting;
 - d. Create a ballot (or appropriate digital platform) to collect and record students' votes;
 - e. Contact the winning authors and arrange for their attendance at the FAME Conference; and
 - f. Review and update/edit as needed SSYRA page on the FAME website by sending changes to the Communications Committee Chair.
3. Work with the FAME Conference Chair to present the award to the winning author at a general session.

4. Work with the Conference Program Chair to plan sessions to promote SSYRA at FAME.
5. Compile and contribute to the development of resources based on the books on the list; submit the activities to the Communications Committee Chair to be posted on the FAME website.
6. Schedule, plan and coordinate live author events and promotional materials related to Facebook Live (or another platform), including a form for readers to submit questions for each author live event.

Committee Members shall:

1. Maintain an Active Membership in FAME throughout Committee service.
2. Read the nominated titles throughout the year.
3. Use the Committee Title Consideration Discussion Form throughout the year to rate and keep notes on the nominated titles, including:
 - a. Grade level and reading level;
 - b. Strengths and weaknesses of story; and
 - c. Inappropriate language or content.
4. Participate in online discussions with other Committee members.
5. Submit a list of top titles to the Committee Chair prior to the selection meeting.
6. Attend the fall Committee meeting and the spring selection meeting.
7. Create promotional materials and educational resources for publication on the FAME website and forward them to the Communications Committee Chair.
8. Promote the program through participation in FAME's social media platforms; contact the Communications Chair with items to be posted.
9. Participate in the FAME Conference concurrent session to promote the SSYRA Program.

Committee Timeline

The term of office for the SSYRA Committee is from May to April.

May

- Begin creating a database of books to request from publishers using the titles nominated on the FAME website, including titles rolled over from the previous year's nominations list.
- Review considerations two years prior; books may only be considered once with the exception of agreed upon rollover titles from previous selection meeting. Books may only roll over one time.
- Contact winning authors to begin to make arrangements for their appearance at the FAME Conference.
- Confer with the Florida Teens Read Chair and the SSYRA Jr. Chair to set the voting period for all programs for the following year and the reveal dates for winners/new lists.
- Communicate data to the Board and on social media regarding the number of schools and students who voted (participated) in statewide vote; update Google Drive file with data to keep an annual record
- Update SSYRA winner archives in Google Drive to reflect winners for current year.
- Create book suggestion form for upcoming year; dates to run from June- April for incoming suggestions.
- Request cover reproduction rights and rights to use publisher annotations in our promotional materials from the publishers.
- Submit presenter applications for FAME Conference to the Conference Committee. This is dependent on timeline established by the Conference Committee.
- Attend the Spring Board meeting.

Post-Spring Board Meeting

- Contact new Committee members and discuss Committee duties. Mail welcome package.
- Host new committee member orientation via Zoom.
- Update Slack workspace channels to reflect current membership only; remove former members, add new members (ssyra.slack.com).
- Update committee chair and contact list.
- Send a memo to all Committee members with Committee responsibilities.

June

- Contact publishers to request copies of titles be sent to all members.
- Contact authors from the Master List of titles for live author event participation; request copyright consent to host videos on FAME website with resource materials.
- Send a copy of the Consideration List of Titles to each Committee member.

July

- Check to see if the cover reproduction rights for all the books on the Master List of Titles and rights to use publisher annotations in our promotional materials have been received from the publishers. If not, request again.
- Create a form for readers to submit questions for each Author Live event.
- Post to social media platforms and website a schedule of Live author events for the upcoming school year; create events within Facebook for each author event and a promotional flyer to advertise dates; share with webmaster and FAME Social Media contact.

August

- Receive confirmation for the SSYRA concurrent session(s) from the FAME Conference Committee.
- Email the Conference committee chair to request a meeting space for the Fall Committee meeting at conference.
- Update voting window, reveal date, and book suggestion form on the SSYRA FAQ page.

September

- Contact the winning authors about making final details for their attendance at the FAME Conference. Collaborate with chairs of SSYRA, Jr., FTR, and the Conference Committee to host a Winning Authors Mixer with committee members during the FAME conference. Work with FAME treasurer on budget for event; contingent upon author attendance/budget availability.
- Oversee preparation of materials for Conference presentations.
- Make a second request for copies not received of titles to be sent to all members.
- Make plans for presenting the awards to the authors at the general session of the FAME Conference.
- Create/offer members of the committee SSYRA Swag for purchase (scarf, t-shirt, cup, etc.).

October

- Finalize plans for award presentation, hosting of the authors, both sessions, and the Fall Committee meeting.
- Prepare the Board report for the Pre-Conference meeting.
- Attend FAME Conference, the Pre-Conference Board meeting, and the Post-Conference Board meeting.

November/December

- Attend FAME Conference, the Pre-Conference Board meeting, and the Post-Conference Board meeting.
- Prepare an SSYRA basket to contribute to the Ways and Means raffle event at the FAME conference.
- Prepare the budget request for the FAME Finance Committee.
- Confer on dates for spring selection meeting with the SSYRA, Jr. Chair. Work with the FAME administrative assistant to secure a location for the spring selection meeting.

January/February

- Post registration link for members to register to vote.
- Request lists of top titles from SSYRA Committee members.
- Begin checking for paperback availability for titles on the current reading list.
- Send memos to Committee members about the date and location of the selection meeting.
- Prepare agenda and handouts for the selection meeting. Bring a poster with selection criteria to remain visible to all during the meeting.
- Submit rooming preference for Committee Members to administrative assistant for spring selection meeting.

March

- Hold selection committee meeting to choose the master list of titles.
- After the selection meeting:
 - Contact the publishers to check on availability of the titles selected;
 - Notify the Committee members of the final list;
 - Contact the winning authors; and
 - Prepare the Committee report for the Spring Board meeting; submit final list to the board for approval.
 - Create a file of final list with at least one positive review listed for each title.
- Create ballot/voting platform to collect students' votes statewide.

April

- Tally results of statewide vote.
- Create promotional videos for (1) winners of current list and (2) reveal of new list. Work with the communications committee on uniform announcement images for winners and new list. Share with webmaster and communications committee.
- Get parent permission for any students used in announcement video; form in google drive.

- Announce winning titles following statewide voting by sending the information to the Communications Committee Chair for distribution on FAME's website and social media platforms. At the local level, share the news of the winning title and author with appropriate school staff members, school district contacts, and public librarians.
- Announce the new SSYRA lists.
- Coordinate with schoollife.com brag tags for new signature reading program lists (SSYRA, SSYRA, Jr. and FTR) and with Chairs of the respective committees approval of proofs for tags
- Use committee interest form to contact members from regions with open positions; include questionnaire to determine eligibility. Review submissions.
- Submit recommendations to the President-Elect for potential members to fill Committee vacancies, if requested; the President-Elect is responsible for naming members to the Committee. (FAME Bylaws, Article XIII, Section 6)
- Monitor the completion and receipt of resources on book titles from Committee members.

SSYRA Selection Criteria

Titles for the program are selected from books suggested for consideration by any interested individuals including school librarians, teachers, reading coaches, administrators, students, parents, authors, and publishers.

The selected books must meet the following criteria for eligibility:

- Books must be works of fiction;
- Books must be appropriate for students in grades 3 - 8;
- Books appearing on the Florida Teens Read list are not eligible for selection on the SSYRA list;
- Books must have been originally copyrighted within the three years preceding selection;
- Books must be new considerations; books may not be considered more than once, with the exception of those rolled over by the committee from the prior year; books may only roll over once
- Books must be first in a series (if part of a series)
- Books must be in print at the time of selection;
- Books must be an original work; no adaptations.
- The winning author of any one year will be excluded from competition the following year;
- Only one title of any one author will be included on the current list;
- Authors included on preceding lists may be repeated, but the titles of previously nominated books may not be repeated; and
- Books should be worthy of an award for their literary qualities.

The SSYRA Committee will consider the following evaluative criteria for selecting 15 unique titles for each list:

- High degree of reader appeal;
- Representation of various genres on each list;
- Inclusion of authors and characters from diverse cultural and ethnic backgrounds to ensure a list representative of the diverse students across the state of Florida.
- Favorable reviews located in standard selection sources;
- Theme, plot, and characters appropriate for audience and purpose;
- Author's use of language and its effect is appropriate to the author's intent and theme; and
- Due to cost, the list should have only one - three titles that are available only as hardbound. The rest of the titles must be available in paperback.

SSYRA Program Guidelines

1. The author receiving the highest number of votes in each grade category, 3-5 and 6-8, in the statewide balloting by students eligible to vote will be declared the winners of the SSYRA program for that year. The authors of the winning books will be invited to the annual Conference of FAME to receive award recognition.
2. To be eligible for participation in the SSYRA program and voting, a school must hold a FAME Institutional Membership, a FAME Signature Program Participation Membership, or have a librarian with an Active FAME membership. (*Bylaws*, Article III - Membership)

Selection Meeting

The SSYRA selection meeting is held along with the SSYRA, Jr. committee in February or early March. The meeting is scheduled over a weekend beginning Friday afternoon and continuing until Sunday morning. Meetings are usually held in Orlando.

Both the SSYRA Subcommittee for Grades 3-5 and the SSYRA Subcommittee for Grades 6-8 will select 15 titles and 5 alternate titles. (The alternate titles will be used if one of the originally chosen 15 is unavailable from the publisher).

Related Document Located in the Appendix

1. [SSYRA Book Selection Form](#)

Revised 2016; 2018; 2019; 2020; Approved by the FAME Board of Directors 10/21/2016; 11/28/2018; 10/02/2019; 02/01/2020; 05/16/2020

SUNSHINE STATE YOUNG READERS AWARD JR. COMMITTEE

[\(Return to List\)](#)

Mission

The mission of the Sunshine State Young Readers Award Jr. program is to develop student interest in reading for pleasure by exposing them to a wide range of appropriate literature. Sunshine State Jr. books are selected for their wide appeal, literary value, varied genres, curriculum connections, and/or multicultural representation. Students are encouraged to listen to these books read to them, read them in a small group setting, or read independently to develop skills in fluency and comprehension.

Charge

The Sunshine State Young Readers Award Jr. Committee shall:

1. Plan, coordinate, and monitor the selection of the Sunshine State Young Readers Awards Jr. by school children of Florida in grades K–2.
2. Develop a master list of titles from which the award books will be chosen.
3. Present the list of recommended titles for the upcoming year to the Board at the Spring Board meeting.
4. Plan an event at the annual Conference for the presentation of the Sunshine State Young Readers Awards Jr. to the author and illustrator of the book.
5. Present at least one concurrent session at the annual Conference to provide ideas to promote the program in elementary schools.

Committee Summary from the Bylaws Article XIII – Committees Section 18

Twelve members, including a Chair and Advisor (former Chair), representing geographical areas of state; appointed by President-Elect, approved by the Board; members must be working at a school that serves K-2 students, three-year term for members, may not be reappointed to consecutive terms on any SSYRA committee; Chair serves one-year term, must have served on committee previously, may be reappointed once for a maximum of two years. Advisor serves one-year term.

Standing Rules

Any member deemed by the Chairperson to not be meeting these criteria may be removed from the committee at the discretion of the President.

The Chairman shall:

1. Communicate and coordinate with the FAME Board of Directors:
 - a. Maintain a FAME Active membership throughout Committee service.
 - b. Attend the Board of Directors meetings;
 - c. Prepare a written report of Committee activities for the Board of Directors prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive;
 - d. Develop a proposed budget and submit it to the Finance Committee before the Winter Board meeting;
 - e. Prepare and submit to the Board of Directors at the Pre-Conference Board meeting an annual written report of Committee activities;
 - f. Submit to the Treasurer documented vouchers to expend budgeted funds; and
 - g. Submit an article each year to the *Florida Media Quarterly* by submitting it to the Communications Committee Chair.
2. Coordinate the administration of the award including:
 - a. Create and publish online the master list of titles, promotional materials, and educational resources;
 - b. Contact publishing companies of nominated titles to request copies of the books to be sent to each committee member and reader;
 - c. Plan and coordinate the fall committee meeting, and the spring selection meeting;
 - d. Create a ballot (or appropriate digital platform) to collect and record students' votes;

- e. Arrange the announcement of the winners of the awards by contacting the Communications Committee Chair. Also inform public librarians about the winners of the awards;
 - f. Contact the winning author and illustrator to arrange for their attendance at the FAME Conference; and
 - g. Review and update/edit the SSYRA Jr. page on the FAME website as needed by forwarding changes to the Communications Committee Chair.
3. Work with the FAME Conference Chair to present the award to the winning author and illustrator at a general session.
 4. Work with the Program Chair to plan sessions to promote SSYRA Jr. at FAME.
 5. Create and monitor the use of forms to implement the work of the Committee, revising as needed.

Committee members shall:

1. Maintain an Active Membership in FAME throughout Committee service.
2. Read the nominated titles throughout the year.
3. Use the Committee Title Consideration Discussion Form throughout the year to rate and keep notes on the nominated titles, including:
 - a. Grade level and reading level;
 - b. Strengths and weaknesses of story and illustrations; and
 - c. Inappropriate language or content.
4. Participate in online discussions with other Committee members.
5. Submit a list of top titles to the Committee Chair prior to the selection meeting.
6. Attend the fall Committee meeting and the spring selection meeting.
7. Create promotional materials and educational resources for the SSYRA Jr. titles to be published on the FAME website.
8. Promote the program through participation in FAME's social media platforms, contacting the Communications Committee Chair with items to be posted.
9. Participate in the FAME Conference concurrent session(s) to promote the SSYRA Jr. Program.

Committee Timeline

The term of office for the SSYRA Jr. Committee is from May to April.

May

- Announce winning titles following statewide voting by sending the information to the Communications Committee Chair for distribution on FAME's website and social media platforms. At the local level, share the news of the winning title, author, and illustrator with appropriate school staff members, school district contacts, and public librarians.
- Contact winning author and illustrator to begin to make arrangements for their appearance at the FAME Conference.
- Announce the new SSYRA Jr. lists.
- Confer with the SSYRA Chair and the FTR Chair to set the voting period for all programs for the following year and the reveal dates for winners/new lists.
- Contact new Committee members and discuss Committee duties.
- Send a memo to Committee members with Committee responsibilities.
- Request cover reproduction rights forms from the publishers.
- Submit presenter applications for FAME Conference to the Conference Committee. This is dependent on timeline established by the Conference Committee.
- Attend the Spring Board meeting.

June

- Contact publishers to request copies of titles be sent to all members.
- Send a copy of the Nomination List of Titles to each Committee member.

July

- Check to see if the cover reproduction rights for all the books on the Master List of Titles have been received from the publishers. If not, request again.
- Monitor submission of all promotional and educational resources to the Chair.

August

- Receive confirmation from the FAME Conference Committee of the SSYRA Jr. concurrent session(s).
- Initiate the publication on the FAME website of promotional materials and educational resources for the titles, contacting the Communications Committee Chair with items to be posted.

September

- Contact the winning author and illustrator about making final details for their attendance at the FAME Conference. Invite them to have dinner with the Committee members during the FAME conference.
- Confirm the SSYRA Jr. session with the Conference Program Chair; prepare the session with Committee members.
- Order the awards.
- Confer with the Conference Chair about plans for presenting the awards to the author and illustrator at the general session of the FAME Conference.

October

- Finalize plans for award presentation, hosting of the author and both sessions.
- Prepare the Board report for the Pre-Conference meeting.
- Attend FAME Conference, the Pre-Conference Board meeting, and the Post-Conference Board meeting.

November/December

- Prepare the budget request for the FAME Finance Committee.
- Work with the FAME meeting planner to secure a location for the spring selection meeting.

January/February

- Request lists of top titles from SSYRA Jr. Committee members.
- Begin checking for paperback availability for titles on the current reading list.
- Send memos to Committee members about date and location of the selection meeting.
- Prepare selection meeting handouts.

March

- Hold selection Committee meeting to choose the master list of titles.
- Plan and assign development of promotional materials and educational resources for those titles.
- Initiate the following actions after the selection meeting:
 - Contact the publishers to check on availability of the titles selected;
 - Notify committee members of the final list; and
 - Contact the winning author and illustrator.
- Prepare the Committee report for the Spring Board meeting; submit final list to the Board for approval.
- Create ballot/voting platform to collect students' votes statewide.

April

- Begin creating a database of books to request from publishers using the titles nominated on the FAME website, including titles rolled over from the previous year's nominations list.
- Submit recommendations to the President-Elect for potential members to fill Committee vacancies, if requested; the President-Elect is responsible for naming members to the Committee. (FAME *Bylaws*, Article XIII, Section 6)

SSYRA Jr. Selection Criteria

Titles for the program are selected from books suggested for consideration by any interested individuals including school librarians, teachers, reading coaches, administrators, students, parents, authors, and publishers.

The selected books must meet the following criteria for eligibility:

- Fifteen books will be selected:
 - Ten titles will be easy fiction/picture books; and
 - Five titles will be beginning chapter books and may include graphic novels;
- Books must be appropriate for students in grades K-2;
- Books appearing on the SSYRA list are not eligible for selection on the SSYRA Jr. list;
- Books must have been originally copyrighted in the United States within two years preceding selection;
- The residence of the author and/or illustrator is not a consideration;
- Books must be in print at the time of selection;
- The winning author and/or illustrator of any one year will be excluded from competition the following year;
- Only one title of any one author or illustrator will be included on the current list;
- Authors or illustrators included on preceding lists may be repeated, but titles of previously nominated books may not be repeated; and
- Books should be worthy of an award for their literary/artistic qualities.

The SSYRA Jr. Committee will consider the following evaluative criteria for selecting fifteen outstanding titles for each list:

- High degree of reader appeal;
- Representation of various genres on each list;
- Inclusion of authors and characters from diverse cultural and ethnic backgrounds to ensure a list representative of the diverse students across the state of Florida.
- Favorable reviews located in standard selection sources;
- Theme, plot, and characters appropriate for audience and purpose; and
- Use of language and illustrations are effective and appropriate to the author's intent and theme;

SSYRA Jr. Program Guidelines

1. Students will listen to or read at least three books in order to be eligible to vote. The title receiving the highest number of votes in the statewide balloting by students eligible to vote will be declared the winner of the SSYRA Jr. for that year. The author and illustrator of the winning book will be invited to the annual conference of FAME to receive the awards.
2. To be eligible for participation in the SSYRA Jr. program and voting, a school must hold a FAME Institutional Membership, a FAME Institutional Membership for Student Programs, or have a librarian with an Active FAME membership. (*Bylaws*, Article III - Membership)

Selection Meeting

The SSYRA Jr. selection meeting is held in the spring, usually in March. The meeting is scheduled over a weekend beginning Friday afternoon and continuing until Sunday morning. Meetings are scheduled in a central location (Orlando, Tampa).

Related Documents Located in the Appendix

1. [SSYRA Jr. Selection Rubric](#)
2. [SSYRA Jr. Book Suggestion Form](#)

Revised 2017; 2018; 2019;2020; Approved by the FAME Board of Directors 1/14/2017; 5/19/2018; 11/28/2018; 10/02/2019; 05/16/2020

WAYS & MEANS COMMITTEE ([Return to List](#))

Charge

The Committee on Ways and Means shall:

1. Engage in fundraising and grant writing activities for FAME.
2. Purchase FAME inventory commensurate with the budget approved by the FAME Board.
3. Obtain a voucher from the Treasurer for each vendor used.
4. Engage in the development and promotion of FAME products.
5. Sell inventory in the FAME booth at the annual FAME Conference.
6. Consult the current Conference Chair(s) to ensure there is no duplication of items being sold at the Conference.

Committee Summary from *Bylaws Article XIII, Section 19*

Five members including a Chair appointed by President, approved by Board; Chair must have prior committee experience; one-year term; may be reappointed.

Standing Rules

The Chairman shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Attend the Board of Directors' meetings.
3. Prepare a written report of Committee activities for the Board prior to each meeting, submit to the President and Secretary, and post to the appropriate folder on Google Drive.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Prepare and submit an annual written report of Committee activities to the Board at the Pre-Conference Board meeting.
6. Submit to the Treasurer documented vouchers to expend budgeted funds.
7. Notify the President and President-Elect of Committee meetings.
8. Update the Ways and Means page on the FAME website by submitting changes to the Communications Committee Chair.

Committee Members shall:

1. Maintain a FAME Active or Retired/Active membership throughout Committee service.
2. Read the governing documents of FAME with special attention to the sections on this Committee.
3. Provide contact information to the Chairman to be shared with all Committee members.
4. Respond to messages from the Chairman on a timely basis.
5. Sell inventory in the FAME booth at the annual FAME Conference.
6. Participate in other fundraising activities held at the annual FAME Conference.
7. Contact other FAME members in local districts to assist with fundraising activities for the Association.

Revised 2015; 2018; Approved by the FAME Board of Directors 10/21/2015; 11/28/2018

Membership Services

FAME membership has numerous benefits to the school librarians and schools of Florida. These benefits include:

- Sunshine State Young Readers Award (SSYRA), Sunshine State Young Readers Award Jr. (SSYRA Jr.), and Florida Teens Read (FTR) reading lists for Kindergarten through 12th grade students plus resources and support for program promotion.
- Advocacy through work at the state and national level to influence policy related to the media center through participation in the ALA, AASL, and representation at Florida Legislative Days and National Library Legislative Days.
- Scholarships to support further education for students and school librarians.
- Awards that recognize distinctive practices by school librarians and administrators.
- Opportunity to apply for the Florida Power-Library Program, sponsored by the Florida Association of Supervisors of Media and the Florida Department of Education, to recognize excellent school library programs.
- Continuing education through our annual conference, Twitter chats, Facebook, Pinterest boards, and webinars.
- Networking opportunities to build your professional learning community.
- A student media festival, the Jim Harbin Student Media Festival.
- Support in issues of intellectual freedom.
- Florida Media Quarterly (FMQ) publication.

Classes of Membership:

Voting Members:

Active Members are persons engaged in the broad field of media education including school library media personnel; persons engaged in the production, administration, and supervision of media programs; and those involved in school librarian preparation. Active members are entitled to vote, hold office, serve on committees, and receive any FAME services.

\$75.00

Retired/Active Members are persons retired from active work in the broad field of media education. Retired members are able to receive any appropriate services of FAME, to vote, hold office, and serve on committees

\$35.00

Associate Members are persons interested in promoting the objectives of the association but who are not eligible for active membership (e.g., library staff, former school librarians, other librarians, library volunteers). Associate members may vote but are not eligible to hold office or serve on committees.

\$60.00

An Honorary Membership may be awarded to an individual rendering important services to state school librarians by nomination of the Board of Directors and a majority vote of the membership.

Exempt from dues

Non-Voting Members:

Student Members are persons enrolled for at least 9 hours per semester in institutions involved in the preparation of school librarians. Student members are not eligible for voting, committee work, or to hold office.

\$35.00

The Institutional Membership class offers a schoolwide option to multiple staff members at one school location. Anyone at a school can participate in FAME events, sponsor applications for all FAME student programs, have access to resources pertaining to each program, and attend professional development activities (conferences) at the member discounted rate.

\$180.00

The Signature Program Participation class provides an institutional option for schools whose staff members are not in need of the full membership benefits of FAME but still wish to participate in the Sunshine State Young Readers Award

(SSYRA), Sunshine State Young Readers Award Jr. (SSYRA Jr.), Florida Teens Read (FTR), and/or the Jim Harbin Student Media Festival, including the use of resources for each program.

\$100.00

A Complimentary Membership may be granted as needed to the Florida Department of Education (DOE) Liaison to FAME. The DOE Liaison holds an ex-officio, non-voting, position.

Activate Your Membership

The schedule of dues for the various classes of membership is established by the FAME Board of Directors and will be reviewed periodically. Go to the FAME website, select the Membership tab, choose your membership category and follow the steps to pay dues for your membership.

Membership Term:

FAME's membership term is July 1st – June 30th.

Meetings and Voting:

FAME holds one meeting for all members annually, usually during the conference. General business and issues of importance to our profession are discussed. Voting for President-Elect, Secretary, and Board members is done by electronic ballot.

Maximize Your Membership in FAME:

- Attend the annual conference to invest in your career, upgrade your professional skills, meet and learn from colleagues from your district and from around the state, and contribute to the conversation on the importance of school libraries in the education of each Florida student.
- Follow the activities and publications of FAME on Twitter, Pinterest, Facebook, Instagram, and through the website and *Florida Media Quarterly (FMQ)*.
- Participate in the SSYRA, SSYRA Jr., and FTR programs.
- Support the local school media associations, ALA, and AASL.
- Serve on a committee, board, or as an officer in the FAME organization.
- Promote research skills, creative expression, and critical thinking by students through participation in the Jim Harbin Media program.
- Develop an understanding of FAME by reading the governing documents of the Association: *Articles of Incorporation*, the *Bylaws*, and the *Handbook of Policies & Procedures*.

Added 2018; Approved by the Board of Directors 11/28/2018

Appendix

FAME Policies ([Return to List](#))

Social Media Networking Policy

Statement of Policy

Social Media is a powerful communication and collaboration tool that FAME encourages members to use to disseminate information pertaining to school libraries and relevant FAME committee news. Its purpose is to spread the good news, projects, initiatives, and activities of Florida school libraries among FAME membership and the general public. Social Media includes websites, platforms, resources, and documents that incorporate blogs, Facebook, Flickr, Google +, Instagram, Picasa, Pinterest, Tumblr, Twitter, YouTube, wikis, and other emerging technologies.

Guidelines

1. Posts are to be made in a professional and ethical manner, acting in good judgment as one's words and actions reflect on FAME. To ensure ethical use, all posts on FAME-specific sites shall be submitted to the Committee on Communications chair, who will share with the appropriate committee member in charge of each specific social media site.
2. When posting about FAME related activities, programs or initiatives on one's personal social media site, it is recommended that members post a disclaimer such as, "The opinions expressed on this blog are my own and do not necessarily represent those of Florida Association for Media in Education." FAME does not endorse or take responsibility for the information and opinions posted by members on personal social media sites.
3. Postings are to be free of bias; obscene material; and defamatory, demeaning, or offensive language.
4. Comments on FAME postings should be thoughtful and constructive in nature, refraining from hate-speech, name-calling and personal insults.
5. All postings must be free of copyright restrictions that limit distribution. It is best practice to link to other's posts, sites, or work rather than reproducing it.
6. Confidentiality shall be maintained at all times and not posted on social media, including Sunshine State Young Readers Award (SSYRA), SSYRA Jr., and Florida Teens Read (FTR) closed meetings, discussions and votes; Board of Directors confidential discussions and votes; and confidential committee discussions.
7. Postings shall refrain from social media arguments and debates. Report any misrepresentation of FAME in social media to the Committee on Communications chair immediately.
8. SSYRA JR., SSYRA, and FTR committee members are prohibited from publicly reviewing, writing, blogging, etc. about titles that are eligible for the particular committee on which they are serving. Published reviews attributed to specific committee members can be misconstrued or taken out of context and disseminated. This is to ensure the integrity of both the process and the committee members. It also prevents outside parties from raising questions of ethics or impartiality of the award committee's decision.

FAME Social Media Sites

1. Facebook (<https://www.facebook.com/floridamedia>)
2. Google + (many committees use Google+ closed communities for committee collaboration)
3. Instagram (Florida Association of Media Educators)
4. Pinterest (Florida Association of Media Educators)
5. Twitter (@FloridaMediaEd, @FloridaSSYRA, @FLTeensRead, #FAMEchat, #FAME15)
6. YouTube (Florida Association of Media Educators)

Approved by the FAME Board of Directors 10/21/2015

Gift/Donation Acceptance Policy

FAME solicits and accepts gifts/donations that are consistent with its mission. Gifts/donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations. During its regular fundraising activities, FAME will accept gifts/donations of money, real property, personal property, stock, and in-kind services. Certain types of gifts/donations must be reviewed prior to acceptance due to the special liabilities they may pose for FAME. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

Unrestricted gifts/donations will be managed by the organization for general purposes, including but not limited to operating expenses. Donors may restrict the use of the gift/donation for a specific purpose or area. FAME will honor that restriction unless the Board determines the restricted use is not aligned with the organization's mission. In that case, the donor will be notified, and FAME will offer to return the gift/donation.

Approved by the FAME Board of Directors 020219



BOARD MOTION FORM

To ensure an accurate record of Board decisions, please fill out this sheet and turn in to FAME's Secretary.

If possible, please have your motion written before you present it to the Board. Please be sure that it includes WHO should take action, WHAT that action is to be, WHEN it is to be completed and HOW the Board will know when the task has been completed:

Please be sure to sign your name legibly.

Topic being discussed: _____

I Move that: _____

Moved by: _____

Seconded by: _____

FOR SECRETARY USE:
FAME BOARD MEETING:
DATE: _____
MOTION #: _____
P:\Handbook\MotionForms.doc



FAME Installation of Officers Script

As officers in the Florida Association for Media in Education, I charge you:

- To promote professionalism among school librarians;
- To emphasize the role of school librarians as an integral part of the school's educational program;
- To foster the ideal of intellectual freedom within the library;
- To promote awareness of library programs within the school and community;
- To promote and support the goals of our state and national associations; and
- To foster cooperation and friendship among members.

Do you all accept this charge? If so, please answer "Yes".

_____, as **President**, will you:

- Preside at meetings and coordinate all Association activities?
- Appoint interim officers in case of a vacancy?
- Keep records of the office which are given to the incoming President?
- Serve as an ex-officio member and oversee the function of all committees; and
- Serve as a mentor to the President-Elect in order to promote continuity.

If you will, then answer, "Yes".

_____, as **President-Elect**, will you:

- Perform the duties of the President in the President's absence; and
- Assist the President in overseeing committees to ensure that they are functioning as charged.

If so, then answer "Yes".

_____, as **Secretary**, will you:

- Record the proceedings (minutes) of the Executive Board and general meetings;
- Maintain a file of all recorded Association proceedings as provided by the Bylaws;
- Submit a copy of the minutes to the President following the meeting; and
- Provide a copy of the minutes to each Board member.

If you will, then answer "Yes".

_____, as **Treasurer**, will you:

- Assume the responsibility for all financial transactions and accounts;
- Prepare financial records for audit; and
- Assist the President in the preparation of the annual budget.

If you will, then answer “Yes”.

As **Board Members**, will you:

- Assume the responsibility of attending all FAME Board meetings;
- Assist the officers as necessary; and
- Work to support the mission of the organization.

If you will, then answer “Yes”.

Note: According to the FAME Articles of Incorporation and the FAME Bylaws, the positions of secretary and treasurer are not elected annually. Use the secretary and treasurer sections of this Installation of Officers’ script when applicable.

Committee Documents



Administrator's Advocacy Award ([Return to List](#))
Evaluation Form

Candidate I.D. No. _____

Rate each area using a scale of 1-5 with 5 being the highest	1	2	3	4	5
Supports librarian in his/her district by recognizing the need for certified librarians in all schools.					
Supports librarians in developing effective school library programs that promote student achievement.					
Supports librarians in his/her district by providing professional development opportunities that will enhance their profession and aid in the learning/teaching process.					
Advocates for school library programs on state/district levels.					
Application is complete - form, supporting letter (does not exceed two pages), and supportive data if available.					



THE AMANDA AWARD ([Return to List](#))
EVALUATION

RATE each element of the application form and make any pertinent comments that reflect your rating. There can be one middle and one high school winner.

TITLE OF PROGRAM: _____

CIRCLE ONE:

MIDDLE SCHOOL

HIGH SCHOOL

APPLICATION ELEMENT		RATING (Scale of 1-5: 5 high)
Goal:	Goal is well stated. Goal is met as outlined in program details. Goal addresses teen resiliency.	
Objectives:	Objectives are well stated. Objectives are met as outlined in program details. Objectives support the goal. Objectives address teen resiliency.	
Number of students Cost of program # of times program delivered Length of time program has been on-going		
Replicate	Is there sufficient information for another librarian to replicate the program? Would it be easy or difficult to replicate the program?	
Three testimonials There are three testimonials. Testimonials support the goals & objectives. Testimonials indicate the impact of the program.		

Total Score _____



Principal's Advocate for Excellence ([Return to List](#))
Evaluation Form – Elementary

Name of Principal _____

School _____

Notes:

Rate each area using a scale of 1-5 with 5 being the highest score	1	2	3	4	5
Demonstrates leadership in supporting a central library program in the school (budget, staffing, supports library programs)					
Supports the integral role of the librarian in the learning and teaching process (professional development)					
Successfully interprets the role of the school library in educational program (librarians in leadership roles)					
Advocates for school library programs on district/state level (scheduling, supports librarian involvement in professional organizations and attendance at state conference)					
Application is complete – form, supporting letter (does not exceed two pages), supportive data if available, nominator is a member of FAME* (Committee chair will inform members if nominator is not a FAME member)					



Principal's Advocate for Excellence ([Return to List](#))
Evaluation Form – Secondary

Name of Principal _____

School _____

Notes:

Rate each area using a scale of 1-5 with 5 being the highest score	1	2	3	4	5
Demonstrates leadership in supporting a central library program in the school (budget, staffing, supports library programs)					
Supports the integral role of the librarian in the learning and teaching process (professional development)					
Successfully interprets the role of the school library in educational program (librarians in leadership roles)					
Advocates for school library programs on district/state level (scheduling, supports librarian involvement in professional organizations and attendance at state conference)					
Application is complete – form, supporting letter (does not exceed two pages), supportive data if available, nominator is a member of FAME* (Committee chair will inform members if nominator is not a FAME member)					

Guidelines for Submitting Articles and Book Reviews ([Return to List](#))

Florida Media Quarterly (FMQ)

Florida Media Quarterly (FMQ) is the Florida Association of Media in Education (FAME) electronic magazine published quarterly. Each issue includes articles of interest to all school library media specialists. Special columns focusing on technology, copyright, and book reviews, as well as feature articles on topical issues are written by colleagues and specialists to keep school library media specialists on the cutting edge. *FMQ* is available online in PDF format from the FAME.

Have you completed a research project you want to share with other media specialists? Have you just returned from a trip where you witnessed exciting innovations for media specialists? Have you learned a new technique, found a new product or service, or just have information that you want to share?

Format

Submissions should be in unformatted in Word documents. Articles should be clearly written and may be accompanied by photographs, charts, or graphs, however, please do not embed your visuals into the text.

Photographs and Graphics

All photographs, charts, and graphs accompanying articles should be submitted as jpg, png, gif, or TIF files and must be submitted along with the article. You may indicate where you would like them placed, if you have a preference, by simply noting in BOLD in your text.

Rights

Materials, once submitted, become the property of *Florida Media Quarterly (FMQ)*. The editor reserves the right to publish the article in the most suitable issue. Materials will not be returned. Authors are responsible for the accuracy of the material submitted and for any and all copyright permissions necessary.

How to Submit Articles

Submit articles via email to the Communications Committee Chair. Contact information is located on the FAME website. Please include the following information with the article:

- A jpg of yourself
- The name of your school
- Address of your school
- Your position, and
- Your email address

How to Submit Book Reviews

Please follow the steps below to submit book reviews to *FMQ*. Submissions should be in Word documents and be clearly written.

1. Read the book
2. Include the following in your review:
 - Author,
 - Title,
 - Illustration,
 - Publishers,
 - Copyright,
 - ISBN and
 - Grade level appropriateness
3. Email the review to *FMQ* Editor (contact information is on the FAME website) including
 - A jpg of yourself,
 - The name of your school
 - Address of your school,
 - Your position, and
 - Your email address

Florida Teens Read – Book Suggestion Form

The FTR Committee accepts suggestions of book titles to be considered for the FTR list from anyone. Books suggested from June through April will be considered for the following year's list. Suggested titles will be considered regardless of the number of times a title is nominated; suggesting a title more than once will not ensure its inclusion on the reading list or the FTR list.

Florida Teens Read Selection Criteria

1. Books nominated for the Florida Teens Read Award will be chosen to:
 - Engage high school students.
 - Reflect interests of high school students.
 - Represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives.
 - Include both books written for young people (YA) and those written for adults (mature readers).
2. Fifteen books will be nominated per year.
3. Books may be fiction or nonfiction and must be available in English.
4. Books must have an original copyright year that is within the year of the nomination or the preceding two years.
5. Titles will be appropriate for grades 9-12.
6. Titles will be in print and readily available at the time of the nomination.
7. Titles will, preferably, have at least two favorable reviews in professionally recognized review sources.
8. An author may only be represented by one title in each annual list of nominated books.
9. The residence of the author is not a consideration.
10. The winning author from one year will be excluded from inclusion in the list of nominations for the following year to prevent the same author from winning an award in consecutive years.
11. Book nominations may be accepted from a variety of sources including school librarians, public librarians, teachers, teens, and FAME members.

* Required fields

*Your Name:

*Your Email Address:

*Your Role: (Drop down menu: School Librarian, Student, Teacher, Parent, Administrator, Reading/Literacy Coach, Publisher, Other)

*Suggested Book Title:

*Author:

*Date of Original Publication:

Reasons for suggesting this book:

This form may be accessed and completed on the FAME website under the FTR tab.

Thank you!

FAME Committee Template ([Return to List](#))

COMMITTEE TITLE (ALL CAPITAL LETTERS BOLD 14 POINT TIMES NEW ROMAN)

Charge (Bold 12 point Times New Roman)

The _____ Committee shall: (11 point Times New Roman)

- 1.
- 2.
3. etc.

Committee Summary from the *Bylaws* Article ____, Section ____

Standing Rules (Bold 12 point Times New Roman)

The Chairman shall:

1. Attend Board of Directors' meetings.
2. Prepare a written report of committee activities for the Board prior to each regular meeting and submit to the President.
3. Develop and submit an annual written report of Committee activities for the Board prior to the Pre-Conference Board meeting and submit to the President.
4. Prepare a proposed budget and submit it to the Finance Committee before the Winter Board meeting.
5. Submit to the Treasurer document vouchers to expend budgeted funds.
6. Notify the President and President-Elect of Committee meetings.
7. (Committee-specific rules)

Committee Members shall:

1. Read the governing documents of FAME, with special attention to the sections on this Committee.
2. Provide contact information to the Chairman to be shared with all Committee members.
3. Respond to messages from the Chairman on a timely basis.
4. (Committee-specific rules)

Committee Timeline if appropriate (Bold 12 point Times New Roman)

Other Committee Specific Information (Bold 12 point Times New Roman)

Related Documents Located in the Appendix

- 1.
- 2.
- 3.

Student Intellectual Freedom Scholarship ([Return to List](#))

Scoring Rubric

LOWEST SCORE IS THE BEST!

	1 Excellent	2 Good	3 Fair	4 Poor
CONTENT	Knowledgeable; Substantive; Thorough development of the subject; The Importance of Intellectual Freedom; Original thought	Some knowledge of the subject; Adequate range of analysis and synthesis; Limited subject development; Some use of examples	Limited knowledge of the subject; Minimal substance, analysis, and synthesis; Poor subject development; Limited use of examples	Shows little or no knowledge of the subject; Lacking analysis and synthesis; No subject development; No examples
ORGANIZATION	Clear statement of ideas, Clear organization and smooth transitions; Summarizes main findings; Presented logically	Main ideas are clear but loosely organized or connected; Sequencing logical but incomplete	Ideas not well connected; Poor organization and transitions; Logical sequencing and development lacking	Ideas not communicated; No organization and sequencing
GRAMMAR, VOCABULARY. FLUENCY	Fluent expression; Accurate use of complex structures; Few grammatical errors; Complex range of vocabulary; Accurate word choice; Appropriate level of usage	Adequate fluency; Simple constructions used effectively; Some problems in use of complex constructions; Some grammar and spelling errors	Low fluency; Significant mistakes in the use of complex constructions; Frequent grammar and spelling errors; Lack of accuracy interferes with meaning	Lacks fluency; No mastery of simple sentence construction; Text dominated by errors; Does not communicate meaning

SSYRA – Book Suggestion Form ([Return to List](#))

The SSYRA Committee accepts suggestions of book titles to be considered for the SSYRA list from anyone. Books suggested from June through April will be considered for the following year's lists. Suggested titles will be considered regardless of the number of times a title is nominated; suggesting a title more than once will not ensure its inclusion on the reading list or the SSYRA list.

The selected books must meet the following criteria for eligibility:

- Books must be works of fiction;
- Books must be appropriate for students in grades 3 - 8;
- Books appearing on the Florida Teens Read list are not eligible for selection on the SSYRA list;
- Books must have been originally copyrighted within the three years preceding selection;
- Books must be new considerations; books may not be considered more than once, with the exception of those rolled over by the committee from the prior year; books may only roll over once
- Books must be first in a series (if part of a series)
- Books must be in print at the time of selection;
- Books must be an original work; no adaptations.
- The winning author of any one year will be excluded from competition the following year;
- Only one title of any one author will be included on the current list;
- Authors included on preceding lists may be repeated, but the titles of previously nominated books may not be repeated; and
- Books should be worthy of an award for their literary qualities.

The SSYRA Committee will consider the following evaluative criteria for selecting 15 unique titles for each list:

- High degree of reader appeal;
- Representation of various genres on each list;
- Inclusion of authors and characters from diverse cultural and ethnic backgrounds to ensure a list representative of the diverse students across the state of Florida.
- Favorable reviews located in standard selection sources;
- Theme, plot, and characters appropriate for audience and purpose;
- Author's use of language and its effect is appropriate to the author's intent and theme; and
- Due to cost, the list should have only one - three titles that are available only as hardbound. The rest of the titles must be available in paperback.

* Required fields

*Your Name:

*Your Email Address:

*Your Role: (Drop down menu: School Librarian, Student, Teacher, Parent, Administrator, Reading/Literacy Coach, Publisher, Other)

*Book Title:

*Author:

*Date of Original Publication:

*This book is best suited for: (Drop down menu: Grades 3-5, Grades 6-8, Both)

Reasons for suggesting this book:

This form may be accessed and completed on the FAME website under the SSYRA tab.

Thank you!

SSYRA Jr. – Book Suggestion Form ([Return to List](#))

The SSYRA Jr. Committee accepts suggestions of book titles to be considered for the SSYRA Jr. list. Books suggested June through April will be considered for the following year's list. Suggested titles will be considered regardless of the number of times a title is nominated; suggesting a title more than once will not ensure its inclusion on the reading list or the SSYRA Jr. list.

The selected books must meet the following criteria for eligibility:

- Fifteen books will be selected:
 - Ten titles will be easy fiction/picture books; and
 - Five titles will be beginning chapter books and may include graphic novels;
- Books must be appropriate for students in grades K-2;
- Books appearing on the SSYRA list are not eligible for selection on the SSYRA Jr. list;
- Books must have been originally copyrighted in the United States within two years preceding selection;
- The residence of the author and/or illustrator is not a consideration;
- Books must be in print at the time of selection;
- The winning author and/or illustrator of any one year will be excluded from competition the following year;
- Only one title of any one author or illustrator will be included on the current list;
- Authors or illustrators included on preceding lists may be repeated, but titles of previously nominated books may not be repeated; and
- Books should be worthy of an award for their literary/artistic qualities.

The SSYRA Jr. Committee will consider the following evaluative criteria for selecting fifteen outstanding titles for each list:

- High degree of reader appeal;
- Representation of various genres on each list;
- Inclusion of authors and characters from diverse cultural and ethnic backgrounds to ensure a list representative of the diverse students across the state of Florida.
- Favorable reviews located in standard selection sources;
- Theme, plot, and characters appropriate for audience and purpose; and
- Use of language and illustrations are effective and appropriate to the author's intent and theme;

* Required fields

*Your Name:

*Your Email Address:

*Your Role: (Drop down menu: School Librarian, Teacher, Parent, Administrator, Reading/Literacy Coach, Publisher)

*Book Title:

*Author:

*Date of Original Publication:

*This book is: (Drop down menu: Picture Book, Beginning Chapter Book/Graphic Novel, Narrative Nonfiction)

Reasons for suggesting this book:

Thank you!

SSYRA Jr. Committee

SSYRA Jr. Selection Rubric (Return to List)									
Title									
Author, Illustrator ©									
Rate each area using a scale of 1-5 with 5					1	2	3	4	5
Text									
	Engaging plot								
	Memorable characters								
	Story proceeds at a good pace								
	Unique style and language								
	Interesting point of view								
	Appropriate theme								
Illustrations									
	Establishes setting								
	Defines and develops characters								
	Reinforces text								
	Provides interesting asides								
	Extends or develops the plot								
	Establishes the mood								
	Has visual appeal								
Overall									
	Effect: Did the book achieve what it intended?								
	Does it have mass appeal for students?								
	Is it appropriate for its intended audience?								
	Impression: Does it have a timeless appeal?								
	Did you want to share it with others?								
	Will students love it?								
Total									
Comments									