



Secretary's 2016 Annual Report

The Secretary handled inquiries regarding membership benefits, subscriptions to the *International Journal of Legal Information*, and questions about the IALL website throughout the year.

The Secretary organized and facilitated voting on the proposed amendments to the IALL Constitution, which took place between mid-December 2015 and January 2016. Michael Lindsey from the University of California, Berkeley School of Law Library created the ballot in the Helios open source online voting system and administered the voting. Ballots were sent to current members via the Helios system in December, 2015. One hundred and ninety three (193) ballots were sent (109 Personal members, 84 Institutional members). There was a thirty-three percent (33%) participation rate, with sixty-four (64) votes cast. The ballot initiative passed.

In December 2015 the Board solicited nominations from the membership for 3 members to serve as the Nominating Committee for the 2016 Board election. The Secretary received 15 nominations from the membership, 13 of whom were eligible to serve. The Board as a whole voted using the Helios online voting system to elect the following IALL members to serve as the Nominating Committee, with voting administered by Michael Lindsey:

Lesley Dingle, Squire Law Library, Cambridge University (Chair)

Sergio Stone, Stanford Law Library

Susan Gaultier, Louisiana State University Law Library

The Nominating Committee polled the IALL Board and the membership for nominations for Board positions for the 2016-2019 Board and issued their list of candidates to the Secretary on 9 March 2016. The Board thanks the Nominating Committee for their thorough and committed work on the nominations process.

The Secretary submitted notice of the candidates selected by the IALL Nominating Committee to the membership pursuant to Article VII, Section 3 of the IALL Constitution by posting the names of candidates and their personal statements to the IALL website on 10 March 2016. At the end of the 60 day notice period (10 March 2016 through 8 May 2016) during which time Individual members of IALL had the opportunity to submit their names as candidates for any elected office pursuant to Article VII, Section 3, the Secretary arranged for ballots to be sent to the membership using the Helios online voting system. Michael Lindsey from Berkeley administered the election. One hundred and seventy (170) ballots (108 Individual members and 62 Institutional members) were sent. There was a thirty-four percent (34%) participation rate with fifty-eight (58) votes cast. The closest contest was for the position of Vice-President, with votes divided among three candidates and a margin of 4 votes determining the outcome.

The Secretary spent considerable time during 2016 building IALL's new membership database and working on member renewals using the Wild Apricot association management software system. Special thanks to IALL Vice-President Ruth Bird who researched membership management software, identified Wild Apricot as the best option, and handled the initial set-up of the system. Kurt Carroll, the IALL Treasurer assisted in the process of setting up the database and updating records. Beginning in December 2015, the Secretary researched member information from previous years to identify and confirm member contact information. The Secretary then used Wild Apricot to send membership renewal invoices and renewal reminders via the Wild Apricot email system. In addition, the Secretary sent follow-up email messages using regular email and finally sent print invoices to all those who had not yet renewed their memberships. Through these efforts the Secretary brought IALL's paid 2016 memberships from 39 members at the end of January up to 309 members as of 25 July 2016. The membership breakdown is as follows:

115 Individual members
179 Institutional members
9 Retired members
5 Life members
1 Honorary member
0 Student members

The Secretary conveyed member address information to Cambridge University Press for the mailing of the *International Journal of Legal Information* as a member benefit; as additional members renew or join, the Secretary sends the information to CUP. The use of Wild Apricot facilitates the sharing of membership contact information between members through an online membership directory; making the directory available to members will be considered in the coming year.

Respectfully submitted,

Barbara Garavaglia, Secretary
Ann Arbor, Michigan U.S.A.
25 July 2016