APPENDIX B:
MOBIUS Advisory Committee Policy

Created: 8 Jan 2009
Adopted by MOBIUS Executive Committee: 16 Jan 2009
Adopted by MOBIUS Council:
Revised:

Purpose of the Policy

This policy outlines the role of advisory committees as standing committees in the operation of the MOBIUS consortium; identifies categories of membership; outlines advisory committee member responsibilities; and delineates practices for effective committee operations.

Role of Advisory Committees

The primary role of advisory committees is to gather input from the membership and make recommendations for the improvement of the operation of the consortium and its systems and services. The MOBIUS Executive Committee has responsibility for creating and charging all advisory committees. All recommendations made by advisory committees must be submitted and approved by the Executive Committee before taking effect. The Executive Committee, in consultation with the MOBIUS Executive Director, must act on all committee recommendations in a timely manner by one of the following actions: approval, rejection or request for amendment.

Membership

Membership in MOBIUS brings together institutions of all sizes with the goal of improving access to information by collecting, developing, and sharing resources in a collaborative environment for the benefit of Missouri's citizens. Members of advisory committees play an important role in the relationship between the operation of the consortium and its membership.

Categories of Membership: Each of the following categories is allocated **1 (one)** member representative and **1 (one)** alternate member representative:

Academic Library, Large (student FTE>7,500)
Academic Library, Medium (student FTE 2,500 but <7,500)
Academic Library, Small (student FTE <2,500)
Public Library, Large (population served>50,000)
Public Library, Medium (population served 20,000 but <50,000)
Public Library, Small (population served <20,000)
Special Library

Terms of Membership: Advisory committee appointees serve a term of **2 (two)** years, the first year as an alternate and the second year as a voting member. All terms begin on July 1st. Current advisory committee members may submit their names for a consecutive term and, if selected, may serve **1 (one)** additional term. Therefore, members may serve only **2 (two)** consecutive terms but may be selected for subsequent, but not consecutive, terms for an unlimited number of times. Members and alternates may not be from the same institution unless the institution is the only one in a membership category.

Selection of Advisory Committee Members and Alternates: Every year new alternates are selected for every advisory committee with the previous year's alternate moving into the voting member position. The following process will be followed for the selection of advisory committee alternates.

- The Executive Committee will issue a call for candidates for advisory committees by March 15th
- Any qualified person from a member institution may submit his/her name as a candidate for membership as an alternate on a MOBIUS advisory committee
- All candidates must include as part of their submission a brief narrative of their qualifications and why they want to serve on an advisory committee(qualifications are identified on the committee charge)
- Nominations must receive the approval of the nominee
- Individuals are responsible for acquiring any necessary permission from their employing institutions prior to submitting their names for selection
- Names must be submitted to the Chair of the MOBIUS Executive Committee by May 1st
- The MOBIUS Executive Committee will review the qualifications of each candidate prior to the selection process and notify candidates who do not meet the qualifications in writing
- Alternate members are elected by vote on or before May 31 by MOBIUS Council members in each membership category; voting may be conducted electronically.
- New advisory committee members are expected to attend the advisory committee orientation at the MOBIUS annual conference in June
- Terms of appointment begin on July 1
- Vacancies in voting member positions occurring during the year will be filled immediately with the alternate member
- Vacancies in alternate member positions occurring during the year will not be filled until the regular selection process begins in March – unless a vacancy occurs in the member position after an alternate has already moved into the member position due to a vacancy. In the case of vacancies in both the member and alternate positions, the MOBIUS Executive Committee will immediately issue a special call for candidates to fill both vacant positions for the remainder of the terms of appointment.

Membership Restrictions: Membership on an advisory committee may be restricted to users of a specific service or product when the advisory committee deals solely with the operation of the service or product. An example is the MOBIUS Union Catalog Advisory Committee which is restricted to participants in the union catalog.

Member Responsibilities:

1. Identify problems, changes, enhancements, etc. in the area of committee charge
2. Perform the tasks and activities as needed or requested to make effective recommendations for improvement of consortium operations
3. Attend and be prepared for all committee meetings
4. Solicit input from constituent libraries on committee issues
5. Acquire knowledge required to make effective decisions and recommendations
6. Engage in committee activities and communication at a level of professionalism that reflects positively on both MOBIUS and your home library
7. Communicate effectively with your constituents
8. Communicate effectively with your alternate representative in order for that person to represent you in committee matters as needed
9. A committee member has <u>one</u> vote

Alternate Member Responsibilities:

1. Attend and be prepared for committee meetings
2. When the voting committee member is unable to attend a meeting, act as committee member, including the assumption of voting privileges.
3. Remain current on issues of committee interest or responsibility

4. Alternate members do not have voting privileges unless officially replacing a committee member.
5. Rotate into the voting member position at the beginning of the second year of membership

Committee Operations

All committee meetings are open to employees of participating consortium members. The following guidelines are intended to promote committee effectiveness and continuity.

Selection of Committee Chair: A chair is selected by consensus of the committee members as soon as possible after July 1st of each year and may be selected electronically. If consensus is not possible, a majority vote of the committee members determines the chair.

Responsibilities of Committee Chair:

1. Prepare and distribute notification of all meetings and meeting agendas, preferably two weeks in advance of scheduled meetings
2. Conduct committee meetings
3. Take meeting minutes, or request that they be taken, and post in a timely manner on the consortium web site
4. Manage the development and distribution of appropriate policies and procedures following the templates established for these documents
5. Prepare periodic reports as requested by the chair of the MOBIUS Executive Committee and MOBIUS Executive Director
6. Prepare an annual report of the committees activities submitted to the chair of the Executive Committee prior to the June Council meeting.

Decision-making: Committees should attempt to make decisions based on consensus. When that is not possible, the chair should follow *Robert's Rules of Order*, and call for a vote. A vote passes with a simple majority, but only when a quorum is present to vote. When there is a tie, the chair may function as tie-breaker. Committees may vote electronically.

Committee Sub-units: The chair of an advisory committee may submit a request, either in writing or electronically, to the MOBIUS Executive Committee to form one of the following committee sub-units:

Subcommittee – A standing sub-unit of an advisory committee, consisting solely of committee members, assigned to deal with a long-standing topic or issue that is part of the advisory committees responsibilities. Sub-committees report to the chair of the advisory committee.

Task Force – A temporary sub-unit, consisting of advisory committee members and selected members of the consortium community with specific expertise or knowledge, assigned to deal with a temporary issue or specific project. Task Forces report to the Executive Committee or as stated in the Task Force charge.

In general, a task force, rather than subcommittee, should be requested when two or more of the following conditions are present when considering the objectives of or tasks assigned to the sub-unit:

1. They are temporary in nature or deal with a specific project ;
2. They require a level of expertise not found within the membership of the advisory committee;
3. They involve the responsibilities of more than one advisory committee
4. They are of sufficient importance to involve a broader constituency.

A request to establish a committee sub-unit should include the names of the chair and members; the purpose of the sub-unit; the proposed charge of the sub-unit; and the timeframe and outcomes if it is a request for a task force. A chair of a sub-unit assumes the same responsibilities as a chair of an advisory committee with the additional responsibility of communicating effectively with the chair of the parent committee(s).

Consortium Staff Liaison

Each advisory committee will have at least **1 (one)** MOBIUS Consortium Office staff member assigned as a liaison by the MOBIUS Executive Director. The staff liaison has the following responsibilities:

1. Acquire knowledge, as necessary, to identify issues, changes, enhancements, etc. in the area of the committee charge
2. Remain current with the activities of the committee
3. Attend and be prepared for committee meetings
4. Solicit input from other MCO staff on committee issues
5. Engage in committee activities and communication at a level of professionalism that reflects positively on both MOBIUS and the MOBIUS Consortium Office
6. Facilitate communication between the committee, the MOBIUS Executive Director, and other members of the consortium staff
7. Arrange for any necessary clerical support for committee operations
8. Establish and manage committee email lists
9. Organize and maintain the content of committee information on the consortium web site, including any meeting minutes and policies and procedures developed by the committee

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