

OHIO COUNCIL OF LIBRARY AND INFORMATION SERVICES
Guidelines
Revised November 16, 2004

I. Name

The name of this organization shall be The Ohio Council of Library and Information Services, hereafter referred to as OCLIS. The fiscal year of OCLIS shall begin July 1.

II. Purpose

The purpose of OCLIS is to:

- foster cooperation among and understanding of the OCLIS member organizations;
- facilitate communication among the various constituencies;
- create awareness of the concerns, needs, and capabilities of the library and information science communities among legislators, governmental officials, and the general public at the local, state, and national levels;
- provide a forum to discuss common issues and concerns;
- encourage and publicize continuing education programs in library and information science held throughout the state.

III. Membership

1. Membership shall be open to any Ohio library or information service organization or chapters of national organizations which are located within the state. Representatives of members shall have the right to vote and to hold elective office or appointive positions in OCLIS.
2. An organization may apply by submitting an application for membership. The application shall be voted on and approved by a quorum majority vote of the OCLIS Board of Representatives for membership to be granted.
3. Organizations participating in OCLIS shall be encouraged to offer reciprocal conference registration rates to all individuals who are members of OCLIS organizations.

IV. The Board of Representatives

1. The Board of Representatives shall consist of a maximum of two representatives from each member organization which shall be appointed or elected by the member organizations for a term of at least one year. One representative shall be designated as the voting representative for each meeting.
2. Duties of representatives are to:
 - a. attend the Board of Representatives meetings,

- b. have direct access to their own member organization boards and board meetings,
 - c. report on OCLIS activities to their member organizations,
 - d. notify OCLIS secretary of any changes in member organization names for the OCLIS directory,
 - e. report to the Board or Representatives pertinent member organization activities,
 - f. serve on OCLIS committees when possible as requested by the Chair.
3. Actions taken at OCLIS Board of Representatives meetings shall appear in the minutes of the OCLIS meeting. Copies of the minutes shall be maintained by the Secretary. Text of motions and dates of action will be included.

V. Fiscal Arrangements

The Treasurer of OCLIS is responsible for the finances including: maintaining the financial accounts; collecting and disbursing funds; and providing financial reports to the Board of Representatives.

VI. Officers

1. The officers of OCLIS shall consist of a Chair, Vice Chair, Secretary, Treasurer, and Past-Chair.
2. The Vice Chair, Secretary, and Treasurer shall be elected by the Board of Representatives. Each member organization shall have one vote and shall vote for a current representative to fill these positions.
3. The Vice Chair automatically becomes the Chair upon completion of the Chair's term.
4. Term of office shall be for two calendar years (January to December). In the event an elected officer cannot complete a term, OCLIS representatives shall elect a new one to fill the unfinished term. The term for the Vice Chair begins in even numbered years. The terms for Secretary and Treasurer begin in odd numbered years.
5. If possible, the officers will complete their terms even if they no longer represent their organizations as long as they maintain membership in one of the member organizations of OCLIS.
6. Duties of officers
 - a. Chair shall:
 - prepare agenda for the Board meetings and meetings of the Executive Committee
 - preside at the Board meetings and meetings of the Executive Committee
 - approve all bills for payment in consultation with the Treasurer
 - appoint necessary chairs of committees
 - attend committee meetings when possible

- work with the Secretary on notifying OCLIS representatives of OCLIS activities
 - work with the Treasurer on money matters
 - keep Vice Chair apprised of OCLIS activities
 - serve on the Executive Committee
- b. Vice Chair shall:
- work closely with Chair on OCLIS activities
 - substitute for Chair at the Board meetings when necessary
 - serve on the Executive Committee
- c. Secretary shall:
- take minutes at the Board meetings and meetings of the Executive Committee
 - keep a current directory of OCLIS representatives and presidents of member organizations
 - distribute the Board minutes after each meeting
 - notify OCLIS representatives of meeting dates
 - serve on the Executive Committee
- d. Treasurer shall:
- invoice member organizations for annual dues
 - prepare annual financial report for OCLIS at the end of the fiscal year
 - present current financial report at each meeting of the Board
 - prepare all bills for review by the Chair and payment
 - serve on the Executive Committee
- e. Past Chair shall:
- perform in an advisory capacity
 - attend the Board meetings
 - review guidelines on an annual basis
 - chair the Nominating Committee
 - serve on the Executive Committee

VII. Meetings

1. There shall be a minimum of three Board of Representatives meetings per calendar year. It is recommended that these be held in a central location.
2. Other meetings may be held at the discretion of the Chair.
3. Committee meetings shall be called by the appointed Committee Chair or by the OCLIS Chair. These may be held in regional areas if more feasible than in a central one.
4. The Board of Representatives meetings shall be attended by representatives of all member organizations. If a representative is unable to attend, an alternate should be present and the OCLIS Chair should be notified of the substitution.

5. Normal business of the Board of Representatives shall be transacted on the basis of majority approval of those voting representatives present. Normal business shall include approval of the minutes, approval of the Treasurer's Report.
6. Action requiring member organization board approval shall be deferred until member organization boards can take appropriate action.
7. Meeting announcements and drafts of the minutes from the Board of Representatives meetings shall be distributed to each member organization's president and representatives.

VIII. Committees

1. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, Treasurer, and Past-Chair. The Executive Committee shall oversee and coordinate the Board of Representatives activities. The Executive Committee prepares annual budget recommendations for presentation to the Board of Representatives at the first meeting of the year.
2. The Nominating Committee shall be chaired by the Past Chair and shall have at least one other representative appointed by the Chair. The Nominating Committee shall select candidates for elective office in the summer for election at a regular meeting in the fall. Candidates for Vice Chair shall be selected in odd numbered years to take office in even numbered years. Candidates for Secretary and Treasurer shall be selected in even numbered years to take office in odd numbered years.
3. Other Committees may be established by the Chair or Executive Committee as necessary. Committee members may be drawn from the entire membership of the member organizations. Committee membership shall reflect the diversity of OCLIS membership.
4. Committee work shall be reported to the Board of Representatives annually or at completion of committee assignment. Additional reports may be submitted as requested by the Executive Committee.

IX. Funding

1. Annual dues shall be charged to each member organization as designated in the annual budget.
2. Expenses incurred by the Representatives in attending meetings will not be paid by OCLIS.
3. Requests for funds for OCLIS activities must be submitted in writing to the Chair.
4. The Executive Committee must approve any expenditure over \$500.
5. Requests for OCLIS financial support of the activities of any OCLIS member organization shall be made to OCLIS at regular meetings. Support may be requested for continuing education activities, public awareness campaigns, or any other activities relevant to the purpose of

OCLIS. These requests require approval by a vote of the Board of Representatives.

6. When OCLIS supplies funding for a continuing education event and the sponsoring organization for the event is in control of setting registration rates for the event, the organization must provide reciprocal member or reduced conference registration rates to all individuals who are members of OCLIS organizations.

X. Amendments

Any changes in these guidelines must be approved by the Board of Representatives and the member organizations' Executive Boards.

1986 OCLIS Guidelines Committee (Approved at OCLIS Meeting 3/21/1986)

Hannah McCauley
Elizabeth Sawyers
Nancy Wareham
Jean Piety

1988 Revisions Committee (Revisions approved at OCLIS Meeting 11/16/1988)

Nancy Wareham
Rachel Nelson
Marlene Englander
Jean Piety

Minor Text Revisions (Approved at OCLIS Meeting 10/21/1992)

Jean Piety

1996 OCLIS Revisions Committee (Revisions approved at OCLIS Meeting February 20, 1996)

Anne K. Abate
Mike Lucas
Judy Wagner

2004 OCLIS Revisions (Approved at the OCLIS Meeting November 16, 2004)

Anne K. Abate