

MOBIUS Advisory Group Policy

Created: 8 Jan 2009

Adopted by MOBIUS Executive Committee: 1 May 2009

Revised: 25 Feb 2011; 26 Aug 2011

Replaces: Advisory Group Appointment Schedule (Rev/ 2 Mar 07)

MOBIUS Advisory Group Charges Policy (18 Nov 05)(partially)

Revised and Approved electronically by the MOBIUS Board of Directors (16 September 2011)

Purpose of the Policy

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

Role of Advisory Groups

The primary role of advisory groups is to gather input from the membership and make recommendations to the MOBIUS Board of Directors for the improvement of the operation of the consortium and its systems and services. The MOBIUS Board of Directors has responsibility for creating and charging all advisory groups. Policies made by advisory groups must be submitted and approved by the Board of Directors before taking effect. The Board of Directors, in consultation with the MOBIUS Executive Director, must act on all group policy recommendations in a timely manner by one of the following actions: approval, rejection or request for amendment. All standards, procedures, and best practices, including revisions, will be submitted to the MOBIUS Executive Director for approval.

Membership

Membership in MOBIUS brings together libraries 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 groups play an important role in the relationship between the operation of the consortium and its membership.

Each MOBIUS cluster and each member library not in a cluster is allocated one member representative for each Advisory Group. Each group member has one vote

Terms of Membership: Advisory group appointees serve a term of 1 year. All terms begin on July 1st. Any individual may be selected to serve an unlimited number of consecutive terms as a member. Proxies may be designated by the member representative by informing the Chair of the Advisory Group by written notification.

Selection of Advisory Group Members: Every year new member representatives are selected for every advisory group. The following process will be followed for the selection of advisory group member representative.

- Any qualified person from a MOBIUS member library may serve on a MOBIUS advisory group
- Candidates should meet the qualifications identified on the appropriate group charge
- Each cluster or non-cluster library operating their own server determines the person serving as their representative on advisory groups

- Names should be submitted by the chair of the cluster/library site coordinators committee to the MOBIUS Executive Director as directed by May 15th
- Candidates are responsible for acquiring any necessary permission from their employing libraries prior to submitting their names for selection
- If more than one person is interested in the position, the cluster/library site coordinators, with the advice from the cluster/ library directors, determines who is selected to serve
- Terms of appointment begin on July 1
- Vacancies in member positions occurring during the year will be filled immediately by the cluster or library

Member Responsibilities:

1. Identify problems, changes, enhancements, etc. in the area of group 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 group meetings
4. Solicit input from constituent libraries on group issues
5. Acquire knowledge required to make effective decisions and recommendations
6. Engage in group activities and communication at a level of professionalism that reflects positively on both MOBIUS and your home library
7. Communicate effectively with your constituents

Group Operations

The following guidelines are intended to promote group effectiveness and continuity.

Group Meetings: All group meetings are open to any MOBIUS member interested in attending. Visitors are considered spectators and should not participate in the meeting. Groups may meet in person with the meeting site determined by the group chair; groups may also meet via conference call, videoconferencing, etc. In all cases, announcements, agendas, and minutes of all meetings, conducted in person or electronically, must be posted on the MOBIUS web site.

Group Discussion Lists: Group discussion lists are considered to be a means for group members to communicate regarding work in progress. Non-members of the advisory group who are also MOBIUS members may join a discussion list for informational purposes and should not post to the list.

Selection of Group Chair: A chair is selected by consensus of the group 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 group members determines the chair. The newly elected group chair must notify the MOBIUS Executive Director in writing (email) as soon as possible as to the outcome of the election.

Responsibilities of Group Chair:

1. Solicit input from other group members and the MOBIUS Consortium Office prior to preparation of meeting agendas.

2. Post notification of all committee meetings and agendas on the MOBIUS web calendar and on all appropriate lists in advance of scheduled meetings
3. Prepare and distribute meeting agendas
4. Conduct/facilitate group meetings
5. Take meeting minutes, or request that they be taken, and submit to the MOBIUS Online Help Desk so they can be posted in a timely manner on the MOBIUS web site making sure to mark minutes either draft or approved as appropriate; minutes are available to members with their ID and password.
6. Manage the development and distribution of appropriate meeting minutes, policies, and procedures following the templates established for these documents
7. Ensure, working with the group's MOBIUS staff liaison, that necessary changes are made to the Group's website in a timely manner
8. Prepare periodic reports as requested by the President of the MOBIUS Board of Directors and the MOBIUS Executive Director
9. Prepare an annual report of the group's activities submitted to the President of the Board of Directors prior to the June Membership meeting.
10. Use the templates that are available on the MOBIUS website under Advisory **Group Policies and Procedures** for all group agendas, reports, policies, procedures, and charges.

Decision-making: Groups should attempt to make decisions based on consensus. When that is not possible, the chair should call for a vote. A vote passes with a simple majority, but only when a quorum (half the members plus one) is present to vote. When there is a tie, the chair may function as tie-breaker. Groups may vote electronically.

Working Group: The chair of an advisory group may submit a request, either in writing or electronically, to the MOBIUS Executive Director to form a working group. A working group of an advisory group assigned to deal with an issue that is part of the advisory group's responsibilities. Working groups report to the chair of the advisory group.

A request to establish a working group should include the names of the chair and members; the working group's purpose, the proposed charge, the timeframe, and outcomes. A chair of a working group assumes the same responsibilities as a chair of an advisory group with the additional responsibility of communicating effectively with the chair of the parent group(s).

Consortium Staff Liaison

Each advisory group will have at least one MOBIUS 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 group charge
2. Remain current with the activities of the group
3. Attend and be prepared for group meetings
4. Solicit input from other MOBIUS staff on group issues
5. Engage in group activities and communication at a level of professionalism that reflects positively on both MOBIUS and its staff.
6. Facilitate communication between the group, the MOBIUS Executive Director, and other members of the consortium staff

7. Arrange for any necessary clerical support for group operations
8. Establish and manage group email lists
9. Organize and maintain the content of group information on the consortium web site, including any meeting minutes and policies and procedures developed by the group