

# MOBIUS Advisory Group Policy

Created: 8 Jan 2009

Adopted by MOBIUS Board of Directors: 1 May 2009

Revised: 31 August 2010

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

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

## **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 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. All recommendations, standards, procedures, policies, etc. 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 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 groups play an important role in the relationship between the operation of the consortium and its membership.

Each MOBIUS cluster and each institution not in a cluster but operating their own server is allocated **1 (one)** member representative and **1 (one)** alternate member representative for each Advisory Group.

**Terms of Membership:** Advisory group 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 1<sup>st</sup>. Any individual may be selected to serve an unlimited number of consecutive terms as alternate/member. Members and alternates may not be from the same institution, with the exception of institutions not in a cluster and operating their own servers.

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

- The Board of Directors will issue a call for candidates for advisory group alternates by March 15<sup>th</sup>
- Any qualified person from a MOBIUS member institution may serve on a MOBIUS advisory group
- Candidates should meet the qualifications identified on the appropriate group charge
- Each cluster or non-cluster institution operating their own server determines the person(s) serving as their representative(s) on advisory groups.
- Names should be submitted by the chair of the cluster site coordinators group to the MOBIUS Executive Director in writing (including email) by May 1<sup>st</sup>

- Candidates are responsible for acquiring any necessary permission from their employing institutions prior to submitting their names for selection
- If more than one person is interested in the position, the cluster site coordinators, with the advice from the cluster library directors, determines who is selected to serve
- Advisory group members are expected to attend the advisory group 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.

**Membership Restrictions:** Membership on an advisory group may be restricted to users of a specific service or product when the advisory group deals solely with the operation of the service or product.

**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
8. Communicate effectively with your alternate representative in order for that person to represent you in group matters as needed
9. A group member has one vote

**Alternate Member Responsibilities:**

1. Attend and be prepared for group meetings
2. When the voting group member is unable to attend a meeting, act as group member, including the assumption of voting privileges
3. Remain current on issues of group interest or responsibility
4. Alternate members do not have voting privileges unless acting as the voting member
5. Rotate into the voting member position at the beginning of the second year of membership

**Group Operations**

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

**Group Meetings:** All group meetings must meet the requirements of the Missouri Open Meeting Laws and are open to anyone interested in attending. 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, notifications 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 and alternates to communicate regarding work in progress and, as such, are open only to current group members and alternates.

**Selection of Group Chair:** A chair is selected by consensus of the group members as soon as possible after July 1<sup>st</sup> 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. Prepare and distribute notification of all meetings and meeting agendas on the MOBIUS web calendar and on all appropriate lists two weeks in advance of scheduled meetings
2. Solicit input from other group members and the MOBIUS Consortium Office prior to preparation of meeting agendas
3. Conduct group meetings
4. 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; minutes are available for viewing based on permissions established for the consortium web site.
5. Manage the development and distribution of appropriate meeting minutes, policies, and procedures following the templates established for these documents
6. Prepare periodic reports as requested by the chair of the MOBIUS Board of Directors and MOBIUS Executive Director
7. Prepare an annual report of the groups activities submitted to the chair of the Board of Directors prior to the June Council meeting.

**Decision-making:** Groups 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 (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.

**Group Sub-units:** The chair of an advisory group may submit a request, either in writing or electronically, to the MOBIUS Board of Directors to form one of the following group sub-units:

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

**Task Force** – A *temporary* sub-unit, consisting of advisory group 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 Board of Directors or as stated in the Task Force charge.

In general, a task force, rather than subgroup, 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 group;
3. They involve the responsibilities of more than one advisory group
4. They are of sufficient importance to involve a broader constituency.

A request to establish a group 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 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 **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 group charge
2. Remain current with the activities of the group
3. Attend and be prepared for group meetings
4. Solicit input from other MCO staff on group issues
5. Engage in group activities and communication at a level of professionalism that reflects positively on both MOBIUS and the MOBIUS Consortium Office
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