

# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures # 1: OLSSI Organizational Structure**

##### **STEERING COMMITTEE**

The STEERING COMMITTEE is responsible for oversight on all issues that impact the Institute as a whole. The STEERING COMMITTEE is made up of officers and other individuals (Steering Committee members) who have indicated that they can contribute to the six (6) meetings planned each year. Participation is on a voluntary basis. To be an “active” member of the Steering Committee, a person must attend or contribute to at least 3 meetings per planning season. A ‘planning season’ is defined as the period spent preparing for and planning an annual Institute. This time is usually, but not limited to, a period beginning with the September STEERING COMMITTEE meeting, and ending after the Institute with the following September STEERING COMMITTEE meeting.

##### **CHAIRPERSON OF OLSSI STEERING COMMITTEE** (Officer, elected)

A one-year elected position with the final authority on decisions effecting the multi-day Institute and other related operations. The incoming individual for this position must be a previous VICE-CHAIR of the Institute. This person has signing authority, in concert with the TREASURER/SECRETARY, for transactions effecting the general budget. Has Advisory Board for general consultation, and for emergency situations when bringing together STEERING COMMITTEE is not an option. Appoints two At-Large members to the Advisory Board; also makes appointments of Webmaster (if no volunteer), and CONFERENCE LIAISON.

##### **VICE-CHAIR OF SITE COORDINATION** (Officer, elected)

A one-year, elected position responsible for conducting site visits to potential Institute locations, and being chief contact with the site in planning and preparation for the Institute. Additionally, this person will be Head of the Site Visitation Sub-committee. Serves on the Advisory Board.

##### **VICE-CHAIR OF PROGRAMMING** (Officer, elected)

A one-year, elected position responsible for acquiring and building relations with Institute instructors/presenters, and for securing their materials and bios for each years’ conference binder. The VICE-CHAIR OF PROGRAMMING is responsible for programming content for the Institute (as decided by the Steering Committee at September &/or November meeting), coordinating the class schedule, and for organizing other events the Institute may wish to sponsor. This person works with the CHAIR and VICE-CHAIR OF SITE COORDINATION in making programming decisions. Additionally, this person will be Head of the Scholarship Sub-committee. Serves on the Advisory Board.

##### **SECRETARY/TREASURER** (Officer, elected)

A two-year, elected position that acts as the OLSSI contact with our fiscal agent, monitoring our account, and with authority over Institute income and expenditures. This person is the signing authority, in concert with the CHAIRPERSON, for transactions effecting the general budget. This person transcribes the minutes of each STEERING COMMITTEE meeting, and disseminates them to committee members at the next

scheduled meeting. This person acts as ELECTION OFFICIAL, charged with the power to create election ballots, distribute them to the steering committee membership for voting, and tally and announce the results of each election.

Elections will be held annually in June/July, and as needed in the event of emergency. This person is also the registrar and point-of-contact person for attendees of the Institute. This individual creates the receipts, attendee class schedules for the Institute binder &/or lanyard, and badges for all attending the Institute. Room assignments (lodging) for the Institute are completed by this individual. Serves on the Advisory Board.

#### CHAIR EMERITUS & CONSIGLIERE

A permanent officer position created for P. Michael Bradshaw by vote of the Steering Committee from a proposal by Tanya Ellenburg-Kimmet, Matthew Heller and David Sharp. Because he has held every officer position, most twice, and been the chief architect of the policies and procedures of this organization, he will act as a direct advisor to the Chairperson. He will also serve as permanent Archivist/Historian, as well as co-Head of the P.R. Sub-Committee, directing the work of direct-mail P.R. and the like, and co-Head of the Policies and Procedures Sub-Committee (along with the Immediate Past Chair).

#### WEBMASTER (Volunteer, or Appointment by Chairperson)

A one-year appointed position responsible for developing and maintaining the OLSSI web site content and its electronic presence. This person may be responsible for creating, updating, and producing new or updated logos and graphics for the Institute and the organization as a whole.

#### VENDOR LIAISON (Volunteer, or Appointment by Chairperson)

The position of Vendor Liaison contacts various groups, businesses and the like to acquire potential giveaways for the Institute. Such giveaways may be known as “SWAG” i.e. souvenirs, wearables, and gifts (or) stuff we all get. This person may be co-Head of P.R. Sub-committee with the Chair Emeritus & Consigliere.

#### CONFERENCE LIAISON (Appointment, by Chairperson)

A position responsible for running and creation of the work schedule of the Registration/Information Desk at the Institute, and is Head of Camp Counselors. Official contact person for site in the event that both CHAIRPERSON and VICE-CHAIR OF SITE COORDINATION are unavailable. May be responsible for official announcements at Institute and/or other duties as needed, as directed by the CHAIRPERSON.

#### ARCHIVIST/HISTORIAN

An ongoing voluntary position held by the Chair Emeritus & Consigliere which is responsible for preserving past Institute materials and records and acts as the “Institutional Memory” on issues related to the organizations past efforts and operations. This individual also gathers, arranges, and prepares all Institute archival materials for transfer and shipment to the Ohioana Library Association for storage in their archival area.

#### FISCAL AGENT

The organization or group that is responsible for handling all Institute-related accounting, acts as a central office location, potentially offers counsel and advice, and provides for the Institute’s tax-exempt status and insurance.

## STANDING SUB-COMMITTEES AND BOARDS:

### ADVISORY BOARD

Headed by the CHAIRPERSON, and consists of:

CHAIR EMERITUS & CONSIGLIERE

VICE-CHAIR OF PROGRAMMING

VICE-CHAIR OF SITE COORDINATION

SECRETARY/TREASURER

IMMEDIATE PAST CHAIRPERSON

TWO AT-LARGE MEMBERS (Must be on the Steering Committee)

This Board will consider and aid in making decisions related to matters that do not warrant a vote or decision by the whole STEERING COMMITTEE, or when bringing the entire Steering Committee together for a vote is not feasible, or in an emergency when time will not allow for an online vote. The time of service of the AT-LARGE COMMITTEE MEMBERS will be 1 year. The ADVISORY BOARD will not number more than eight (8) members. In the event of a tie vote: a) a discussion of the matter at hand will take place followed by a re-vote; b) the Chair may excuse themselves from the vote in order to offset the tie.

### POLICIES & PROCEDURES SUB-COMMITTEE

Headed by the CHAIR EMERITUS & CONSIGLIERE and IMMEDIATE PAST CHAIRPERSON, this sub-committee is charged with the development and writing of documents establishing and revising all organizational-related policies and procedures that can then be collected into a written form for the use of running the organization.

Immediate Past Chair changes each year, while the Chair Emeritus is permanent.

### SCHOLARSHIP SUB-COMMITTEE

Will be composed of at least 3 but not more than 7 volunteers, and is headed by the VICE-CHAIR OF PROGRAMMING. The sub-committee will be responsible for selecting each year's scholarship recipients based on the established guidelines, and applications received.

### SITE VISITATION SUB-COMMITTEE

Will be composed of volunteers from the STEERING COMMITTEE and be headed by the VICE-CHAIR OF SITE COORDINATION.

This sub-committee will locate and identify possible sites where each year's Institute can be held. Once a standard rotation of sites has been established, with at least one (1) site in each of four state regions (northwest, northeast, southwest, southeast/central), locating new sites may not be necessary. This head of this sub-committee will collect costs, facilities data, and lodging information using a standardized form of questions. Using the above information, the head of the SITE VISITATION SUB-COMMITTEE will bring back a recommendation to the whole STEERING COMMITTEE of the top three sites that should be placed under consideration for that year's Institute event, if multiple sites are being considered. If not, the primary operation of the sub-committee will be to visit the next site and report its findings to the Steering Committee.

### PUBLIC RELATIONS SUB-COMMITTEE

The P.R. SUB-COMMITTEE will be comprised of volunteers from the STEERING COMMITTEE and will be co-headed by a volunteer from the STEERING COMMITTEE along with the CHAIR EMERITUS & CONSIGLIERE. This sub-committee will develop and produce all public relations materials, special announcements, and promotional materials used to advertise and inform past and potential new participants about the upcoming institute/conference. Materials can be in both print and electronic formats. -Any advertising done through the OLSSI website will be overseen by this sub-committee and the CHAIRPERSON and the WEBMASTER. Announcements of Institute activities done over the general Institute email list

may be referred to this sub-committee as well. All finalized public relations materials must be approved by the Institute STEERING COMMITTEE and/or the CHAIRPERSON before release. Any financial production costs of public relations materials must be approved by the OLSSI STEERING COMMITTEE before these costs are paid by OLSSI. This sub-committee will may work directly with the four Library Liaisons that OLSSI has for each type of library environment to deliver public relations materials to each library group and professional association.

POLICY & PROCEDURES SUB-COMMITTEE

A sub-committee co-headed by the CHAIR EMERITUS & CONSIGLIERE and the IMMEDIATE PAST CHAIR. In charge of writing new policies as needed, and updating the old for the purpose of running the organization. New policies are to be read aloud in their entirety to the Steering Committee, and then put before a vote. Changed / updated policies may skip the reading, but must delineate the changes made in the policy prior to a vote. The current Chair cannot sit on this sub-committee so as to keep their position from in any way swaying, persuading, or manipulating the workings thereof. The current Chair can suggest we need a policy, but cannot dictate its creation or in any way demand a policy be created in order to accomplish a particular goal.

FUND RAISING SUB-COMMITTEE

Will consist of 4 at least 3 volunteers from the STEERING COMMITTEE, including OLSSI Founder Douglas Morrison, when available. This sub-committee will exist on an As-Needed basis, and may not be needed each year. Identification of new possible revenue sources is one of the sub-committee's primary activities. This sub-committee is charged with finding continued fiscal and fund-raising opportunities that might be used by the Institute to maintain its fiscal resources, and to ensure the Institute has recourse to tap into other sources of possible funding.

\* Special Note\* - If more volunteers are received than may be needed for service on any of the Ohio Library Support Staff Institute's sub-committees, the CHAIRPERSON shall make the final determination of which STEERING COMMITTEE MEMBERS will be assigned to any particular standing sub-committee or board.

**OLSSI Organizational Structure by P.M. Bradshaw, based on notes by Douglas Morrison.  
Originally presented April 16, 2004 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw.  
Amended: April 13, 14, 16, November 17, 19, 2004; April 18, 19, September 20, 23, 2005; May 17, 19, 2006;  
July 28, 29, 2011; May 27, 29, 30, June 3, 20, 2014.  
Accepted & Effective: April 16, 2004; November 19, 2004; April 19, 2005; September 23, 2005;  
May 19, 2006; June 20, 2014.**

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #2: Removal of Chairperson from Office.**

In the event that the current CHAIRPERSON OF THE OLSSI STEERING COMMITTEE is not performing the tasks and duties of that position, or is doing so in an unacceptable and/or objectionable fashion, the CHAIRPERSON OF THE OLSSI STEERING COMMITTEE may be removed from office in three ways.

#### **I. Advisory Board**

An UNANIMOUS VOTE for removal from the Advisory Board immediately removes the Chair from office. The Chair in question is not eligible to vote on this issue.

#### **II. Vote of Non-Confidence**

Examples of “Non-confidence” include, but are not limited to, failing to adequately perform vital duties such that successful execution of the conference is seriously jeopardized; has by action or inaction hurt the proper functioning of the organization; has tarnished or diminished the standing of the organization in the library community &/or to the public at large.

A. A Steering Committee member must make this charge to the assembled members live at a regularly scheduled Steering Committee meeting, i.e. one of the normally held bi-monthly meetings usually falling in September, November, January, March, May, or June/July. (Site-visit meetings, being deficient in attendance, are not included.) This ‘Charge of Non-Confidence’ is notice. Notice of such a charge may be given prior to the meeting. If Chair in question is not present at the Steering Committee meeting, the proceedings will continue at the next regularly scheduled Steering Committee meeting. If the Chair misses that meeting, the proceedings and vote will continue without them.

B. Said Steering Committee member is to provide any and all evidence at that time.

C. Any other Steering Committee member, including the Chair, may speak at this time as well, both for and against the charge. A time limit on speeches may be imposed by the Chair Emeritus or Secretary/Treasurer.

D. The Steering Committee will vote by paper ballot as to whether the evidence presented warrants the charge of non-confidence.

E. No less than 10 active Steering Committee members must be present for such a vote.

F. If two-thirds or more of the assembled members vote in the affirmative, i.e. that they are not confident that the current Chair can fulfill the duties of that office, the Vote of Non-Confidence passes.

The result of such a vote is this:

- i. The position of Chair is immediately revoked; the term of office ends.
- ii. The offending party does not gain the position of Immediate Past Chair for incompleteness of term as Chair.
- iii. The offending party cannot hold or run for an Officer position for one year.

### **III. Malfeasance**

Malfeasance is here defined as having purposely or through negligence or passive or active disregard broken a Policy of the Ohio Library Support Staff Institute in such a way as can be deemed a significant, critical, or fundamental mistake, or results in a hardship to the organization, or may constitute an unlawful act. Malfeasance includes, but is not limited to, misinformation to ensure a desired outcome or vote, improper spending or theft of monies, and loss or destruction of OLSSI properties.

In the event that it is believed that the Chair, an Officer, an appointed position holder, or any other Steering Committee member has committed malfeasance, the procedure will be this:

A. A Steering Committee must make this charge to the assembled members live at a regularly scheduled Steering Committee meeting, i.e. one of the normally held bi-monthly meetings usually falling in September, November, January, March, May, or June/July. Site-visit meetings, being deficient in attendance, are not included.

B. Said Steering Committee member is to bring up allegations and provide any and all evidence at that time. Hearsay and conjecture are not evidence, and cannot prove malfeasance of their own accord.

C. Any other Steering Committee member, including the affected party, may speak at this time as well, both for and against the charge of malfeasance. A time limit on speeches may be imposed by the Chair Emeritus or Secretary/Treasurer.

D. The Steering Committee will vote by paper ballot as to whether the evidence presented warrants the charge of malfeasance.

E. No less than 10 active Steering Committee members must be present for a vote.

F. If a majority votes in the positive, that yes the infraction(s) are of a serious enough nature as to constitute malfeasance, person so charged is removed from office effective immediately.

The penalties for a malfeasance are this:

i. Any Position held by the offender (Chair, Officer, appointed position holder, or Steering Committee member) is immediately revoked.

ii. Offender can never hold any Office or appointed position within OLSSI again. The possibility of becoming a Steering Committee member may be put to a vote at the First/Last Meeting in September.

\* Re: Malfeasance and wrongdoing:

If the Chair (or any Steering Committee member) leaves the group and returns, any infractions or malfeasance occurring in any of their previous terms of service stand, and are to be addressed within the first two (2) meetings they attend upon their return. This is only for wrongdoings previously unaddressed by the Steering Committee. If the Steering Committee has previously held an official meeting or hearing regarding disciplinary action or expulsion for said transgression and voted that malfeasance had not occurred, the particular incidents brought up then cannot be re-tried as this would essentially constitute "double jeopardy."

Because meeting minutes are public record, and the Steering Committee is not a legal entity, regardless of the outcome of the vote, the name of the person in question shall not be posted in the Meeting Minutes.

Having removed the Chair from office, the position will be filled temporarily by the CHAIR EMERITUS & CONSIGLIERE or IMMEDIATE PAST CHAIRPERSON.

The position will be filled permanently by vote at the next Steering Committee meeting and/or voting by electronic means.

Eligibility for the position will consist of being either A) one of the current Vice-Chairs, or B) the Vice-Chair from the previous year that had not been elected as Chair, C) the Immediate Past Chair, or D) Chair Emeritus & Consigliere.

The ballot will be composed of the aforementioned candidates that choose to run. An election for Chair must always have at least two candidates. In the event that candidates decline to run leaving only one candidate, the Advisory Board may place another candidate on the ballot by a majority vote/nomination of its' remaining members.

**Removal of Chairperson Policy & Procedure by P.M. Bradshaw.**

**Originally presented September 23, 2005 by P.M. Bradshaw.**

**Subsequent revisions by P.M. Bradshaw & Karen Douglas.**

**Amended: September 23, 2005; February 26, March 16, 2007; March 31, April 7, 8, 11, 30, May 8, 2008; May 28, 2014.**

**Accepted & Effective: September 23, 2005; April 30, 2008; June 20, 2014.**

# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #3: Removal of Member from OLSSI Steering Committee.**

In like fashion that the CHAIRPERSON OF THE OLSSI STEERING COMMITTEE may be removed from office, a member of the Steering Committee, active or otherwise, may also be removed from meetings and membership in the organization.

The member in question can be asked to leave and/or be removed from meetings for the following reasons:

- A. Said member is not fulfilling duties assigned by the Chairperson or by vote of the Steering Committee;
- B. Said member does not contribute in a measurable or meaningful way to OLSSI, either at meetings and/or in other opportunities;
- C. Said member displays or contributes in a negative fashion, is disruptive, repeatedly takes a position solely for the sake of argument, hampers the work and/or progress of the group, or is unnecessarily negative to others and/or the committee and/or the organization in general at two or more meetings or events.
- D. Said member threatens ANY Steering Committee member (S.C. member, Officer, or Founder) in any way, including but not limited to: physical violence, verbal abuse, denigration, and threats of any kind.

In the event that it is believed that any of these incidents or actions are occurring, or have occurred, and as such are disruptive to OLSSI, the procedure to remove a member from the OLSSI Steering Committee will be this:

1. An Active Steering Committee member, Officer, or Chairperson must make this charge to the assembled members at a regularly scheduled Steering Committee meeting, i.e. one of the normally held bi-monthly meetings usually falling in September, October/November, January, March, May, or June/July. Site-visit meetings, being potentially deficient in attendance, are not included.

This procedure is to be done in a regularly scheduled Steering Committee meeting unless it is believed that doing so at a meeting could cause undo strain, bring about unnecessary pain or anguish, endanger those in attendance, or damage the organization. If that is the case, such charge may be brought up on the Steering Committee listserv or by another method.

\* If a charge is to be brought up on the Steering Committee listserv or online in any way, it must FIRST be sent to the Chair, Secretary/Treasurer, and Chair Emeritus by telephone call. The Chair can be called solely, and then it is the Chair's responsibility to telephone the Secretary/Treasurer, and Chair Emeritus. It is the Chair's responsibility to strip out the name of the person that is to be removed, and replace it with "Person A" before the request for removal is sent electronically.

\*\* Before sending electronically, the Chair and the Advisory Board are to vote if the threat is valid necessitating performing the removal procedure electronically.

\*\*\* One option would be to hold the meeting with either the accuser or the accused or both appearing via a video conferencing service of some kind.

2. Steering Committee member requesting removal is to provide any and all arguments at that time; 15-minute time limit. (There will be a time limit of 15 minutes for speeches by both the accuser and the accused, so that the normal business of the meeting is not forfeited.) If said list is lengthy, and may cause undue stress to any in attendance, the main charge may just be read. If that charge is deemed not to meet the standard for expulsion, all other charges are to be read at that time.

The Secretary/Treasurer will act as Timekeeper, and call "time" at the end of each timed speech during the proceedings.

3. The Steering Committee member facing removal may speak on their own behalf at this time; 15-minute time limit. If either side believes they need more time at the end of their allotment, they may petition the Chair for more time, limited to a maximum of 10 more minutes. If the Chair deems this petition reasonable, the request for more time is put to the Steering Committee for a vote. If the Chair deems this petition un-reasonable, speeches by the accuser and accused ends; individual speeches and group discussion begins.

4. Any other Steering Committee member may speak at this time, both for or against the charge, with a time limit of 5 minutes per person.

5. A vote of the Active Steering Committee members will be held. No less than 8 active Steering Committee members must vote for the vote to be valid. More than fifty percent must vote in the affirmative for removal. This vote is to be done by secret ballot. The Secretary/Treasurer will tally the votes. The Chair will then count the ballots to verify the results. The Chair will then announce the result.

a) If the result of the vote is *for removal*, said member will be asked to leave the meeting immediately.

b) If the result of such a vote is NOT for removal, said member can stay and the regular business of the meeting will proceed.

c) If the result of such a vote *ends in a tie*, the Chair is to request further discussion, allotting both sides an equal amount of speaking time, not to exceed 10 minutes per side, at the end of which another vote is to be held. There may be up to three (3) votes after

the initial vote. If a majority is not reached either way, the discussion & procedure are tabled until the next meeting. At that time, the procedure will be start again from the beginning. If a majority is not reached either way, after a second complete procedure, including one vote and three re-votes, the matter is dropped and the member in question may stay in the Steering Committee.

If the result of the vote is *for removal*, there are three (3) levels of reprimand that are possible: Two (2) years, five (5) years, or in perpetuity/forever. The Steering Committee will discuss and vote on a case-by-case basis as to what level of reprimand to levee. Those levels are:

- I. Cannot attend any OLSSI meetings of any kind for a period of two (2) years plus one meeting, i.e. if removed before or during the March meeting of 2030 (meeting #4 of the planning season), that member may not return until the May meeting of 2032 (meeting #5 of the planning season).
- II. Cannot attend any OLSSI meetings of any kind for a period of five (5) years plus one meeting, i.e. if removed before or during the March meeting of 2030 (meeting #4 of the planning season), that member may not return until the May meeting of 2035 (meeting #5 of the planning season).
- III. Cannot attend any OLSSI meetings of any kind, ever again. Permanent expulsion from the group is only to be used in cases of the most extreme infractions, including but not limited to threats of any kind made toward another Steering Committee member.

**Removal of Member from OLSSI Steering Committee by P.M. Bradshaw.**

Originally presented September 23, 2005 by P.M. Bradshaw.

Subsequent revisions by P.M. Bradshaw, Maria Vega, Brian Humphreys, Karen Douglas.

Amended: September 23, November 18, 2005; March 24, May 19, 2006; January 16, 2009; September 9, 2011; August 15, 29, 2013; May 28, 29, 2014.

Accepted & Effective: September 23, 2005; November 18, 2005; March 24, 2006; September 15, 2011; September 12, 2013; June 20, 2014.

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# Policy & Procedures of The Ohio Library Support Staff Institute

## Policy & Procedures # 4: Elections

### Introduction

For reasons of clarity: the Ohio Library Support Staff Institute is run by its Steering Committee. The Steering Committee is made up of members; some members being holding appointed &/or volunteer positions, and six (6) officers. The Chairperson is the presiding officer of the Steering Committee.

The term "Officer" denotes an elected position.

The term "Appointed" denotes a position filled by appointment of the Chair.

The term "Year" denotes a planning season, which (generally) is September to September.

The six (6) officers are: Chair, Vice-Chair of Site Coordination, Vice-Chair of Programming, Secretary/Treasurer, and Immediate Past Chair, and the Chair Emeritus & Consigliere. Immediate Past Chair takes that position at approximately the halfway point of the September meeting, after having served a one-year term as Chair. All other officer positions are elected, with the exception of the Chair Emeritus & Consigliere, an officer position created by the Steering Committee.

No one person can hold two officer positions concurrently, with a limited exemption in regard to the out-going Chair\* and Chair Emeritus\*\*. One person may hold one Officer position and one or more appointed positions, or two or more appointed positions.

\* The out-going Chair becomes the Immediate Past Chair (and Co-Head of the Policies & Procedures sub-committee) at the first meeting of the planning season (September) following their 1-year term as Chair.

In the event that the out-going Chair wishes to run for an Officer position: He/She is eligible to run for either of the two Vice-Chair positions or Secretary/Treasurer, but not Chair again.

If the out-going Chair wins another Officer position, congruent with the "Replacement of Officer(s) Policy & Procedure," he/she vacates the title of Immediate Past Chair and the duties of that position as Head of the Policies & Procedures Sub-Committee. The Chair Emeritus is then the sole Head of that committee for that one year.

In the event that the Chair Emeritus cannot perform the duties of head of the Policies & Procedures Sub-Committee, a new person must assume the duties of said sub-committee. The line of succession in filling this position shall be by volunteer: most recent Past Chair, followed by preceding Past Chairs in order of most recent going backward, followed by past Officers most recent going backward, until a volunteer is found and the position filled.

In the event that no one volunteers for this position, the New Chair may appoint someone. This person will hold the title of Head of the Policies & Procedures Sub-Committee, but will not acquire the title Immediate Past Chair, however, as this title would encompass a falsehood.

\*\* Chair Emeritus is a permanent position in perpetuity, and will be retained in the event the Chair Emeritus runs for an officer position.

All positions – elected, appointed, and volunteer – have terms of one year, except for Secretary/Treasurer which is two years, and the fiscal agency representative, which is ongoing. An Officer cannot serve two consecutive terms in the same Officer position. There is no limit to the number of terms a candidate may hold an appointed position.

The appointed/volunteer positions are: Webmaster, Conference Liaison, Vendor Liaison, Head/Co-Head of P.R. Sub-Committee, two At-Large members of the Advisory Board, four Library Liaisons, and others as sub-committees, duties, and positions are created after the drafting of this document. Each is a one-year position. The Chair may ask for volunteers and/or appoint people to these positions.

### **Election Rules**

Elections are held for officer positions of the Ohio Library Support Staff Institute. To run for an officer position, candidate must be an active Steering Committee member; this being either on the Steering Committee and having attended at or contributed to at least three (3) meetings during the year prior to running. If less than three meetings, the Chair decides if the “contributions” in question equate to three meetings.

To vote, one must be an active Steering Committee member; again this being having attended at or contributed to at least three (3) meetings during the planning season/year.

The Secretary/Treasurer runs any and all elections. In this capacity, Secretary/Treasurer holds the title of Election Official. Exception: If the Secretary/Treasurer is running for an office, an Officer not running for an office shall be the Election Official. First in line of succession for this duty will be the Chair Emeritus & Consigliere. In the event that the Chair Emeritus is running for an office, the Immediate Past Chair will be Election Official. In the event that the Immediate Past Chair is running for an office, the Chair will be Election Official. In the event that the Chair is running for an office, the Steering Committee will ask for volunteers and vote on an Election Official from any other Active Steering Committee Members.

Elections are to be discussed at the second-to-last (May) meeting, but can be discussed throughout the planning season. The Chair, Chair Emeritus, and Steering Committee will review the functions and duties of each position at this meeting. If possible, elections are to be held electronically, following the final meeting of the planning season (usually held in June or July), beginning immediately upon the completion of the final meeting, and running for one week.

Any Steering Committee member can nominate any other Steering Committee member, or them self, for office. Nominations and self-nominations of candidates may take place between the start of the second-to-last (May) meeting, and the end of the final meeting of the planning season (June/July). Candidates for all positions are permitted to write a short piece about themselves (under 200 words), and/or make a short speech (under five minutes) at the final Steering Committee meeting, or neither.

Neither the Chair, nor any other Officer or Steering Committee member, may officially endorse any candidate running for office.

Election Official will determine and notify Steering Committee of all election-related dates. Election Official will create and distribute the election ballot.

Votes are to be sent to the Election Official within one week of the final meeting of the planning season. Election Official must report results to the Steering Committee within 3 days of final vote submission date. If all votes are in prior to the end of the one-week period, Election Official may announce results at that time.

### **Officer Positions, Other Than Chairperson**

Any active member of the Steering Committee may run for any of the following Officer positions: Vice-Chair of Programming, Vice-Chair of Site Coordination, Secretary/Treasurer. If only one person wishes to run for any of these three positions, their name will be placed on the ballot and the election will continue as normal, that person running for the position unopposed.

### **The Position of Chairperson**

There should always be a choice for Chair, and thus at least two candidates for this position. The Chair should have an exceptional understanding of the organization. As such, the candidates for the position of Chair shall be the two Vice-Chairs.

In the event that one of the Vice-Chairs cannot or does not wish to run for Chair, another candidate with commensurate knowledge should be presented; i.e. another Officer or former Officer of OLSSI. In this instance, the Chair Emeritus, Secretary/Treasurer, and Immediate Past Chair have the first opportunity to run for Chair. A short recess in a meeting may be called for discussion. If all reject this opportunity, the candidacy becomes open to former Officers of OLSSI.

If no Officer or former Officer wishes to run against the remaining Vice-Chair, the remaining Vice-Chair will then be placed on the ballot running for the position of Chair unopposed.

### **Election Rules, Cont.**

All newly elected officials take office approximately halfway through at the first meeting of the next planning season (the first meeting after the conference, usually held in September).

The “Lame Duck” Chair calls meeting to order and goes through the Evaluation Forms, wrapping up the business of the old conference. He/She then turns the position over to the New Chair, and becomes Immediate Past Chair. New Chair starts the business of planning the next Institute.

\* If voting by paper ballot or show of hands at a meeting, proxy voting is allowed. Proxy voting is a means by which a member who expects to be absent from a meeting authorizes someone else to act in his or her place, casting said person’s vote by proxy in absentia. Proxy voting is permitted with the following conditions: The absent voter must notify BOTH the Chair and the Election Officer prior to the start of the next meeting that they will be absent, and what their vote on the issue will be. The Chair is to announce this in open meeting, and the Election Official is to record the action.

**Subsequent revisions by P.M. Bradshaw, Douglas Morrison, Teri Ballard,  
Joyce Laurence, Amy Pickenpaugh, Terry Butterworth, David Sharp, Karen Douglas.**

**Compiled, Written, & Amended: November 29, 30, 2005; March 8, 30, May 3, 9, 19, 30, July 7, 2006; February 26, 2007;  
March 1, 8, 12, 16, 2007; April 7, 8, May 8, 9, 22, 23, June 23, 26, 27, 2008; May 29, 2014.**

**Accepted & Effective: November 2005; March 16, 2007; June 27, 2008; June 20, 2014.**

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #5: Meeting Minutes**

1. Secretary/Treasurer acts as Scribe at Steering Committee meetings, keeping a detailed log of the proceedings of the meeting. If Secretary/Treasurer is absent from a meeting:
  - a) Someone else acts as Scribe.
  - b) That Scribe sends notes/minutes to Chair and Secretary/Treasurer after the meeting.
  - c) Secretary/Treasurer then continues duties per usual.
  
2. Secretary/Treasurer transcribes and sends these Meeting Minutes to the Steering Committee listserv. Any voting that takes place between meetings is also to be noted in these minutes, detailing the vote, the vote results, and the corresponding dates.
  
3. Steering Committee members may send Secretary/Treasurer any changes or corrections.
  
4. Secretary/Treasurer prepares Meeting Minutes with any corrections.
  
5. Meeting Minutes read at next Steering Committee meeting. Steering Committee members offer changes &/or corrections. Acceptance of Minutes is voted on.
  
6. Secretary/Treasurer sends final version to the Historian/Archivist, on an annual basis, for inclusion in OLSSI Archives.

**Meeting Minutes Policy & Procedure by P.M. Bradshaw.**  
**Originally presented May 19, 2006 by P.M. Bradshaw.**  
**Subsequent revisions by P.M. Bradshaw & Tanya Ellenburg-Kimmet.**  
**Amended: May 19, 2006; May 29, June 10, 2014.**  
**Accepted & Effective: May 19, 2006, June 20, 2014.**

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #6: Scholarships and Scholarship Sub-Committee**

##### **A. Scholarships**

At the time of this proclamation, OLSSI scholarships are for 100 % of the cost of the Institute, the amount of which is \$225.00.

At the time of this proclamation, OLSSI awards the following scholarships annually:

1. OLSSI Scholarship.
2. Founders' Scholarship, courtesy of Douglas Morrison.
3. Founders' Scholarship, courtesy of Dr. Linda S. Dobb.

These three scholarships are awarded via an annual essay competition and determined by the Scholarship Sub-Committee. These three (3) annual scholarships may change by

- a) Choice of the founders, and
- b) Vote of the Steering Committee.

The standard number of scholarships given away by OLSSI is three (3), with or without funds from the two founders. That number is not firm or permanent. It can be changed by vote of the Steering Committee.

There is also an annual OLSSI/ALAO-SSIG Scholarship. This Scholarship is awarded by a member of the Academic Library Association of Ohio, usually to a member of its Support Staff Interest Group, ALAO-SSIG. Previously, this was awarded to the annual recipient of ALAO's "Support Staff of the Year" award (also known as the "ALAO-SSIG Award of Excellence").

##### **B. Scholarship Sub-Committee**

1. The Vice-Chair of Programming is the Head of the Scholarship Sub-Committee (Head of SSC).
2. Head of SSC or the Chair will ask for volunteers for the Scholarship Sub-Committee at an OLSSI Steering Committee meeting, or by e-mail, listserv, or other means.
3. Besides the Head, SSC must have no fewer than 3 members, no more than 7.  
If less than 3 volunteers, the Chair may appoint members to fill openings to reach minimum sub-committee membership of three.
4. Scholarship announcement will be distributed via all avenues available, including (but not limited to) listservs, the OLSSI website, social media, and at relevant library and support staff programs and functions.

5. All scholarship applications are to be sent to either [olssi.scholarship@gmail.com](mailto:olssi.scholarship@gmail.com), or the e-mail or mailing address specified by the Head of SSC.
6. Deadline for scholarship entry to be determined by Chair Emeritus and Chair. Date is determined so as to allow non-winners approximately two weeks to pay at “Early Bird” registration rate, if there is one.
7. Upon receiving scholarship applications, Head of SSC will reformat submissions (deleting names, cities, organizations, etc.), and utilize a blind-review format to ensure essays remain anonymous and thus the sub-committee can act without bias.
8. Head of SSC will forward all entries, as a single document, to SSC within one (1) day of the close of the deadline date.
9. SSC will use the current grading form in effect. Grading form may be changed by the Head of SSC, with the approval of the Chair.
10. SSC will have three (3) days from receipt to grade scholarship applications, and send results to Head of SSC.
11. Upon receipt of grades, Head of SSC will have three (3) days to average the scores and announce scholarship recipients to Chair & Steering Committee. Head of SSC will notify applicants of results, and will also notify the Webmaster and all officers for posting on the OLSSI website, listservs, social media, and the like.
12. If a scholarship recipient cannot attend the Institute, said scholarship may be deferred to the following year’s Institute. Scholarships may be deferred longer at the discretion of the Chair and Secretary/Treasurer &/or by vote of the Steering Committee.

**Scholarships and Scholarship Sub-Committee Policy & Procedure by P.M. Bradshaw.**  
**Originally presented May 19, 2006 by P. M. Bradshaw.**  
**Amended: May 19, May 24, 2006; January 17, 19, 2007; April 2, May 29, 2014; June 20, 2014.**  
**Accepted & Effective: January 19, 2007; June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures # 7: Solicitation & Presentation Policy**

The goal of the Ohio Library Support Staff Institute is to provide an educational conference for library support staff within a relaxing environment.

Solicitations and/or presentations – including but not limited to vendor booths – must comply with ALL of the following stipulations:

1. Must be first presented to, and approved by, the Chair and the Steering Committee by majority vote.
2. Must have relevance to the job-related concerns, duties, and opportunities associated with library support staff and/or libraries.
3. Cannot simply be an item(s) for sale, except in the case of said item(s) being from an OLSSI presenter, and being approved by vote of the Steering Committee.

**Solicitation and Presentation Policy & Procedure by P.M. Bradshaw & Amy Pickenpaugh.  
Originally presented July 7, 2006 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw & Amy Pickenpaugh.  
Amended: January 19, 2007; May 30, 2014.  
Accepted & Effective: January 19, 2007; June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures # 8: Membership**

To be a member of the Steering Committee of the Ohio Library Support Staff Institute, one must be currently employed or affiliated with a library. If not employed by a library, or retired from a library in the last five (5) years, “affiliation” will be reviewed and voted on by the Steering Committee. (If rightful affiliation is granted by Steering Committee, it cannot be revoked by a later Chair or Steering Committee.) The only exception to this rule is the position of Webmaster, who need not be employed by or affiliated with a library.

Attendees of each annual Institute will be considered members of OLSSI for one year, until the following Institute.

People retired from a library in the last five years may become Steering Committee members. When more than five (5) years have passed, a vote on said person’s membership is required every five (5) years.

## **OLSSI Membership Process**

In the event that the Ohio Library Support Staff Institute needs to limit the size of the Steering Committee, we will use an application process.

### **Application Process**

1. Applicant will complete an application and submit it by mail, fax, or e-mail as indicated on the form.
2. The Chair will present the application to the Steering Committee at the next regularly scheduled meeting.
3. The Steering Committee will review and make one of four (4) recommendations to the Chair:
  - A) Accept membership and send ‘letter of acceptance.’ Applicant may attend next meeting.
  - B) Deny membership – lack of employment, qualifications, or support. (**OLSSI** will send a letter encouraging applicant to reapply if their position or qualifications change.)
  - C) Deny membership – Physical space limitation. Because of a limit in room/table size, no new members are being accepted.
  - D) Deny membership – Member space limitation. When the member base becomes large enough that meetings become unduly long or unmanageable, the Chair may decide to accept no

new members. (OLSSI will send a letter encouraging applicant to reapply prior to the second meeting {November} of the next planning season.)

4. Chair may ask for a show of hands to gauge the view of the Steering Committee.
5. Chair will make a motion for what appears to be the leading view or consensus.
6. Steering Committee votes to accept or reject the applicant's membership.
7. Chair or Secretary/Treasurer will notify applicant of status, as prescribed above.

**Renewal Process**

1. If a Membership Committee is formed (if not, the Steering Committee), it will conduct a review of Steering Committee members whenever it is deemed necessary, or requested by any Officer.
2. Members who are leaving are to notify the Chair and Steering Committee as soon as possible.
3. The departing member will have to re-apply for membership if any of the elements above are present or deemed so by the Chair and Steering Committee.
4. Any vacated positions may be filled by offering membership to the next person on the membership waiting list, if one is needed/created.

**Termination Process**

1. At any time during the year, the Chair and Steering Committee may review attendance records.
2. If a member has failed to attend or send a proxy to two consecutive meetings, the Chair or Secretary/Treasurer may notify any consistently absent members.
3. If three consecutive meetings are missed, the Chair & Steering Committee may vote to terminate the membership. If a vote occurs, the member will receive a letter from the OLSSI Chair.
4. If the member's position is vacated, it may be offered to the next person on the membership waiting list, if one exists.
5. The terminated member will have to re-apply for membership, but may not do so until the second meeting {November} of the next planning season.

Adopted January 2005

**OLSSI Membership Form\***

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Library: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Why do you want to be in **OLSSI**? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you. Your application will be reviewed and you will be notified after the next regularly scheduled meeting.

Please send your completed application to:

\* This Form need not be used exactly, but form must contain all above information.

Membership Policy & Procedure by P.M. Bradshaw, based on notes by Dr. Linda S. Dobb and the forms & procedures of the OERC (Ohio Electronic Records Committee).  
Originally presented November 2004 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw & Karen Douglas.  
Amended: January 19, 2007; June 3, 2014.  
Accepted & Effective: December 2004; January 2005; January 19, 2007; June 20, 2014.

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #9: Purchasing & Reimbursements.**

##### PURCHASING

All purchases and expenditures of money(s) are decided by vote of the Steering Committee. If a purchase absolutely must be made before the next Steering Committee meeting, an e-mail vote must be initiated by either the Chair or the Secretary/Treasurer. A majority of the votes submitted voting yes is needed to pass.\*

The only exception to this is the following:

Chair may buy or approve purchase of items for the group or Institute without a vote if the total is \$50.00 or less. The number of such reimbursements of less than \$50.00 by the Chair is limited to two.

Individuals buying decorations, setups, or the like cannot spend more than \$25.00, or a pre-determined amount, and said purchases must be approved by the Steering Committee to be reimbursed. Overall decoration budget, like all purchases, must be approved by vote of the Steering committee.

Purchases will be processed by the Secretary/Treasurer and our current fiscal agency.

In the event that a reimbursement is erroneously made, for whatever reason, recipient of said reimbursement must pay that amount back to OLSSI within 90 days of discovery of the error.

##### REIMBURSEMENT

\* Reimbursement &/or payment of any and all funds can only be done after the requestor has completed an OLSSI Reimbursement Form. Said form can be obtained from the Secretary/Treasurer &/or the Chair &/or the Chair Emeritus & Consigliere. While 30 days will be considered standard, the Secretary/Treasurer may have 60 days to process any reimbursement form received, or by the next Steering Committee meeting, whichever is longer.

The completed reimbursement form and all receipts and invoices are to be sent to the Chair for 'first approval.' (Note: No check can be produced without a receipt or invoice to validate each enumerated charge.) If approved, Chair will send to Secretary/Treasurer for 'second approval.' If approved, Secretary/Treasurer will send to OLSSI's current fiscal agency for processing and payment. Note: If the original OLSSI reimbursement form does not include the date on which the charge was voted on and approved, or is incomplete in any other way, it CANNOT be approved.

**Purchasing & Reimbursements Policy & Procedure by P.M. Bradshaw, Terry Butterworth, and David Sharp, based on notes from Douglas Morrison.**

**Originally presented March 16, 2007 by P.M. Bradshaw.**

**Subsequent revisions by P.M. Bradshaw, Terry Butterworth, and David Sharp.**

**Amended: March 16, 2007; April 7, 8, May 9, 2008; June 3, 2014.**

**Accepted & Effective: March 16, 2007; May 9, 2008; June 20, 2014.**

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# Policy & Procedures of The Ohio Library Support Staff Institute

## **Policy & Procedures #10: Contracts.**

The Chair will be the official signatory for all contracts and agreements entered into by OLSSI, both internally and with outside organizations.

If possible, all contracts should make clear that the Chair acts as a signatory for the organization of OLSSI. As such, that signature is *an acceptance on behalf of the Ohio Library Support Staff Institute*, and is not a personal obligation or commitment made by that individual.

Contracts Policy & Procedure by P.M. Bradshaw, based on notes from Kathy Williams Wright.  
Originally presented May 18, 2007 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw & David Sharp.  
Amended: May 18, July 19, September 28, 2007; February 20, April 7, May 9, 2008; June 4, 2014.  
Accepted & Effective: May 18, 2007; May 9, 2008; June 20, 2014.

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

**Policy & Procedures #11:  
Use of Name.**

This policy is in regard to the name and use of said name of the organization, the Ohio Library Support Staff Institute, and its acronym, OLSSI.

Private use:

Both may be used freely in the work of the organization and in setting up the annual Institute.

Public use:

Usage as application of title is permitted, i.e. "Jane Doe, OLSSI Chair."

Use of Name Policy & Procedure presented May 18, 2007 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw & Karen Douglas.  
Amended: May 18, 2007; June 4, 16, 2014.  
Accepted & Effective: May 18, 2007; June 20, 2014.

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #12: Camp Counselors and Staff at the OLSSI Event.**

The following individuals may attend the annual Ohio Library Support Staff Institute gratis:

The two founders,  
The five (6) Officers of the Steering Committee,  
Camp Counselors and the Conference Liaison (Head of Camp Counselors).

Camp Counselors, the Conference Liaison (Head of Camp Counselors), and Officers are collectively called “staff.” The Conference Liaison is a Camp Counselor. Camp Counselors are members of the Steering Committee who have volunteered and/or been appointed by the Chair.

The six Officers of OLSSI (Chair, Vice-Chair of Programming, Vice-Chair of Site Coordination, Secretary/Treasurer, Immediate Past Chair, and Chair Emeritus & Consigliere) receive complimentary admittance because of their extra work over the course of the year, as is the nature of an Officer position. Because of the extra work and responsibilities throughout the course of the year, Officers (with the exception of the Vice-Chair of Site Coordination) have no formally assigned duties at the OLSSI event. At the Chair’s request, however, they may be asked to arrive a day early with Camp Counselors. Also, tasks may be consigned to them, as needed, at the request of the Chair. The Vice-Chair of Site Coordination is the main daily contact with the site, facilities, and its representatives. In the event that the Vice-Chair of Site Coordination is unavailable, the Chair &/or Conference Liaison are to be made available.

Camp Counselors attend gratis in exchange for working one or more shifts at the Registration / Information Desk, and duties as prescribed by the current Chair and/or Conference Liaison. Their duties are to be such that they are

- Not so great as to constitute a paid position, i.e. the necessity for monetary compensation, but
- Not so small as to be tantamount to simply negating a paid attendee admission.

Camp Counselors become so by volunteering for the position. Appointment of Camp Counselors is by the Chair. Any system, application, or process necessary to do so is at the discretion of the Chair, with one caveat: To be eligible to be a Camp Counselor, said individual must currently be an active member of the Steering Committee.

Camp Counselor duties are at the discretion of the Chair. These duties include, but may not be limited to, the following:

1. Setting up and tearing down the Registration / Information Desk prior to attendee check-in and at check-out (including completion of tote bags, binders, and signage).

2. Working one or more shifts at the Registration / Information Desk during the Institute.
3. Assisting the Conference Liaison with announcements, distribution of prizes, games & activities.
4. Introducing, and being of assistance to, instructors.
5. Providing directional assistance to attendees.

In determining the number of Camp Counselors: If there are fewer than sixty paid and registered attendees, we will not exceed nine counselors total (e.g., eight Camp Counselors plus one Conference Liaison). Any change in the number of counselors *below* nine is at the discretion of the Chair. Any change in the number of counselors *above* nine requires more than sixty paid and registered attendees, a discussion of the merits of doing so, and a majority vote.

Except for those individuals enumerated above, namely OLSSI staff (Camp Counselors and Officers), and scholarship recipients and the two founders, no other individuals are permitted to attend the Ohio Library Support Staff Institute free-of-charge.

In the event that any Officer does not attend or contribute to at least three (3) meetings in the given planning season, that Officer would *not* be an active Steering Committee member, and would *not* be eligible to attend the Institute gratis.

**Camp Counselors and Staff Policy & Procedure by P.M. Bradshaw.**  
**Presented March 16, 2007; May 19, 2007; November 18, 2007 by P.M. Bradshaw.**  
**Amended: March 16, May 19, July 19, 2007; February 21, May 7, 8, 2008; June 4, 20, 2014.**  
**Accepted & Effective: March 2007; November 2007; May 2008; June 20, 2014.**

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# Policy & Procedures of The Ohio Library Support Staff Institute

## **Policy & Procedures #13: Advisory Board Replacement(s).**

### Anecdotal Information:

The Advisory Board was a unit made up of the five (5) Officers and two (2) Members-At-Large. The creation of the new Officer position of ‘Chair Emeritus & Consigliere’ in 2011 made an even number of members, and thus the possibility of a tie when voting. As of January 2015, there will be three (3) Members-At-Large to negate the possibility of a tie when voting.

### Advisory Board Replacement(s)

The Advisory Board is a unit made up of the six (6) Officers and three (3) Members-At-Large. In the event that the Immediate Past Chair or a member-at-large leaves OLSSI or becomes a non-active Steering Committee member, the current Chair may appoint one more member-at-large from active Steering Committee members to replace each one that has left. Officers are to be replaced via procedures listed in Policy #14 – Replacement of Officer(s).

**Advisory Board Replacement(s) Policy & Procedure by P.M. Bradshaw.  
Originally presented May 18, 2007 by P.M. Bradshaw.  
Amended: May 18, 2007; June 4, 2014.  
Amended by committee: January 14, 15, 2015.  
Accepted & Effective: May 18, 2007; January 16, 2015.**

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #14:**

#### **Replacement of Officer(s) In the Event of Resignation or Premature Departure from Office.**

In the event that an officer (Chair, Immediate Past Chair, Vice-Chair(s), Secretary/Treasurer, Chair Emeritus & Consigliere) of the Steering Committee resigns or in other way leaves their position, the vacant position is to be filled in the following way:

The CHAIR is to inform the Steering Committee of the open position ASAP via the Steering Committee listserv or the fastest way possible. With this notification, the current CHAIR is to ask for potential replacements (volunteers) to step forward.

Replacements will have seven (7) days from notification to make known their desire to fill the open position. Except in the case of Chair, any Steering Committee member is permitted to nominate any other Steering Committee member, or themselves for an open position.

If at the end of the seven (7) days, only one Steering Committee member steps forward, that person fills the open position, completing the term of the position vacated.

If more than one Steering Committee member would like to fill the open position, an Emergency Election Ballot is to be drawn up by the SECRETARY/TREASURER, and an Emergency Election is to be held. Candidates may choose to write a short piece (of no more than 200 words) on their own behalf, to be submitted to the SECRETARY/TREASURER. The SECRETARY/TREASURER will forward these submissions to the Steering Committee, along with/as part of the Emergency Ballot.

Steering Committee members will have seven (7) days from distribution of the Emergency Ballot to vote. At the completion of that time, SECRETARY/TREASURER will tally the votes received and report the results to the CHAIR and the Steering Committee. {If all current members of the Steering Committee vote prior to the end of the seven days, the election need not be open the entire seven days, and the SECRETARY/TREASURER is to call the election complete.}

\* In the event that an action or decision normally enacted upon by the holder of the open position must be made during the period of vacancy, the CHAIR may:

- 1) Have the power to make such decisions,
- 2) Temporarily grant such power to another officer of the Steering Committee, or
- 3) Appoint any member of the Steering Committee to that open position and charge said person with the authority to make such decision or enact said duty.

In all three (3) instances, all such duties, powers, and authority granted are void immediately upon the naming of the new permanent holder of the open position.

\*\* In the event that the position vacated is that of the IMMEDIATE PAST CHAIR: the above procedures are held in order to fulfill the duties of that position, i.e. any assigned tasks as well as sitting as Co-Head of the Policies & Procedures Sub-Committee. The new possessor of these duties will not acquire the title IMMEDIATE PAST CHAIR, however, as this title would encompass a falsehood.

\*\*\* In the event that the position vacated is that of the CHAIR, the CHAIR EMERITUS & CONSIGLIERE takes over the rest of the departing Chair's term. If said Chair Emeritus is unable to fulfill the rest of the Chair's term for any reason, the IMMEDIATE PAST CHAIR is charged with this position.

\*\*\*\* In the event that the position vacated is that of the SECRETARY/TREASURER, said Secretary/Treasurer cannot act as ELECTION OFFICIAL in any voting from that point on. The duties for filling this position are to be fulfilled by either the IMMEDIATE PAST CHAIR or the CHAIR EMERITUS & CONSIGLIERE, as determined by the Chair, until the new permanent holder of the position is in place.

**Replacement of Officer(s) Policy & Procedure by P.M. Bradshaw.  
Originally presented November 18, 2005 by P.M. Bradshaw.  
Subsequent revisions by P.M. Bradshaw and Karen Douglas.  
Amended: May 19, 2006; May 28, 29, 2014.  
Accepted & Effective: May 19, 2006; June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #15: Cancellation of Institute.**

At the time of the creation of this policy, the cost of attendance to the Ohio Library Support Staff Institute is \$225.00.

The entrance fees for approximately thirty-five PAID attendees should pay for all costs incurred in the commission of organizing and holding the annual Institute. Thus, thirty-five is the number needed to hold the event.

In the event of extremely low registrant numbers, the following procedure is to be followed.

By the final date the site allows OLSSI to turn in attendee figures &/or cancel the event that year,

A. Thirty-five PAID attendees or greater and the Institute is held.

B. If the number of paid registrants is below 34, an emergency vote of the Steering Committee is needed to hold the event. This vote is to be preceded by a financial update from the Secretary/Treasurer. This update is to say whether OLSSI can be paid for with the funds currently available. If funds are not sufficient to pay for the Institute, the annual Institute is cancelled that year.

**Cancellation of Institute Policy & Procedure by P.M. Bradshaw.  
Originally presented July 19, 2007 by P.M. Bradshaw.  
Amended: July 19, 2007; February 21, 2008; June 4, 20, 2014.  
Accepted & Effective: July 19, 2007; February 21, 2008; June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #16: Third Party Postings.**

In the interests of keeping our lines of communication with attendees free from unwanted or repetitive items that may drive away parties interested in OLSSI, requests from third party organizations to share their event information or other news items are not automatically granted, and will be limited to items that are of strong interest to past and potential OLSSI attendees.

If a third party organization asks OLSSI to share a news item:

1. The request is sent to the Chair to approve for sharing on the email mailing list (attendee listserv), or via social media.
2. The requested item will not be shared on the OLSSI website unless:
  - a) the Chair determines that it is of extremely high value for past and potential OLSSI attendees, and
  - b) the Steering Committee approves the posting by majority vote.
3. If approved for sharing on the OLSSI website, the posting will be set to expire three months after it is first posted, unless the nature of the requested item is such that a different time frame is more appropriate, at the discretion of the webmaster. The posting will not be allowed to remain for more than six months without the approval of the Chair.

**Third Party Postings Policy & Procedure by Karen Douglas.  
Originally presented March 14, 2014 by Karen Douglas.  
Subsequent revisions by Karen Douglas & P.M. Bradshaw.  
Amended: June 4, 2014.  
Accepted & Effective: June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #17: Trade Shows**

### Anecdotal Information:

OLSSI began utilizing trade shows and annual library conferences as a means of promotion & advertisement for the upcoming Institute starting in 2005.

In 2005, OLSSI attended OLC (Ohio Library Council Expo & Trade Show).

In 2006, OLSSI attended OLC, and ALAO (Academic Library Association of Ohio).

In 2007, OLSSI attended OLC, ALAO, and OELMA (Ohio Educational Library Media Association).

In approximately 2010, via Institute Evaluation Forms, we found that we were getting zero attendees from advertising at tradeshow. We stopped attending OLC and OELMA, for an approximate savings of \$1,500.00 annually. We continue to attend ALAO because we get either the vendor rate of approximately \$125.00, or the non-profit rate of \$0.00; also, we receive \$1,500.00 annually from ALAO.

### Trade Shows

While ALAO donates \$1,500 annually to OLSSI, OLSSI will attend ALAO annually unless it votes NOT to do so. The Steering Committee will vote on attending any other events individually, basing its decision on the current OLSSI funds available, registration cost of the event, cost of a possible overnight stay, cost to OLSSI personnel to staff the booth, and value of promotion that would be gained.

The Vice-Chair of Programming is in charge of putting together and booking OLSSI into ALAO and any other approved trade shows and library conferences. As the dates for these events fall closely after OLSSI elections, the newly elected (incoming) Vice-Chair of Programming should work with the previous (outgoing) Vice-Chair of Programming in these tasks, if possible.

The Vice-Chair of Programming shall collect the dates of the aforementioned events, and present that information to the Steering Committee. The VC-P, or any member of the Steering Committee, may introduce another event for consideration at any time.

The out-going Vice-Chair of Programming makes arrangements for OLSSI to attend the annual ALAO event. He/she will usually bring and set up the OLSSI poster display and tablecloth to the event. The incoming Vice-Chair of Programming is responsible for purchasing candy to give away (approximate cost \$40) and a prize or prize package to raffle off in order to secure new names and e-mails to contact people (approximate cost \$50). All purchases, price amounts, and possible themes must be approved by majority vote of the Steering Committee. He/she will usually take down the booth and display at the end of the day.

Incoming Vice-Chair of Programming is responsible for creating a booth schedule. Usually two to four people will staff the booth over the course of the day. These individuals are volunteers and are only eligible for reimbursement under specific circumstances as enumerated below:

- 1) Prior agreement to reimburse by majority vote of the Steering Committee;
- 2) Majority vote of the Steering Committee after the event, due to unforeseen, extenuating, or extreme circumstances that were in some way approved by the Chair.

### **Display Materials**

The “Traveling OLSSI Roadshow” consists of the OLSSI table cover, the poster board holder, and its posters. These items are the responsibility of the Vice-Chair of Programming. If these items are lost, the VC-P must pay to replace them. If these items are given to another Steering Committee member, the Committee must be notified at a regular meeting or by email to the entire committee. The Committee member who takes physical possession of these items also accepts financial responsibility for them.

### **Costs & Reimbursement**

Admission / entrance fees for trade shows may be paid for directly by our current fiscal agency. The Steering Committee may vote to approve another committee member taking the Vice-Chair of Programming’s place in the event that attendance would create significant practical problems for said VC-P. The Steering Committee may also discuss and vote on the possibility of (and amount of) reimbursement for the Vice-Chair of Programming (or replacement) in the event that an overnight stay is necessary, or the tradeshow site is more than 100 miles from their home.

**Tradeshows Policy & Procedure by P.M. Bradshaw & Karen Douglas.**  
**Originally presented March 28, 2008 by P.M. Bradshaw.**  
**Subsequent revisions by P.M. Bradshaw & Karen Douglas: June 4, 5, 10, 2014; January 13, 2015.**  
**Verbal procedure in effect January 2005; January 2009.**  
**Accepted & Effective: June 20, 2014; January 16, 2015.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #18: Financial Reserve**

The Ohio Library Support Staff Institute will attempt to keep a “financial reserve” amount of \$1,000.00 so that annual fiscal agency fees can always be met. This “best effort” to accomplish this will be a joint function of OLSSI and its current fiscal agency.

**Financial Reserve Policy & Procedure by P.M. Bradshaw, based on notes from Doug Morrison,  
presented March 28, 2008 by P.M. Bradshaw.  
Amended: May 29, 2014.  
Accepted & Effective: March 28, 2008; June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #19: Meeting Site**

### **Anecdotal Information:**

Steering Committee meetings are held in Columbus. Columbus was chosen because of its central location, allowing that no one would thus have more than a three hour drive to meetings. (Having a meeting in Cleveland, for example, would necessitate a five or six hour drive for Cincinnati residents.)

Meetings are not held at a location at the leisure of the Chair, but for in the best interest of all members of the Steering Committee.

Steering Committee meetings are to be held, if possible, in Columbus for the above-mentioned reasons. If possible, they are to be held at a location that provides the meeting space free of charge, as is done by the State Library of Ohio as of this writing.

Changing meeting venue requires a discussion and a 2/3 vote in the affirmative for approval.

**Meeting Site Policy & Procedure by P.M. Bradshaw.  
Originally presented September 22, 2006 by P.M. Bradshaw.  
Amended: March 28, 2008, June 16, 2014.  
Accepted & Effective: September 22, 2006; March 28, 2008, June 20, 2014.**

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# **Policy & Procedures of The Ohio Library Support Staff Institute**

## **Policy & Procedures #20: Capital Expenditures at the Institute**

In the event that either an emergency\* situation presents itself, or it is determined that added food and/or beverages (besides those already provided by the site) seem appropriate, purchasing of said items can be done with OLSSI funds by following these procedures:

1. All Officers present at the Institute must meet or be contacted, and informed of the situation.
2. All Officers present at the Institute must be included in a vote for such purchase(s).
3. The Chair and at least two other Officers must vote in the affirmative in order to authorize and spend funds.

The price cannot exceed \$150.00 for food, \$100.00 for beverages, or \$200.00 in copying/fax fees in a single day.

Regarding copying, fax, or like service, it must first be determined if these services may be obtained free from the site itself.

\*An 'emergency' is a situation in which an expenditure is required to avoid severely hindering the success of the Institute. Declaring a situation an 'emergency' requires an affirmative vote from at least the Chair and two other Officers.

### Addendum:

In order to avoid the time involved in gathering/contacting Officers, a vote to 'spend such monies if the need arises' may be held at a regularly scheduled Steering Committee meeting. If the result is in the affirmative, such funds are made available, but it is not mandatory they be spent.

**Capital Expenditures at the Institute Policy & Procedure by P.M . Bradshaw.  
Originally presented June 27, 2008 by P.M. Bradshaw.  
Subsequent Revisions by P.M. Bradshaw & Karen Douglas.  
Amended: June 4, 16, 2014.  
Accepted & Effective: June 27, 2008; June 20, 2014.**

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# **Policy & Procedures**

## **of**

### **The Ohio Library Support Staff Institute**

#### **Policy & Procedures #21: Evaluations**

The attendee evaluation form shall be updated/amended annually by either the Website Manager or the Chair Emeritus & Consigliere.

The registration &/or evaluation form for OLSSI is to include the following question: “How did you hear about this year’s OLSSI?” Replies to this question will help determine how people are finding out about OLSSI to help focus P.R. in the future.

The evaluation is to be included in the conference binder.

Results of the attendee evaluation form are to be compiled (Compiler #1) by either the Website Manager or another person as agreed upon by both the Chair and Chair Emeritus & Consigliere. The Chair CANNOT compile the results, nor may either of the Vice-Chairs. The Conference Liaison, officers, and presenters should not be compilers, but the choice of Compiler #1 is left to the discretion of the Chair and Chair Emeritus & Consigliere. A second compiler (Compiler #2) will affirm &/or correct the results of Compiler #1. Compiler #2 will be picked by the Advisory Board.

The compiled results are to be read and discussed at the September “First/Last” meeting. The results may be given to the Advisory Board earlier if the Chair approves it. If the Chair does not want this, or there is an issue within the results relating to any member of the Advisory Board, the results will be held by the compiler and released at the September meeting.

Information given by attendees is confidential. To maintain confidentiality and anonymity and avoid possible recognition of handwriting, upon compiling all data, the Compiler #2 is to destroy all original forms upon completion of their compilation/affirmation/correction of the results.

While paper copies may be handed out at the meeting, no digital copy is to be mass-distributed. The results are for the edification of the Steering Committee in preparing future OLSSI conferences, and not for the general public.

**Evaluations Policy & Procedure by P.M . Bradshaw.**  
**Originally presented November 21, 2014 by P.M. Bradshaw.**  
**Subsequent Revisions by P.M. Bradshaw, Karen Douglas, Dr. Paul Heintz, Brian Humphreys.**  
**Amended: Nov. 21, 2014; Jan. 7, 2015.**  
**Accepted & Effective: January 16, 2015.**

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