

ORGANIZATIONAL DOCUMENT
Of the Advisory Board
to the College Center for Library Automation
(As amended June 9, 2009)

ARTICLE I CCLA Advisory Board

Section A Function and mission

Part 1. Function

The established role and historical practice of the CCLA advisory process has been to provide input regarding the implementation and operation of the statewide automated library software as per legislative proviso and former State Board of Community College action. While CCLA and the Division of Florida Colleges (DFC) have the final decision authority regarding the system, there has always been a clear need and established practice of aligning the system based on input from the advisory process to the greatest degree possible.

The advisory process should provide five levels of primary input:

1. Input concerning software functionality for consideration by the vendor.
2. Input to assist CCLA as its staff establishes user parameters and works within options that the software offers.
3. Input regarding the implication and effectiveness of system use at the local and statewide level.
4. Input related to shared resources in the Florida Community College System.
5. Input on issues of interest to community college libraries; can be presented to CCLA as advice, or CCLA can request advice on issues as needed.

Part 2. Mission

The mission of the Advisory Board is to represent the library automation needs of community college students, faculty, and staff to the College Center for Library Automation; provide counsel to CCLA concerning strategic issues, products and services; encourage resource sharing; and promote library advocacy.

Section B Membership

Part 1. Appointed voting members

- a) The Advisory Board will consist of one representative from each Florida community college, who will be appointed by his/her respective college president.
- b) Members of the Advisory Board/Executive Committee serve at the pleasure of their respective community college presidents and can be removed at any time. Any member of the Executive Committee who ceases to be a member of the Advisory Board is automatically removed from the Executive Committee.
- c) Formal orientation sessions will be conducted for new Advisory Board members as soon as possible following their appointment by the institution's president.

Part 2. Voting alternates

A voting alternate (for a single meeting) may be designated at the discretion of either the college president or Advisory Board member. Notification shall be submitted in writing to the Advisory Board Chair with a copy to the CCLA Executive Director.

Part 3. Ex-officio voting members

- a) One representative appointed by the State Library.
- b) One representative appointed by the Division of Colleges and Universities (formerly State University System).
- c) Resource/liaison positions representing other organizations may be established by a majority vote of the CCLA Advisory Board. Those members shall be appointed by the organization they represent.

Part 4. Ex-officio non-voting members

- a) The CCLA Executive Director.
- b) One representative from the Division of Florida Colleges.
- c) One representative from the Distance Learning Consortium.
- d) Resource/liaison positions representing other organizations may be established by a majority vote of the CCLA Advisory Board. Those members shall be appointed by the organization they represent.

Section C Duties and responsibilities

Part 1. Organizational representation

Advisory Board members officially represent their college presidents or organizations.

Part 2. Provide input

Members of the Advisory Board provide input pertaining to statewide library automation, service needs, resource sharing and library advocacy

to provide the greatest return on the investment made by the State of Florida.

- Part 3. Attendance
Members must commit to regular attendance and active participation at meetings.
- Part 4. Promote CCLA
Board members will actively promote the mission of CCLA within their respective institutions and organizations.
- Part 5. Share Information
Advisory Board members shall ensure local input for the selection of electronic resources shared by the community college system.
- Part 6. Record Retention
The work of the Advisory Board is an official record. Members will work through CCLA staff to ensure consistency and accuracy, and that the official record of all work is housed at CCLA.

Section D Officers

The officers of the Advisory Board shall be a Chair of the Board, the Past Chair, and the Chair-elect.

- Part 1. Annual election
Officers of the Advisory Board and of the Executive Committee shall be elected by a majority vote at the regular annual meeting of the Advisory Board. The Nominating Committee proposed slate shall be communicated immediately following the March Executive Committee meeting. Nominations may also be made from the floor.
- Part 2. Special election
A special election will be called in the event of a vacancy of either or both the Chair and Chair-elect.
- Part 3. Past Chair
After a member has served as the Chair for a year he or she remains an officer of the Advisory Board for one year as the immediate Past Chair.

Section E Duties of Officers

- Part 1. Chair
- a) Calls and schedules meetings of the Board
 - b) Sets agendas for meetings
 - c) Presides over meetings of the Board
 - d) Serves as Chair of the Executive Committee. Reviews draft minutes prior to distribution to Executive Committee for approval; makes clarifications as needed and reconciles any discrepancies.
 - e) Attends the fall orientation meeting for new Executive Committee members at CCLA headquarters; attends the spring meeting of

officers to review CCLA Goals and Objectives and the review of expenditures for state funded eResources.

- f) Appoints a nominating committee for chair-elect at the December Executive Committee meeting.
- g) Provides an end-of-the-year summary report to the Advisory Board.
- h) Provides a summary transmittal of the report to the Division of Florida Colleges as part of the CCLA Annual Report.

Part 2. Chair-elect

- a) Serves in the absence of the Chair and is the automatic successor to the Chair. Assists the Chair in setting meeting agendas and other related responsibilities.
- b) Reviews and proposes amendments to the Organizational Document
- c) Serves as Chair-elect of the Executive Committee
- d) Attends fall orientation meeting for new Executive Committee members at CCLA headquarters; attends spring meeting of officers to review CCLA Goals and Objectives and the review of expenditures for state funded eResources.

Part 3. Past Chair

- a) Serves as an advisor to the Officers and the CCLA Advisory Board
- b) Serves as member of the Executive Committee
- c) Attends the spring meeting of the officers to review CCLA Goals and Objectives and the review of expenditures for state funded eResources.

Part 4. Review of Advisory Board Goals and Objectives

The Executive Committee officers will review existing goals, seek input from the Advisory Board and develop proposed goals and objectives prior to the spring meeting of the Executive Committee to be presented for approval at the annual meeting of the Advisory Board.

Part 5. Terms of Office

The officers of the Advisory Board shall serve one-year terms beginning on July 1 and ending on June 30. Accepting nomination as chair-elect requires a three-year commitment.

Section F Meetings

Part 1. Calling of meetings

- a) The full CCLA Advisory Board will meet at least annually or more often as needed. Meetings may be called by the Chair of the Advisory Board, the Executive Director of CCLA, or by a majority of the Advisory Board by petition to the Director or to the Chair.

- b) Regional meetings of CCLA Advisory Board members will be held at least annually. Recommendations made at regional meetings will be forwarded to the Executive Committee or Advisory Board for consideration.

Part 2. Quorum

A quorum shall consist of a majority of the voting members. A quorum must be present to conduct the business of the Advisory Board.

Part 3. Decisions by consensus

Decisions of the Advisory Board may be reached by consensus. If a vote is deemed necessary, all voting members may vote and the Chair shall serve as a tiebreaker.

Part 4. Documents

Documents needing approval of the Advisory Board must be distributed 7 days prior to the Advisory Board meeting.

ARTICLE II CCLA Executive Committee

Section A Function and role

Part 1. Purpose

The Executive Committee serves as a representative body of the Advisory Board. The primary purpose of the Executive Committee is to serve as a vehicle for conducting the business of the Advisory Board between its regular meetings. All decisions and/or actions of the Executive Committee are subject to review by the Advisory Board.

If any group or individual wishes to appeal a decision made by CCLA, the Advisory Board, the Executive Committee, or any CCLA Task Force or Standing Committee, a written request should be submitted to the CCLA Executive Director (in the case of CCLA actions) or the chair of the Executive Committee for any other actions. The CCLA Executive Director or Executive Committee Chair will return a written response to the requestor. If a negative response is received, further appeal may be made to the Advisory Board.

Part 2. Representation

Input (ideas and concerns) will be brought to the Executive Committee from members of the Advisory Board through their contact with region and size representatives. Feedback from the Executive Committee to Advisory Board members will be through the appropriate region and size representatives who will maintain regular contact with those Advisory Board members whom they represent.

Part 3. Activities

- a) A major function of the Executive Committee is working with the CCLA staff to identify product and service issues which require review.
- b) The Executive Committee will establish standing committees, task forces, and ad hoc committees which make recommendations to the Advisory Board or CCLA staff.
- c) The Executive Committee will promote communication between the advisory committee members and CCLA.

Section B Membership

Part 1. Voting members

Members of the Executive Committee must be members of the Advisory Board. Membership of the Executive Committee will consist of the following:

- a) Five members representing each of the five regions who will serve a two-year term from within their respective regions. (See addendum explaining region breakdown.) Note: regional representatives will communicate with institutions in their regions and be prepared to report at Executive Committee meetings on activities and concerns.
- b) Three members representing each of the three size divisions of community colleges who will serve a two-year term from within their respective groups. (See addendum explaining size breakdown.) Note: Size representatives will communicate to their size groups and will be prepared to report at Executive Committee meetings on size-related issues.
- c) The Chair, Past Chair, and Chair-elect of the Executive Committee are also the Chair, Past Chair, and Chair-elect of the Advisory Board.
- d) Newly elected Executive Committee members will participate in an orientation session prior to their first meeting.

Part 2. Alternates

- a) An alternate is not permitted to perform the functions of an elected Executive Committee member.
- b) A voting alternate is not permitted to substitute for an Executive Committee member.

Part 3. Ex-officio voting members

- a) One representative appointed by the State Library.
- b) One representative appointed by the Division of Colleges and Universities (formerly State University System).

- c) These will be the same individuals who serve as representatives on the Advisory Board.

Part 4. Ex-officio non-voting members

- a) The CCLA Executive Director.
- b) One representative appointed by the Division of Florida Colleges.
- c) One representative appointed by the Distance Learning Consortium.
- d) These will be the same individuals who serve as representatives on the Advisory Board.

Part 5. Additional members

- a) Representative positions on the Executive Committee require a majority vote of the Advisory Board.
- b) Ex officio members will be appointed by their respective organizations.

Part 6. Succession of members

- a) The Chair will be succeeded by the Chair-elect.
- b) Should it become necessary to replace a region/size division representative during a term, the replacement shall be elected by the appropriate region/size division. Replacement committee members will serve for the duration of the unexpired term.
- c) Membership on the Executive Committee may be terminated for any representative who misses two consecutive meetings and fails to notify the Chair. The Chair will notify the region/size group represented and request a new representative be appointed.
- d) A presidentially appointed Advisory Board member who replaces an elected member of the Executive Committee cannot automatically assume the elected position on the Executive Committee. A special election must be called.

Section C Duties and responsibilities

Part 1. Represent the Advisory Board

In their meetings of the Committee, and in their interaction with CCLA staff, members of the Executive Committee will serve as representatives of the Advisory Board for their respective region/size categories. As representatives they will be responsible for presenting all forms of input from their constituents to the Executive Committee and CCLA staff. Likewise, they will be responsible for reporting all Executive Committee actions and decisions back to their constituents.

- a) CCLA Goals and Objectives
Officers will meet with CCLA executive staff to review existing goals and to provide input into proposed goals and objectives for CCLA prior to its spring meeting of the Executive Committee.
 - b) Advisory Board Goals and Objectives
The Executive Committee will review existing goals, seek input from the Advisory Board and develop proposed goals and objectives prior to the spring meeting of the Executive Committee to be presented for approval at the annual meeting of the Advisory Board.
- Part 2. Act on behalf of the Advisory Board
Members of the Executive Committee will be expected to exercise their own informed judgment when taking action for the Advisory Board as a whole.
- Part 3. Provide input to the CCLA Annual Goals and Objectives
The officers will develop proposed goals and objectives for adoption by the Executive Committee as part of the advisory input into the annual status report to the Chancellor of the Division of Florida Colleges. Committee structures and their charges are reviewed as part of the annual goals and objectives development process.
- Part 4. Serve as liaisons
Members of the Executive Committee will be expected to serve as liaisons to standing committees and task forces during their second year of service on the Executive Committee. The liaison supports the work of the standing committee chair and presents standing committee reports at the Executive Committee meetings; however, the chair of a task force, standing committee, or ad hoc committee may be requested to present major reports or recommendations to the Executive Committee.
- Part 5. Conduct regional meetings
Regional representatives will maintain regular contact with Advisory Board members in their region and will be responsible for holding regional meetings as needed. Reports from these meetings will be given at the December meeting of the Executive Committee.
- Part 6. Work for the common good of the system
Members of the Executive Committee must foster the concept of using CCLA systems and services to serve the common good. Likewise, they should be committed to exploring openly all sides of all issues in order to make the most efficient usage of the system for the state's community colleges.
- Part 7. Record Retention
The work of the Executive Committee is an official record. Members will work through CCLA staff to ensure consistency and accuracy, and that the official record of all work is housed at CCLA.

- Part 8. **Appoint a Nominating Committee**
As part of the December meeting, the Chair will select a three-person nominating committee that includes: 1) a past Advisory Board Chair; 2) a member of the Advisory Board that is not currently serving on the Executive Committee, and 3) a sitting member of the Executive Committee who will serve as chair.
- Part 9. **Conduct an Evaluation of the Advisory Board**
Executive Committee members will conduct and review an evaluation of the Advisory Board biennially.

Section D Officers

The officers of the Executive Committee shall consist of the elected officers of the Advisory Board.

Section E Meetings

- Part 1. **Calling of meetings**
Meetings of the Executive Committee will be held quarterly or when deemed appropriate. Meetings may be called by the Chair of the Executive Committee, the Executive Director of CCLA, or by a majority of the members of the Committee by petition to the CCLA Executive Director or to the Chair.
- Part 2. **Quorum**
A quorum shall consist of a majority of the voting members. A quorum must be present to conduct the business of the Executive Committee.
- Part 3. **Decisions by consensus**
Decisions of the Executive Committee may be reached by consensus. If a vote is deemed necessary, all voting members may vote and the Chair shall serve as a tiebreaker.
- Part 4. **Use of telecommunications**
The Executive Committee and appointed standing committees and task forces are encouraged to use telecommunications as a means of reducing travel and operating expenses.
- Part 5. **Joint FCLA/CCLA Meeting**
The Executive Committee will meet with the FCLA Board annually in conjunction with the December meeting. The December CCLA Executive Committee meeting is planned as a full-day session to precede the joint meeting. Meeting location is determined by the host.
- Part 6. **Distribution of minutes and documents**
Minutes shall be distributed to the Advisory Board as approved within thirty days of the meeting. A list of approved motions made during the meeting shall be distributed within seven days of the meeting.

Documents shall be distributed to the Executive Committee seven days prior to the meeting in order to discuss and approve.

ARTICLE III Standing Committees

When CCLA products and services require review, the Executive Committee will create standing committees as needed to provide appropriate expertise, and consider recommendations from those committees.

Section A Function and role

- Part 1. Establishing a committee
The Executive Committee will establish standing committees as needed.
- Part 2. Subcommittees
Standing committees may create subcommittees, task forces and working groups to address specific issues within a defined time frame.
- Part 3. Committee Actions
The Executive Committee must approve any committee guidelines or actions affecting state system-wide policies and procedures.
- Part 4. Cessation of a committee
In the event it is determined by the Executive Committee that a standing committee is no longer needed, it may be dissolved. The CCLA Executive Director will send notification of cessation of the standing committee to its members.

Section B Membership

- Part 1. Standing committee members
- a) The Executive Committee will appoint members of standing committees in March of each year, from nominations submitted to the Chair. Committees will be comprised of eight voting members selected by the Executive Committee. The Executive Committee may create non-voting positions on standing committees to be filled by other organizations.
 - b) Applications for voting member positions will be solicited statewide, with desired representation from each of the three institutional size groups (small, medium, large) and five geographic regions. In the event an insufficient number of nominations is received, the Executive Committee may elect to either delay the appointment process and re-advertise the vacancy or make a direct appointment, exclusive of the nomination process. If a direct appointment is made, the same criteria of representation and expertise as in Sec. B1.1.a above will be used to select the appointee.
 - c) Advisory Board members are generally excluded from service on a standing committee; however, exceptions may be made based on local circumstances and expertise.

- d) Committees are expected to operate by consensus; however, when a vote is called for, only members appointed by the Executive Committee have full voting privileges.

Part 2. Replacements

In the event of a resignation from a standing committee, the Executive Committee will determine whether or not it shall be necessary to appoint a replacement. Should a replacement be deemed necessary, the same procedure will be used for replacement as for initial appointments.

Part 3. Chair

- a) Standing committee members will select their own Chair.
- b) The term of office for the Chair shall be one year. The Chair may serve consecutive terms, not to exceed two terms.
- c) Standing committees are expected to present reports (through their Chair and/or Executive Committee liaison) to the Executive Committee. A template will be used to facilitate the generation of reports or the sharing of information.

Part 4. Liaisons

- a) At least one member of the Executive Committee will be appointed as a liaison to each standing committee.
- b) It will be the responsibility of the liaison to make periodic progress reports to the Executive Committee. If the liaison is unable to report, the chair of a task force, standing committee, or ad hoc committee may be requested to present major reports or recommendations to the Executive Committee.
- c) The liaison will be a full participant in the activities of the standing committee, act in the absence of a chair, and shall provide Executive Committee perspective to the standing committee when appropriate. A template will be used to facilitate the generation of reports or the sharing of information.

Part 5. Vacancies

The CCLA Executive Director will send the official announcement of vacancies for standing committee membership to Advisory Board members in January of each year.

Section C Terms of office

Terms of office for members of standing committees will be three years, beginning on July 1 and ending on June 30 of year three, with terms staggered. Initial appointments to new committees will be staggered by lot.

Section D Reappointment

Part 1. Current members

Current committee members will be eligible for reappointment utilizing the standard nomination/application process.

Part 2.

Vacancy announcements

The official announcement of vacancies for standing committee membership will be sent by the CCLA Executive Director to Advisory Board members in January of each year.

Section E Committee communication

Current and ongoing communication is expected in an effort to provide the membership with comprehensive information.

The Chair of each standing committee shall transmit an annual written report of committee activities to the Chair of the Executive Committee by April 30 of each year. A minority report may accompany any standing committee report. Minutes will be available upon approval. Approval is permissible through electronic means.

ARTICLE IV Amending the Organizational Document

Proposed amendments must be presented in writing to the Chair of the Advisory Board prior to its regular annual meeting so that the proposal can be circulated to the membership at least 30 days prior to that meeting. Amendments will pass by a majority vote of a quorum of the Advisory Board.