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Saint Louis Medical Librarians Procedure Manual

2014 Edition Compiled by

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Approved by Board of Directors 08/11/2014

Saint Louis Medical Librarians

Procedure Manual

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PREFACE

The Purpose of this Procedure Manual is to outline the duties and responsibilities of each position within the Saint Louis Medical Librarians (also referred to as “SLML” or “the Organization”).

Standing Committees are those which are appointed to carry out the essential work of the Organization. These committees are necessary for the ongoing work of the Organization.

Ad Hoc special committees and subcommittees are those which are appointed by the President and the Executive Committee to complete a specific task which they have determined to be appropriate. These committees are initiated to fulfill the specific function(s) of a particular task, which may not be essential to the ongoing business of the Organization.

Approved by Board of Directors 08/11/2014

Saint Louis Medical Librarians

Procedure Manual

Executive Committee

Elected Officers

A. The Executive Committee:

- Consists of the President, the President Elect, the Immediate Past President, the Secretary, the Treasurer, and the Members at Large;
- The Chair is the President of the Organization;
- The Secretary is the is the Secretary of the Organization;
- Members of the Executive Committee are also on the Board of Directors;
- The presence of four members of the Executive Committee shall constitute a quorum;
- All members of the Executive Committee have voting privileges.

B. The Executive Committee will:

- Be responsible for the general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
- Have general supervision of the affairs of the Organization between business and Board meetings;
- Hold at least two meetings annually, and shall hold additional meetings upon the call of the President, or at the written request of any three members of the Executive Committee;
- Hold open meetings, although only members of the Executive Committee may vote on issues raised;
- Conduct a meeting of the outgoing and incoming Executive Committee after the Annual Business Meeting for the purpose of transferring records and information;
- Elect replacements for resigning officers, with the exception of the President Elect;
- Provide, by consensus of the Executive Committee, the Organization's public response to issues affecting the membership.
- Approved by Board of Directors 08/11/2014

President

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting of the following year.

Duties:

- A. Serve as Chair of the Executive Committee and Board of Directors and as such:
- Provides leadership and direction for the Organization;
 - Coordinates and oversees all operations of the Organization (including general operation, planning, policy and procedure making and ensuring the financial integrity of the Organization);
 - Provides a structure, framework and timeline for the Organization to enable committees to operate in a timely fashion and with clear direction in coordinating the year's activities;
 - Schedules Executive Committee and Board of Directors meetings for the year and prepares an agenda for each meeting which is distributed to these members;
 - Schedules ordinary meetings in advance, taking into consideration the schedules and availability of the Board members;
 - Considers alternate meeting format to allow those Board members who are unable to attend in person;
 - Emails scheduled meeting notifications/reminders, and the most recent minutes and other materials to the Executive Committee and/or Board of Directors a week before the date of the next meeting;
 - Identify and appoint committee chairs for the incoming year at or soon after the Annual Business meeting;
 - Request that all committee chairs submit a written copy of their Action Plan, Timetables and Budget Requests by the first Board meeting;
 - Prepares a revised Annual Plan for the coming year (working with the Action Plans of the committee chairs);
 - Request that all committee chairs submit a copy of their mid-year reports (which will include committee rosters) one week before the mid-year meeting;
 - Receives information regarding committee chairs and committee rosters;
 - Collects committee year end (annual) reports to pass along to the President Elect for the Evaluation of the Annual Plan;
 - Forwards lists of meetings and event dates to the Communications Chair for dissemination to the membership via the SLML webpage, calendar, and listserv;
 - Presides over all Business, Board of Directors, and Executive Committee meetings;
 - Assigns Members at Large other duties as requested;
 - Appoints special Ad Hoc Committees as needed;

- Cooperates with leaders of other organizations in the St. Louis area in matters of common concern;
- Works closely with the President-Elect;
- Introduces new members at their first attendance at an Organizational function;
- Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the Governance Committee;
- At the end of their term of office sends annual reports and other pertinent files to the Archives;

Special Requirements

- Position requires a large time commitment.
- Individuals must be willing to travel to other institutions for Business, Executive Committee and Board of Directors' meetings.

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

President-Elect

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting of the following year.

Duties:

- A. The President Elect serves as a member of the Executive Committee and as such:
 - Aids in the transition of leadership and provides continuity in governance;
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Business, Executive Committee and Board of Directors' meetings;
 - Assists the President in the duties and obligations of the presidency and performs other duties as assigned;
 - Presides at meetings in the absence of the President (or at the request of the President);
 - Assumes the office of the President for the unfilled term in the event of the resignation of the President;
 - Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the President prior to the Annual Business Meeting;
 - Submits a written report to the membership at the Annual Business Meeting;
 - Transfers supporting documents to the incoming President-Elect.

- B. The President Elect will:
 - Submit a written evaluation of the Annual Plan, and a revised plan to the President one week prior to the Annual Business meeting;
 - Present the Evaluation of the Annual Plan to the general membership at the Annual Business meeting;
 - Submit a copy of the revised Annual Plan to the Chair of the Communications committee for posting on the SLML website;
 - As President, identify and appoint committee chairs for the incoming year by the time of the first Board meeting;

Special Requirements:

- Position requires a large time commitment over three years;
- Individual must be willing to attend all Business, Executive Committee and Board of Directors meetings;
- Individual should be familiar with the Annual Planning process;

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Immediate Past President

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting of the following year.

Duties:

- A. Serves as a member of the Executive Committee and as such:
 - aids in the transition of leadership and provides continuity in governance;
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Board of Directors, Executive Committee and Annual Business meetings;
 - Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the President prior to the Annual Business meeting;
 - Submits an annual report to the President prior to the Annual Business meeting;
 - Transfers supporting documents to the incoming Immediate Past President.

- B. The Immediate Past President will:
 - Execute special projects as directed by the President, the Executive Committee and the Board of Directors;
 - Serve on the Governance Committee;
 - Present to the Governance Committee Procedure Manual changes and suggestions collected from the previous year for review;
 - Chair the Nominating Committee and appoint members;
 - Provide the Nominating Committee with the names of those individuals interested in running for office, or those recommended for office, no later than April 1st.

Special Requirements:

- Position requires moderate time commitment;
- Individual must be willing to attend all Business, Executive Committee and Board of Directors and Governance Committee meetings;

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)

- Procedure Manual (sml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Secretary

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting three years later.

Duties:

- A. Serves as a member of the Executive Committee and as such:
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Board of Directors, Executive Committee and Annual Business meetings;
 - Presides at meetings in the absence of the President and President Elect, delegating secretarial responsibilities of recording meeting minutes to any member in good standing who is present;
 - Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the President prior to the Annual Business Meeting;
 - Submits an annual report to the President and President Elect prior to the Annual Business meeting;

- B. The Secretary will:
 - Record the minutes of all Business, Executive Committee and Board of Directors meetings;
 - Send out correspondence as requested by the President, the Board of Directors or the Executive Committee;
 - Make corrections to the minutes, if needed, and maintain the Minutes files;
 - Email the approved minutes to the Communications Chair for posting on the web site;
 - Keep a file of all agenda and written reports given at any meeting;
 - Send the original of all agenda, meeting minutes, Bylaws and written reports to the Chair of the Archives Committee;
 - Transfer all supporting documents and files at the end of the three year term to the incoming Secretary.

Special Requirements:

- Position requires a three year time commitment;
- Individual must be willing to attend all Business, Executive Committee and Board of Directors meetings;
- Be able to make use of current standard forms of communication.

Supporting Documents

- Bylaws (sml.org)
- Annual Plan (sml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (sml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Treasurer

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting three years later.

Duties:

- A. Serves as a member of the Executive Committee and as such:
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Business, Executive Committee and Board of Directors' meetings;
 - Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the President prior to the Annual Business Meeting;
 - Submits an annual Treasurer's Report to the President at the Annual Business meeting;
 - Transfers supporting documents to the incoming Treasurer;
 - Seeks approval from the Executive Committee for any non-budgeted expenditures.

- B. The Treasurer will:
 - Update signature card(s) for bank account(s) [signatories shall be the Treasurer, the President, the President Elect, and the Immediate Past President];
 - Prepare an annual written Organizational Budget Proposal, based upon the requests received from officers and committee chairs through the President and Executive Committee;
 - Record all financial transactions of the Organization;
 - Prepare and present a written Treasurer's Report at each Business and Board of Directors meetings;
 - Submit Form 990-N to the Internal Revenue Service annually;
 - Submit the tax exemption renewal notice to the Department of Revenue prior to the expiration of the Missouri Sales/Use Tax Exemption letter;
 - Send the previous year's documents to the Archive.

- C. The Treasurer will:
 - Serve as an ex-officio member of the Membership Committee;
 - Monitor financial obligations due the Organization and coordinate follow-up with committee chairs as appropriate;
 - Accept membership dues and other monetary receipts, as committee chairs forward them;
 - Make payment for expenses incurred by the Organization's business, as officers and committee chairs forward expense reports;
 - Serve as a member, and may serve as its chair when a Finance Committee is active.

Special Requirements:

- Position requires moderate time commitment;
- Individuals must be willing to attend all Business, Executive Committee and Board of Directors meetings;
- Individual must have necessary skills for use of word processing and spreadsheet computer programs
-

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Members at Large

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year elected and ends at the close of the SLML Annual Business Meeting three years later.

Duties:

- A. Serves as a member of the Executive Committee and as such:
 - Aids in the transition of leadership and provides continuity in governance;
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Business, Executive Committee and Board of Directors' meetings;
 - Reviews pertinent portions of the Procedure Manual and forwards any changes and recommendations to the President prior to the Annual Business Meeting.

- B. The Members at Large will:
 - Represent the general membership at Executive Committee and Board of Directors meetings;
 - Perform other duties as assigned by the President;
 - Transfers supporting documents to the incoming Members at Large.

- C. The Members at Large will:
 - Act as liaison between the general membership and the Executive Committee, forwarding information, maintaining contact with committee chairs, being responsive to the issues and concerns of the membership.

Special Requirements:

- Position requires moderate to large time commitment;
- Individuals must be willing to attend all Business, Executive Committee and Board of Directors meetings;
- Individuals should listen and act as a sounding board for ideas, suggestions, and complaints;
- Individuals should be able to offer suggestions and perform duties as needed and requested by the Executive Committee or Board of Directors, or the general membership.

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)

- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com1>

Approved by Board of Directors 08/11/2014

Saint Louis Medical Librarians

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Board of Directors

Committee Chairs

Standing Committees

Ad Hoc Committees

A. The Board of Directors:

- Includes all members of the Executive Committee and the Chairs of all active committees;
- A majority of the members constitutes a quorum;
- All members have voting privileges;
- The Chair is the President of the Organization;
- The Secretary is the Secretary of the Organization.

B. The Board of Directors will:

- Participate in policy and procedure making and ensure the financial integrity of the Organization;
- Meet at least twice per year (once at the beginning of the year and once at the end), the latter meeting shall include the annual evaluation of the Organization's Annual Plan's goals, objectives, strategies, and measurement indicators;
- Approve and implement the Organization's Annual Plan;
- Approve the budget of the Organization;
- Hold open meetings, although only members of the Board of Directors may vote;
- Announce upcoming Board of Directors' meetings via the Organization's communications avenues;
- Conduct a meeting of the outgoing and incoming Board of Directors, after the Annual Business Meeting, for the purpose of transferring records and information.

Approved by Board of Directors 08/11/2014

Archives

Term of office:

Begins at the close of the SLML Annual Business Meeting of the year appointed and ends at the close of the SLML Annual Business Meeting the following year.

Duties:

- A. The Chair serves as a member of the Board of Directors, and as such:
- is appointed by the President;
 - shares responsibility for general operations, planning, policy and procedure making, and for ensuring the financial integrity of the organization;
 - attends all regular Board of Directors meetings and any additional meetings called by the President.
- B. The Chair will:
- appoint committee members and submit a roster to the President, prior to the first Board meeting;
 - have the authority to form subcommittees with the approval of the Executive Committee;
 - call and chair committee meetings;
 - consult with the President in creating action plans and timetables;
 - prepare and submit a written action plan with timetable for Executive Committee approval;
 - prepare and submit a written Archives Committee budget for Executive Committee approval;
 - submit a current committee roster to the Recognition and Awards Committee by January, or upon request;
 - contribute items of interest to the Communications Chair for posting on the web site;
 - review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business meeting;
 - submit an annual written report to the President and a copy to the President-Elect one week prior to the meeting for the annual evaluation of Annual Plan indicators;
 - transfer committee records and supporting documents as listed below, to the incoming chair.
- C. The Committee will:
- obtain archival copies of all documents generated by officers and committee chairs;
 - organize and update files;
 - establish and maintain retention schedules;
 - work with the Recognition and Awards Committee to verify membership information;
 - provide assistance to members needing access to materials in the Archives;
 - inform the membership which materials should be forwarded to the Archives;
 - evaluate and revise as needed the following listing of materials which may be included in the Archives:
 - ◆ Annual reports
 - ◆ Board meetings - agenda and minutes

- ◆ Bylaws
- ◆ Business meeting documents (agenda, minutes, flyers, brochures, etc.)
- ◆ Committee reports
- ◆ Constitution
- ◆ Correspondence by or to the President or other officers of the SLML
- ◆ Membership brochures
- ◆ Membership rosters
- ◆ Memorabilia
- ◆ Newsletters
- ◆ Photographs
- ◆ Policy statements
- ◆ Procedure Manuals and Manual Appendices
- ◆ Records of formalized ties with other organizations
- ◆ Strategic Plans
- ◆ Annual Plans
- ◆ Tax Information
- ◆ Treasurer's reports
- ◆ Annual Web Page Snapshots

Special Requirements:

- activities of this Committee require a variable time commitment;
- the Archives will be housed at the Washington University School of Medicine Library Archives with permission of its Archivist. Access to this facility is available during regular business hours.

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Communication

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year appointed, and ends at the close of the SLML Annual Business Meeting the following year.

Duties:

- A. The Chair serves as a member of the Board of Directors, and as such:
- is appointed by the President;
 - shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - attends all regular Board of Directors meetings and any additional meetings called by the President.
- B. The Chair will:
- appoint committee members and submit a roster to the President, prior to the first Board meeting;
 - have the authority to form subcommittees with the approval of the Executive Committee;
 - call and chair committee meetings;
 - consult with the President in creating action plans and timetables;
 - prepare and submit a written action plan with timetable for Executive Committee approval;
 - prepare and submit a written Communication Committee budget for Executive Committee approval;
 - submit a current committee roster to the Recognition and Awards Committee by January, or upon request;
 - contribute articles to the web site, discussion list or other member communication forums as appropriate;
 - review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business Meeting;
 - submit an annual written report to the President and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
 - transfer committee records and supporting documents, as listed below, to the incoming chair.
- C. The Committee will:
- be responsible for the dissemination of information of interest to the Organization's members;
 - facilitate internal communication within the Organization;
 - utilize a variety of means, including print or electronic channels to share information on the Organization's services, products, members, and health information science;
 - facilitate communication about the Organization and its activities to external library and health care organizations;
 - establish linkages to other library organizations;
 - solicit information relevant to area health sciences librarians;
 - include reports of SLML Executive Committee and Board of Directors decisions, and

- other SLML business matters;
- publish on the web site the Organization's calendar of events, including programs, Executive Committee, Board of Directors, and regular business meeting dates;
 - be responsible for the transfer of news and other information to the Organization's "web master";
 - make sure that the Board of Directors listing is current and updated annually with the dates of the term of office indicated.

Special Requirements:

- position requires a moderate time commitment;
- chair must be willing to travel to other institutions for Board of Directors' meetings;
- the Chair or other Committee member should have personal contacts within the wider local library community.

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Continuing Education and Program

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year the individual serves and ends at the close of the SLML Annual Business Meeting the following year.

Duties:

- A. The Chair serves as a member of the Board of Directors, and as such:
- Is appointed by the President;
 - Shares responsibility for general operations, planning, policy and procedure making and for ensuring the financial integrity of the Organization;
 - Attends all Board of Directors meetings and any additional meetings called by the President.
- B. The Chair will:
- Appoint committee members and submit a roster to the President, prior to the first Board meeting;
 - Have the authority to form subcommittees with the approval of the Executive Committee;
 - Call and chair committee meetings;
 - Consult with the President in creating action plans and timetables;
 - Prepare and submit a written action plan with timetable for Executive Committee approval;
 - Prepare and submit a written Education and Program Committee budget for Executive Committee approval;
 - Keep in touch with the Treasurer regarding financial details of each program;
 - Submit a current committee roster to the Recognition and Awards Committee by January, or upon request;
 - Contribute items of interest to the Communications Chair for posting on the web site;
 - Introduce new members at their first attendance of an Organizational function;
 - Review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business meeting;
 - Submit an annual written report to the President and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
 - Transfer committee records and supporting documents as listed below to the incoming chair.
- C. The Committee will:
1. Conduct overall program and educational planning and evaluation by:
 - Assessing the professional development needs of the membership using program surveys as a guide;
 - Identifying, selecting, and scheduling program topics and appropriate speakers/instructors;
 - Identifying, providing and disseminating information regarding community-wide educational and programming opportunities for the membership;

- Setting a preliminary calendar of programs and continuing education offerings for the year and submitting it to the Communications Chair for posting on the web site and/or listserv;
 - Preparing evaluations for each event;
 - Preparing a membership interest survey to elicit comments on the educational and program activities for the year. (These surveys should be used in planning the next year's activities.)
2. Announce and advertise all events by:
- Creating an announcement for each program and educational opportunity, including the following information: date, time, place, program title/description, sponsor (if any), who may attend, deadlines for registration and a map and location guide with directions and parking hints as needed, and, if there is a cost, to whom payment should be made and sent;
 - Disseminating the announcement information to every member in the most expedient manner possible (including SLML-L discussion list, or SLML web site);
 - Receiving attendance responses or regrets via mail, telephone or electronic mail.
3. Plan, arrange, and coordinate each event by:
- Designating a Committee representative(s) to handle and/or coordinate all arrangements;
 - Making specific arrangements with all speakers/instructors by written confirmation regarding details of service and/or fees for services;
 - NOTE: Expenses over \$500 must receive majority approval by the SLML of Directors obtaining the necessary biographical information about the Speaker/instructor for the introduction made by the designated Committee representative;
 - Making all local meeting arrangements (including requests for meeting space, seating set-up, speaker's equipment and any other technical requirements);
 - Providing adhesive paper name tags for attendees;
 - Arranging hospitality services for out-of-town speakers/instructors and designating a Committee representative to be responsible for this;
 - Making financial arrangements with the Treasurer for all costs associated with the event, and negotiated expenses for the speaker/instructor (e.g., food, lodging, transportation, honorarium);
 - Arranging for local photocopying of handouts (do not have material mailed to the program/CE site);
 - Confirming arrangements with all involved parties (speaker, host, caterer, etc.) regarding number of attendees, audiovisual needs, refreshments and setup; consider: who brings what, who makes what, when food is to be served, when food is to be removed and all other logistical elements;
 - Written THANK YOU note(s) to the speaker(s) and host (ess).
4. As appropriate, the Committee will:
- Seek the necessary certification required by the Medical Library Association (or other accrediting body) for approval under their continuing education credits;
 - File all necessary paperwork for such approval and follow up as needed;

- Confirm this continuing education credit standing with the accrediting body before final registration for the course offered
- Provide signup sheets from which they may calculate the number of attendees, and determine the evaluation of the event.

D. Other Duties

1. Provide name tags at each meeting or function.
2. Sign-up Sheets:
 - Set out SIGN-UP SHEETS for each meeting and turn them over to the Archives at the end of the year (the number of members attending meetings is an important indicator for the Program Committee)
 - Signup sheets will be provided by the Education and Program Committee Chairs for program and/or educational events (in regard to their need to know the number of attendees and to evaluate the events)

Specific to Education and Program Committee:

- Example of program announcement
- Example of continuing education announcement
- Examples of other documents which may be needed in performing the duties of this committee
- Examples of past surveys

Special Requirements:

- Activities of this Committee require a large time commitment
- Must be willing to travel to other institutions for meetings
- Should attend all meetings and programs

Supporting Documents:

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual report from previous year (Archives)
- Pertinent files, records, and notes (Archives)
- Procedure Manual (slml.org)
- Document Retention Guidelines (as determined by the Archives Committee)
- *Robert's Rules of Order* (<http://www.robertsrules.com>)

Approved by Board of Directors 08/11/2014

Governance

Term of office:

Begins at the close of the SLML Annual Business Meeting of the year appointed, and ends at the close of the SLML Annual Business Meeting the following year.

Duties:

- A. The Chair serves as a member of the Board of Directors, and as such:
- is appointed by the President;
 - shares responsibility for general operations, planning, policy and procedure making, and for ensuring the financial integrity of the Organization;
 - attends all regular Board of Directors meetings and any additional meetings called by the President.
- B. The Chair will:
- appoint committee members and submit a roster to the President, prior to the first Board meeting;
 - have the authority to form subcommittees with the approval of the Executive Committee;
 - call and chair committee meetings;
 - consult with the President in creating action plans and timetables;
 - prepare and submit a written action plan with timetable for Executive Committee approval;
 - prepare and submit a written Governance Committee budget request for Executive Committee approval;
 - submit a revised committee roster to the Recognition and Awards Committee by January, or upon request;
 - contribute articles to the web site, discussion list or other member communication forums as appropriate;
 - review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business meeting;
 - submit an annual written report to the President, and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
 - transfer committee records and supporting documents as listed below, to the incoming Chair.
- C. The Committee will:
- review and propose changes to the Bylaws as recommended by the membership, the Executive Committee, or as dictated by the Annual Plan;
 - put forth written notice of amendments to Bylaws to be voted on by the membership;
 - explain to the membership at an appropriate business meeting any amendments or revisions being recommended;
 - revise and maintain the Organization's bylaws;
 - publish revised Bylaws and transfer to Communications Chair for posting on SLML web site;
 - review, revise, and maintain the Organization's Procedure Manual and its Appendices.

Special Requirements:

- activities of this Committee require a long-term time commitment

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Membership

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year appointed, and ends at the close of the SLML Annual Business Meeting of the following year.

Duties:

- A. The Chair serves as a member of the Board of Directors, and as such:
- Is appointed by the President;
 - Shares responsibility for general operations, planning, policy and procedure making, and for ensuring the financial integrity of the Organization;
 - Attends all regular Board of Directors meetings and any additional meetings called by the President.
- B. The Chair will:
- Appoint committee members and submit a roster to the President prior to the first Board meeting;
 - Call and chair committee meetings;
 - Have the authority to form subcommittees with the approval of the Board of Directors;
 - Consult with the President in creating action plans and timetables;
 - Prepare and submit a written action plan, with timetable for Executive Committee approval by the first Board meeting;
 - Prepare and submit a written Membership Committee budget for Executive Committee approval;
 - Submit a current committee roster to the Recognition and Awards Committee as requested;
 - Contribute article(s) to the web site, discussion list, or other member communications forums as appropriate;
 - Work in coordination with the Treasurer to maintain the membership records and payment of membership dues;
 - Review pertinent portions of the Policy and Procedure Manual, and forward any changes and recommendations to the Immediate Past President;
 - Submit an annual written report to the President, and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
 - Send "Willingness to Serve" forms for officers and committee chairs solicitation and suggestions in the body of the Membership Renewal form;
 - Provide each committee Chair with information from the returned "Willingness to Serve" forms which may be used in their solicitation of committee members;
 - Transfer committee records and supporting documents as listed below to the incoming committee chair.

C. The Committee will follow the schedule below for Dues Collection and creation of the Membership Directory:

- September-October
 - Revise membership form for each membership year;
 - Submit revised membership form to the Board for approval.
- November-January
 - Send three announcements on the SLML Listserv for membership renewal;
 - Process returned renewals;
 - Update membership list in Excel file including note of interest in serving as an officer or on a committee;
 - Deposit dues received and send deposit slips sent to the Treasurer;
 - Add new members to SLML Listserv;
 - Send welcome email via SLML Listserv to new members;
 - Inform President of new members;
 - Inform President of members who indicate an interest in running for an office or working on a committee;
 - Send one personal reminder email to non-renewals;
 - Send updated Excel file on a weekly basis to the Communications Chair for updating membership listing on SLML website.
- January
 - Inform President of non-renewals.
- March
 - Send membership list to Archivist.
 - Upon request send Recognition and Awards Committee list of members who have been members for 5, 10, 15, 20, 15, 30, 35, or 40 years, or in five year increments.

Special Requirements:

- Activities of this Committee require a variable time commitment;
- Must be willing to travel to other institutions for meetings;

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)
- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Nominating

Term of Office:

Begins at the close of the SLML Annual Business Meeting of the year appointed and ends at the close of the SLML Annual Business Meeting the following year.

Duties: The Chair serves as a member of the Board of Directors and as such is the Immediate Past President serves as a member of the Executive Board:

- The Chair is the Immediate Past President who will appoint other committee members;
- be responsible for all elections;
- prepare a slate of one or more candidates for President-Elect, Secretary, Treasurer, and Members at Large positions;
- obtain acceptance of each nominee before submitting the slate;
- Post the ballot and voting instructions to the SLML Listserv at least thirty (30) days prior to the Annual Business Meeting;
- conduct a new election should the President-Elect resign.

B. The Chair will:

- call and chair Nominating Committee meetings;
- consult with the President in creating an action plan and timetable;
- prepare and submit a written budget and action plan, with timetable for Executive Committee approval;
- submit a roster of current members to the President, Communications Chair and Chair of the Recognition and Awards Committee, prior to the first Board meeting or upon request;
- contribute articles to the web site, discussion list or other member communication forums as appropriate;
- report to the Executive Committee;
- review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business Meeting;
- submit an annual written report to the President and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
- transfer committee records and Supporting Documents, as listed below, to the incoming committee chair.

Special Requirements:

- activities of this Committee require a variable time commitment;
- knowledge of strengths and characteristics of the SLML membership

Supporting Documents

- Bylaws (slml.org)
- Annual Plan (slml.org)
- Annual Reports from previous year (Archives)

- Pertinent files, reports and notes (Archives)
- Procedure Manual (slml.org)
- Robert's Rules of Order <http://www.robertsrules.com>

Approved by Board of Directors 08/11/2014

Recognition and Awards

Term of Office

Begins at the close of the SLML Annual Business Meeting of the year appointed, and ends at the close of the SLML Annual Business Meeting the following year.

Duties:

A. The Chair serves as a member of the Board of Directors, and as such:

- is appointed by the President;
- shares responsibility for general operations, planning, policy and procedure making, and for ensuring the financial integrity of the Organization;
- attends Board of Directors meetings and any additional meetings called by the President.

B. The Chair will:

- appoint committee members and submit a roster to the President prior to the first Board meeting.
- have the authority to form subcommittees with the approval of the Executive Committee;
- call and chair committee meetings;
- consult with the President in creating action plans and timetables;
- prepare and submit a written action plan with timetable for Executive Committee approval;
- prepare and submit a written Recognition and Awards Committee budget request for Executive Committee approval;
- prepare the Committee's revised membership roster for Recognition and Awards information, by January, or upon earlier request;
- Contribute updates to the SLML Website.
- review pertinent portions of the Procedure Manual and forward any changes and recommendations to the President prior to the Annual Business meeting;
- submit an annual written report to the President, and a copy to the President-Elect one week prior to the meeting for the annual evaluation of the Annual Plan indicators;
- transfer committee records and supporting documents as listed below to the incoming chair.

C. The Committee will:

- determine recipients for length of membership awards and verify eligibility through membership rosters;
- Solicit nominations from members of SLML who should be recognized for their leadership and service to the Organization;
- list prior recipients so as to prevent nomination of prior awardees;
- determine deadline(s) for award nominations in order to make presentations at the Annual Award meeting;
- obtain from the President a listing of all committees, their chairs and members;
- receive all nominations for awards and recognition;
- prepare certificates of committee participation and committee leadership;
- promote, solicit and receive nominations for all awards;
- determine the candidates for career retirement recognition awards and solicit nominations from the general membership;
- prepare awards for officers and other members of the Executive Committee;

- make arrangements for preparation of certificates and other awards (plaques or other formats);
- work with the Program and Education Committee in arranging the Annual Awards Meeting;
- prepare a biographical profile of the Service and Leadership awardees for award presentation and posting on the website.

Special Requirements:

- activities of this Committee require a variable time commitment.

Supporting Documents:

- Bylaws
- Annual Plan
- Annual Reports
- Pertinent files, records, and notes
- Procedure Manual and its Appendices
- Document Retention Guidelines (as determined by the Archives Committee)
- Robert's Rules of Order <http://www.robertsrules.com>

ADDENDUM A. Leadership Award Criteria

Definition:

The Leadership Award is this Organization's highest honor. It is presented to members who have exhibited vision, who have inspired and directed the membership to accomplish goals and/or objectives within the St. Louis Medical Librarians.

Criteria:

1. This award may only be conferred upon a member once during their St. Louis Medical Librarians membership.
2. Awarded to one or more members per year.
3. This award is not necessarily presented every year.
4. Nominees must have demonstrated leadership qualities.
5. Nominees must be a dues-paying member of the St. Louis Medical Librarians organization (either as an individual or institutional member) for five years.
6. Nominee must have served as an officer of the St. Louis Medical Librarians or a chair of its various committees.
7. The candidate may not be a member of the Recognition and Awards Committee.
8. The candidate may not be nominated by a member of the Recognition and Awards Committee.
9. Eligibility must be verified by the Membership Committee.

Award:

Plaque with inscription as appropriate to describe leadership activities.

Nominating Procedure:

1. Nomination must be submitted in writing (email or other) with supporting documentation.

2. Three St. Louis Medical Librarians members must each submit a candidate's name for nomination.

ADDENDUM B. Outstanding Service Award

Definition:

The Outstanding Service Award recognizes a St. Louis Medical Librarians member for service in the Organization. The St. Louis Medical Librarians want to recognize a member's demonstrated service in organizational offices, committee work, participation in special projects; service on special events (i.e., locally developed workshops, joint meetings, etc.).

Criteria:

1. This award may be received more than once during their membership in the St. Louis Medical Librarians. A member becomes ineligible for the award for the three years following receipt of this honor.
2. More than one award may be presented per year.
3. This award is not necessarily presented every year.
4. Nominee must be a dues-paying member of the St. Louis Medical Librarians (either individual or institutional).
5. Nominee must have maintained membership (either individual or institutional) in the St. Louis Medical Librarians for three or more years.
6. The nominee may not be a member of the Recognition and Awards Committee.
7. Nominee may not be nominated by a member of the Recognition and Awards Committee.
8. Eligibility criteria must be verified by the Membership Committee.

Award:

Plaque with inscription as appropriate to describe service activities.

Nominating Procedure:

1. Nomination must be submitted in writing with supporting documentation.
2. Three St. Louis Medical Librarians members must each submit a candidate's name for nomination.

ADDENDUM C. Membership Award

Definition:

The Membership Award recognizes members who have participated in and maintained uninterrupted membership (either as an individual or institutional member) in the St. Louis Medical Librarians organization.

Criteria:

1. Presented to any number of members as they qualify.
2. Awards are presented for five (5) year intervals of continuous membership.
3. Membership is recognized only for the St. Louis Medical Librarians organization.
4. Eligibility must be verified by the Membership Committee.

Award:

5-year membership: certificate
10-year membership: certificate

15-year membership: certificate
20-year membership: Framed certificate
25-year membership: Framed certificate AND dedication of the Awards Meeting to the member(s) so recognized.
30-year membership: Framed certificate AND dedication of the Awards Meeting to the member(s) so recognized

Each successive five year interval: award appropriate to the member's longevity

Nominating Procedure:

1. Notification by individual members.
2. Notification by any member.
3. Notification by Membership Committee.

ADDENDUM D. Recognition upon Retirement Award

Definitions:

An SLML RETIREE is someone who leaves the field and does not intend to return. There could be cases where an opportunity comes along for a retiree or they may find they have a financial need after being retired and have to return to work. A person who is retiring but intends to continue working in the field part-time or knows they are likely to return to work for whatever reason – is not a true Retiree.

An SLML member in good standing is a current dues paying member

An SLML member shall be awarded Emeritus status having made many contributions to the Organization, such as service on the Board of Directors, Leadership and Service Award recipients after one year of retirement.

- Upon the announcement of a member's retirement, that member shall receive a certificate of appreciation at the following Annual Awards meeting.
- Certificates will be awarded to members in good standing.
- The certificate will indicate if that member served on the board and/or committees.
- Members who were the recipients of a Service and/or Leadership Award will receive a paper weight with the logo of the St. Louis Medical Librarians.
- Emeritus status shall be awarded to members of many contributions, board president, leadership and service awards after one (1) year of retirement.

Approved by Board of Directors 08/11/2014

Saint Louis Medical Librarians

Procedure Manual

Organizational Overviews

Dues & Membership

Meetings

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DUES AND MEMBERSHIP OVERVIEW

A. Membership

Overview:

- Membership is available to all individuals and institutions for which the mission of SLML is meaningful;
- Membership in good standing may be obtained by payment of annual dues;
- Only members in good standing may vote;
- Only members in good standing may serve as appointed or elected officers;
- All meetings of the Organization and its committees are open to all members in good standing;
- Only members in good standing will be included in the Membership Directory.

Categories of Membership:

- Membership is available to all individuals and institutions for which the mission of the Organization is meaningful;
- An SLML RETIREE is someone who leaves the field and does not intend to return. There could be cases where an opportunity comes along for a retiree or they may find they have a financial need after being retired and have to return to work. A person who is retiring but intends to continue working in the field part-time or knows they are likely to return to work for whatever reason – is not a true Retiree.
- An SLML member in good standing is a current dues paying member
- An SLML member shall be awarded Emeritus status having made many contributions to the Organization, such as service on the Board of Directors, Leadership and Service Award recipients after one year of retirement.
- Upon the announcement of a member's retirement, that member shall receive a certificate of appreciation at the following Annual Awards meeting.
- Certificates will be awarded to members in good standing.
- The certificate will indicate if that member served on the board and/or committees.
- Members who were the recipients of a Service and/or Leadership Award will receive a paper weight with the logo of the St. Louis Medical Librarians.
- Emeritus status shall be awarded to members of many contributions, board president, leadership and service awards after one (1) year of retirement.

B. Dues

Overview:

- Dues are based on the calendar year running from January 1st to December 31st;
- Dues rates are set by the Organization, as proposed changes come from the Board of Directors for the General Membership's approval at the Annual Business Meeting;
- A majority vote of the Membership present at the Annual Business Meeting is required for passage of a change in dues.

Dues Payment

- Dues payments will be made payable to SLML and collected by the Treasurer;
- Membership and dues renewal notices will be sent to the Membership by November 5th;
- Payment and renewal forms must be returned by December 31st for inclusion in the Membership Directory.

Approved by Board of Directors 08/11/2014

MEETINGS OVERVIEW

A. The Executive Committee (Elected Officers):

- shall hold at least two meetings annually;
- shall hold additional meetings upon the call of the President, or upon written request of any three members of the Executive Committee;
- shall have its quorum constituted by the presence of four of its members;
- It is the responsibility of the outgoing members of the Executive Committee to facilitate the smooth transition of responsibility to incoming members;
- shall schedule its meetings to be of adequate length to address substantive concerns;
- shall accept the presentation of Annual Reports, and other reports from Committee Chairs, for discussion and action as needed.

B. The Board of Directors (Elected Officers and Committee Chairs):

- shall hold at least two meetings annually - once at the beginning of the year, and once at the end of the year;
- shall hold additional meetings upon the call of the President, or upon written request of the majority of the members of the Board of Directors;
- shall have its quorum constituted by the presence of a majority of the members of the Board of Directors;
- shall ensure the calling of at least one meeting by all committees;
- It is the responsibility of the outgoing members of the Executive Committee to facilitate the smooth transition of responsibility to incoming members.

C. Committee Meetings:

- shall be called by the chair;
- shall be held as necessary for the progression and completion of the Committee's responsibilities;
- shall have their activities reported as they are discussed and are summarized and reported by the chair as requested by the Board of Directors, Executive Committee or the President's request.

D. Regular Business Meetings:

- are constituted by a quorum of fifteen (15) members in good standing;
- shall have their business decisions and discussions deferred if lacking a quorum;
- shall not be deferred for social or informational programs sponsored by the Organization for lack of a quorum.

E. Annual Business Meeting:

- shall be the last meeting of the year;
- shall include the announcement of newly elected officers;
- shall include an analysis of the year's activities by the outgoing President Elect which will form the basis of the revision of the Organization's Annual Plan;
- shall include forwarding of this report to the Communications Chair for inclusion on our website and other communications venues;
- shall include presentation of certificates to committee members and Chairs.

F. Special Meetings:

- may be called by the President or upon the written request of ten members in good standing.

G. All Meetings:

- are open to all members in good standing;
- shall have printed agendas distributed to all members in attendance.

Approved by Board of Directors 08/11/2014

OVERVIEW OF COMMITTEES

- A. The President shall appoint all committee chairs and develop charges for any new committees, which may be established during the year.
- B. Committee Chairs shall communicate regularly with committee members and with the Executive Committee.

◆ Executive Committee:

- The President of SLML shall serve as the Chair of the committee;
- The committee members include the President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, and the Members-at-Large;
- The committee shall be responsible for the general operations, planning, policy and procedure making and for ensuring the financial integrity of SLML.

◆ Board of Directors:

- the President of SLML shall serve as the Chair of the Board;
- Board members include the President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, the Members at Large, and all committee chairs;
- the committee shall provide guidance to the Executive Committee on matters of general operations, planning, policy and procedure making and the financial matters of the Organization;
- the committee shall be responsible for the approval and implementation of the Annual Plan;
- the committee shall be responsible for the annual evaluation of the Annual Plan indicators.

C. Standing Committees:

- all chairs of Standing Committees are members of the Board of Directors;
- are those which are appointed for a specific time to carry out the essential work of the Organization;
- are necessary for the ongoing work of the Organization.

◆ Archives Committee:

- submits an annual written report to the President and President-Elect;
- shall be responsible for gathering, monitoring, and insuring the appropriate housing for the documents constituting the Archives of the Organization.

◆ Communication Committee:

- The chair of this committee submits an annual written report to the President and President-Elect;
- shall be responsible for using a variety of means to share information on its services, products, members and health information science;

- shall establish linkages to other library organizations;
 - shall be responsible for the dissemination of information of interest to the Organization's members.
- ◆ Continuing Education and Program Committee:
- the chair submits an annual written report to the President and the President-Elect;
 - shall assess the professional development needs of the members and identify and provide appropriate educational and programmatic opportunities;
 - shall plan social gatherings.
- ◆ Governance Committee:
- the chair submits an annual written report to the President and President-Elect;
 - shall review and propose changes to the Bylaws;
 - shall assure the appropriate process for amendments to be made to the Bylaws;
 - shall review, revise, and maintain the Organization's Procedure Manual and its Appendices;
 - shall vest the Board of Directors with accountability for incorporating the Annual Plan.
- ◆ Membership Committee:
- the chair submits an annual written report to the President and the President-Elect;
 - shall revise and publish the Membership Directory as needed and add new members to the discussion list;
 - shall recruit members for SLML;
 - shall record the payment of dues;
 - Shall remove delinquent members from the Membership Directory and discussion list.
- ◆ Nominating Committee:
- the chair reports to the Executive Committee and submits an annual written report to the President and the President-Elect;
 - the Immediate Past President will be the Chair of the Nominating Committee;
 - two other members of the committee should be recruited from among the general membership;
 - shall be responsible for all elections.
- ◆ Recognition and Awards Committee:
- the chair submits an annual written report to the President and the President-Elect;
 - shall develop and execute a plan for recognizing members for their leadership in, service to, and longevity in the Organization.

D. Ad Hoc Committees

- shall be created by the Executive Committee to undertake specific projects which the Organization has determined to be appropriate, but are not within the scope of existing committees;
- may be disbanded or created by a majority vote of the members of the Executive Committee;
- all chairs of Ad Hoc Committees are members of the Board of Directors.

Approved by Board of Directors 08/11/2014

OVERVIEW OF REPORTS

A. Each committee should submit a written Action Plan and Timetable to the Executive Committee for approval, as called for by the President or no later than September 30th. These plans identify the specific tasks needed to accomplish the objectives assigned to the committee as defined in the Annual Plan.

They address the following issues:

- who, what, how, when, and where specific tasks are to be completed
- a list of task-specific milestones

B. Budget Requests should be submitted for approval, as called for by the President or no later than September 30th to the Executive Committee for their consideration by October 31st. Requests may include, but are not limited to:

- estimated expenses for postage if mailings are planned;
- other supplies which may be necessary;
- fees or honoraria which may be provided for program or education speakers, including travel, meals, lodging as needed.
- refreshment costs for programs and meetings.

C. Rosters of committee members and chairs should be submitted by each chair to the President prior to the first Board of Directors meeting. An updated Roster should be submitted to the Recognition and Awards Committee upon request.

D. Committee Reports of committee activities should be made on a regular basis by the chair to the Executive Committee. These reports should:

- summarize objectives set, progress made, activities performed, and problems encountered in the performance of these activities;
- include the names of the committee's chair and members;
- state the time period being covered by the report;
- include statements of expenses incurred in support of the committee's activities.

E. Written Annual Reports shall be submitted by all elected officers and appointed committee chairs to the President and a copy to the President-Elect, one week prior to the meeting for the annual evaluation of the Annual Plan indicators. The reports should:

- summarize the objectives, progress and performance of the committee's activities for the year;
- include the names of the committee's members;
- state any changes or accommodations made in the duties or job description of an officer, chair, or committee member which may affect the continued performance of the officer's and/or committee's activities.

OVERVIEW OF RESIGNATIONS

All resignations of elected officers shall be submitted in writing to the Executive Committee.

A. If the President resigns:

- the President-Elect will assume the responsibilities of the President, and the Executive Committee will elect a temporary President-Elect;
- a special election will be held to elect a new President at the end of the interrupted term (the temporary President-Elect will not automatically become the new President).

B. If the President-Elect resigns:

- a Nominating Committee will conduct a new election;
- the Immediate Past President will serve as the Chair of the Nominating Committee;
- two other members of the Nominating Committee will be recruited from the general membership.

C. If the Immediate Past-President resigns:

- the previous Immediate Past-President will assume the responsibilities of the current Immediate Past- President if available to do so. If they are not available the President will appoint any Past President to chair the Nominating Committee.

D. In the event that the Secretary, Treasurer, or Member-at-Large resigns:

- the Executive Committee will elect a successor for the remainder of the term

E. In the event that a Committee Chair resigns, the President will appoint a new Chair

Approved by Board of Directors 08/11/2014