

# SEO AUTOMATION CONSORTIUM

## SEO Advisory Committee Agreement

### I. Name of Organization and Its Governing Authority

- A.) The name of this organization shall be the SEO Automation Consortium (Serving Every Ohioan).
- B.) Its governing authority shall be the Board of Trustees of the State Library of Ohio.
- C.) There shall be a SEO Advisory Committee of 9 selected by membership to serve in an advisory capacity.

### II. Purpose/Mission of the Organization

The purpose of the SEO Automation Consortium is to provide patrons of the member libraries with free and reliable access to SEO library collections and information through an Internet – based shared integrated library system.

### III. Membership

- A.) There shall be one class of membership. Each member library system is a voting member with one (1) vote.
- B.) Application for membership. Prospective members may apply to join SEO by submitting a letter of intent to the Director of SEO.
- C.) Term. Membership shall be on a fiscal year basis (July 1 – June 30), beginning with a signed contract between the State Library of Ohio and the member library. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item D below.
- D.) Termination. Any member may terminate membership in SEO by providing 180 days written notice to the SEO Director. The member library system shall incur all costs to retrieve bibliographic records and holdings information from the SEO database. The State Library of Ohio may terminate membership under the terms specified in the contract.
- E.) The SEO Advisory Committee may, by a 2/3 majority vote, recommend to the State Library of Ohio that a membership be terminated whenever in its judgment the best interests of SEO would be served.

### IV. Meetings

- A.) The SEO Automation Consortium membership shall meet biannually with the time and location to be determined by the SEO Director in consultation with the SEO Advisory Committee. Other meetings may be called by the SEO Advisory Committee or SEO Director. Members will be notified by electronic mail fourteen (14) days in advance of the annual meeting.

- B.) Minutes of meetings shall be kept and made available electronically to the membership by SEO staff.
- C.) The chair of the SEO Advisory Committee shall convene an unscheduled meeting of the full membership upon receiving a written request signed by 2/3 of the membership.

## **V. SEO Advisory Committee**

- A.) The SEO Advisory Committee shall consist of nine (9) SEO library directors with no more than 5 from library systems Northwest of I-71 or 5 from Southeast of I-71.
  - 1.) Two (2) member representatives from small library systems with annual revenues under \$340,000.
  - 2.) Two (2) member representatives from medium library systems with annual revenues under \$840,000.
  - 3.) Two (2) member representatives from large library systems with annual revenues over \$840,000.
  - 4.) Three (3) at large representatives from any member library system.
- B.) Quorum. At all meetings of the SEO Advisory Committee, five members present shall constitute a quorum for the transaction of business.
- C.) Order of business. Order of business at regular meetings of the SEO Advisory Committee shall be established by an agenda distributed electronically to all member library systems 48 hours prior to the meeting.
- D.) Non-voting members. The following shall be non-voting members of the SEO Advisory Committee.
  - 1.) State Librarian or his/her designee
  - 2.) SEO Director
  - 3.) SEO IT Supervisor
- E.) Election and Term. Members of the SEO Advisory Committee will be elected by the SEO Consortium members via an email survey. SEO Advisory Committee members will serve a term of 3 years to commence July 1. One third of the SEO Advisory Committee will be elected each year and one third will rotate off the committee. SEO Advisory Committee members are limited to two (2) successive terms. The SEO Advisory Committee shall be elected by the voting members by majority vote.
- F.) If a vacancy should occur on the SEO Advisory Committee, the chair shall appoint a replacement to fill the unexpired term.
- G.) Officers. The SEO Advisory Committee shall elect the following officers: Chair, Vice-Chair. Upon resignation of the Chair, the Vice-Chair will immediately become Chair. Vacancy of the Vice-Chair position will be filled by special election at the next SEO Advisory Committee meeting.
- H.) Officers Election and Term. The SEO Advisory Committee Officers shall be elected by majority vote. The term of office for the officers shall be one (1) year to commence on July 1.
- I.) Powers. The SEO Advisory Committee shall:

- 1.) Formulate policies for the Automation Consortium and where statutorily necessary refer policy decisions to the Board of Trustees of the State Library of Ohio.
  - 2.) Make recommendations regarding information technology, budget proposals, upgrades, enhancements etc.
- J.) The SEO Advisory Committee shall meet quarterly with minutes to be prepared and made available electronically by SEO staff.

## **VI. Nominations**

The SEO Advisory Committee Chair shall appoint a Nominations Committee to solicit and propose a slate of three (3) or more candidates for annual election to the SEO Advisory Committee. Nominations will be accepted from the floor at the annual meeting.

## **VII. Task Forces & Special Interest Groups**

Appropriate task forces and special interest groups, including but not limited to the Database Maintenance/Cataloging or Collection Development, will be appointed as needed by the SEO Director and/or the SEO Advisory Committee to address requests and suggestions for improvements generated by member libraries.

## **VIII. Automation Fund**

The State Library of Ohio will provide the SEO Advisory Committee with a quarterly financial report of the Automation Fund. The SEO Advisory Committee may make recommendations to the State Library and to consortium members concerning expenditures from the Automation Fund.

## **IX. Amendments to the Agreement**

- 1.) This SEO Advisory Committee Agreement may be amended at any time by a 2/3 majority vote of the member library systems.
- 2.) Thirty (30) days prior written notice shall be given to all member libraries of proposed amendments.
- 3.) Proposed amendments may originate from the SEO libraries with signatures from 1/3 of the member library directors.

## **IV. Procedures**

All proceedings not specified herein shall be governed by State and Federal law and by Robert's Rules of Order.