Members Council Delegate Nomination and Election

Eligibility to serve as a delegate

The following are eligible to stand:

- Professional staff in an OCLC *member library
- Member of the governing board of an OCLC member library

- A list of OCLC PICA eligible OCLC member libraries is available at (www.oclc.org/memberscouncil)

Delegates term of office

A Members Council Delegate serves for three years. The end of the Annual (Spring) meeting, marks the beginning of a delegate’s term; that is to say, the first meeting they would attend as an official delegate would be the Autumn meeting.

There are three general meetings of the Council each year (September or October, January or February, May or June).

The delegate would be expected to report back to OCLC PICA about Members Council meetings attended.

Expenses

Delegates, or alternative delegates, shall be reimbursed by OCLC for the expenses incurred in attendance at the Users Council meetings.

Election timetable/procedures

This memorandum serves as the official notification of the nomination process.

Nomination

If you wish to nominate a delegate, please complete and submit a nomination form. The nominee should confirm his willingness to stand for election by sending written confirmation of this.

Nominees are also requested to submit written supporting data, which should include a biographical résumé and a statement of why they wish to stand for election.

Nominations should be sent to Sandra Smith at OCLC PICA by 31st, March 2005.
CALL FOR NOMINATIONS

OCLC PICA Delegate to the OCLC Members Council

OCLC PICA is seeking nomination of candidates for election to the OCLC Members Council. Participating libraries are authorised to submit nominations with no limitations to the number of people nominated.

PLEASE COMPLETE THE FOLLOWING (feel free to duplicate as needed) AND RETURN TO OCLC PICA by 31st, March 2005.

Nomination for OCLC Members Council Delegate:

Name of individual ………………………………

Institution ………………………………………..

Nominated by ……………………………………

The nominee should send separate written confirmation of his willingness to stand for election, together with supporting data.

Please return to: Sandra Smith, Personal Assistant, OCLC PICA, 7th Floor, Tricorn House, 51-53 Hagley Road, Edgbaston, Birmingham, England B16 8TP. s.smith@oclpica.org Fax: +44 121 456 4680
Guidelines for the Effective Members Council Delegate

Nominees for Members Council should:

1. Hold leadership positions in general member libraries or OCLC regional networks.
2. Demonstrate a good understanding of current developments in all types of libraries and the profession, including user services, electronic information, and bibliographic issues.
3. Participate in network activities by:
   - attending network meetings, including board meetings, where possible;
   - responding to network requests for information;
   - volunteering to serve on network committees; and
   - articulating interests and concerns of all libraries and the network they represent.
4. Help their network expedite information flow between OCLC and member libraries.
5. Communicate an understanding of the impact of Users Council actions to constituents.
6. Support OCLC's general goals and operations.
7. Attend all Members Council meetings possible.

Members Council Delegate Responsibilities

If you are elected to the OCLC Members Council, you will be making a three-year commitment to your network, to OCLC, and to the OCLC member libraries that you represent. Serving on Members Council can be one of the most professionally rewarding experiences of your library career. What follows is a brief description of delegates' duties and responsibilities during their terms on Members Council.

DELEGATE RESPONSIBILITIES

Members Council delegates' responsibilities fall into four general areas:

(1) elect; (2) approve; (3) advise; and (4) communicate.

1. ELECT

Every two years the Members Council elects two delegates to serve six-year terms on the OCLC Board of Trustees. The six Members Council-elected board members constitute a majority of the nine librarians on the Board. (The remaining three librarians are elected by the board.) These nine librarians make up the majority of the total board membership.

By electing six of the OCLC board members, the Members Council plays a crucial role in OCLC governance and in helping determine OCLC’s future course.
2. **APPROVE**

The Members Council approves or rejects amendments to the OCLC Code of Regulations and the OCLC Articles of Incorporation. This means that any major change to OCLC must be approved by the Members Council.

3. **ADVISE**

Members Council delegates advise OCLC on policy matters and represent the interests of the Members Council members (i.e., networks) and the OCLC general members. This advice can be given in many ways - in full council sessions, in interest groups, or through committees. It can be in response to requests from OCLC or initiated by Members Council.

4. **COMMUNICATE**

Delegates have numerous communication responsibilities as they work to keep informed of the principal concerns of their constituents, the general members of OCLC. Delegates are urged to make every effort to articulate these concerns at Members Council meetings in an appropriate manner and to inform their constituents of Members Council actions.

Delegates' communication responsibilities are complex, ambiguous, and vary from network to network. Below are some general descriptions of what's involved:

- Formalize communication mechanisms so that general members can provide regular input on issues of concern to libraries and expect timely receipt of Members Council information.
- Develop means for two-way communication between delegates and their constituents.
- Communicate Members Council information to network offices and work to gain input from networks on issues being discussed at Members Council meetings.
- Encourage networks to communicate Members Council meeting information to constituents.
- Urge networks to place Members Council reports on their meeting agendas and specify time for questions, answers, and general dialogue at these meetings.

**MEETING RESPONSIBILITIES**

To fulfill its duties, the OCLC Members Council meets three times a year. Delegates who serve on Members Council task forces and committees may be required to attend meetings in addition to general sessions. OCLC funds all meetings of Members Council and its task forces and committees.

In meeting their responsibilities, delegates must be willing to:

1. Attend all Members Council meetings.
2. Prepare for meetings by reading pertinent materials and considering relevant issues.
3. Actively participate in floor discussions.
4. Vote on issues that come before the council, making every effort to reflect both constituent concerns and their own professional judgment in order to advise OCLC.

5. Use formal/informal mechanisms to become knowledgeable about constituent concerns.

6. Bring constituent concerns before the council in an appropriate manner.

7. Agree to serve on Members Council task forces and committees.

8. Perform task force, committee, and interest group assignments in a professional and timely manner.