

GUIDELINES WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION

WHSLA GUIDELINES

REPRESENTATIVES AT LARGE

WHSLA Bylaws: Article IV Section 3 -- Duties and Responsibilities

The executive board shall be the governing and coordinating body of the association. It shall conduct the business and affairs of the association and report on its activities to the membership at the annual business meeting. It may initiate recommendations to the association regarding policies and activities. The executive board will approve changes to guidelines suggested by bylaws and guidelines committee. Changes to bylaws will be approved by executive board and voted on by membership.

DUTY PROCEDURE

REPRESENTATION

1. Attend all annual meetings and executive board meetings.
2. Representatives at large: survey constituents and bring matters of concern to the attention of the president.
3. Undertake projects as assigned by the president.
4. Provide feedback from the executive board to members.
5. Make use of the blog, listserv or other communication tools to communicate area concerns, projects, or items of grassroots interest.
6. Attend consortia meetings in your area.
7. Submit recommendations of candidates for office to the Nominations and Election Committee.

COMMITTEES

1. Participate in standing and ad hoc committees upon appointment by the president.

REPORTS

1. Present a brief oral or written report at all board meetings outlining any activities, recommendations, or issues of concern.
2. Advise bylaws and guidelines committee of any recommended bylaws or guidelines changes.
3. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES

PRESIDENT

WHSLA Bylaws: Article V Section 2 -- Duties

(a) President. The president shall call meetings, prepare agenda, preside at meetings, appoint or approve committee members, and represent the association in all official capacities. The president shall serve as an ex-officio member of all committees except nominating and election. If there is no nominating committee the immediate past president will nominate candidates for president, secretary and board representatives at large.

DUTY PROCEDURE

MEETINGS

1. Announce all board meetings in advance to membership, request their input and invite non-board members to attend as guests.
2. Prepare agendas for all meetings of the association and of the executive board for distribution to board members prior to meeting.
 - a. Use previous minutes to determine old business.
 - b. Include committee reports, treasurer's report, old and new business.
3. Request written committee reports prior to meetings for distribution to board members.
4. Conduct all meetings of the association and the executive board (follow Robert's Rules of Order Newly Revised).
5. Call board meetings twice per year ideally; once per year at minimum; and as necessary beyond that for the conduct of business. Board meetings should be held in a central location or via conference call if not associated with a larger WHSLA gathering.
6. Invite newly elected board members to the annual board meeting as well as the outgoing members.

BLOG, LISTSERV, WEBSITE

1. Publish Directory of Officers and Committees on the WHSLA Website by providing to the webmaster as soon as possible following the annual meeting. Send copy to chair of membership committee.

COMMITTEES

WHSLA Bylaws: Article VII Section 1-3

Section 1 -- Appointment

The president shall appoint or approve individual coordinators, standing committees, and ad hoc committees as necessary

Section 2 -- Individual Coordinators

All coordinators serve two year terms starting on January 1.

To assist in preserving and sustaining our organization, the president will appoint members to serve in a variety of roles which may include but is not limited to the following positions.

- a) Communications Coordinator. The coordinator is responsible for the WHSLA Blog, WHSLA web site and email list administration. Additional members may assist.*
- b) Membership Coordinator. The coordinator is responsible for collecting dues, and maintaining the membership rolls.*
- c) Professional Development Coordinator – Coordinating and managing education opportunities, such as seminars and webcasts.*

Section 3 – Ad Hoc Committees

The president shall appoint ad hoc committees as needed. Each ad hoc committee shall limit its activities to the accomplishment of purposes for which it was created. Topics may include Membership Strategies, Professional Development, and Annual Meeting Planning

PROCEDURE

1. The President will create and assign members to ad hoc committees. At the beginning of the year, the President checks with coordinators and determines if they will continue in their role. If additional help is needed, the president will appoint a volunteer to assist coordinator or to take their place.
2. The president serves as ex-officio member of all ad hoc committees.
3. The WHSLA President appoints a representative to the GMR Health Science Librarian Focus Group.

CORRESPONDENCE

1. Use WHSLA stationery for all official correspondence regarding the association. Official correspondence may also be communicated electronically, when appropriate. Electronic copy will be kept on file.
2. Send copies of official correspondence to the secretary.
3. Contact new officers and board members at the beginning of their terms to let them know about their new responsibilities.
4. Convey messages of congratulations, condolence, etc., as required.
5. Recognize retiring WHSLA members with honorary lifetime membership. These individuals must be WHSLA members of at least five years standing and have served either on the Executive Board or as a committee chair. Other WHSLA members who meet the service criteria may be recognized in the event of leaving the library field, leaving Wisconsin, or other special circumstances. Any WHSLA member may recommend an individual for lifetime membership. The president will make the final decision and contact the eligible lifetime members to determine if they wish to be so honored.

DISBURSEMENTS

1. All requests for reimbursement of expenses greater than \$50.00 should have approval of the president.
2. All requests for reimbursement of expenses greater than \$100 should have approval of the board. This may be carried out by a vote of the board via email. These votes should be recorded in the minutes of the next board meeting.
2. Expenses beyond the approved budget must be approved by the president.

REPORTS

1. Prepare a brief written summary of term accomplishments and recommendations. This will be presented to the executive board at the end of the president's term.
2. Advise the board of any recommended bylaws or guidelines changes.
3. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult coordinator if there is any question about what should be retained.

WHSLA GUIDELINES

PRESIDENT-ELECT

WHSLA Bylaws: Article V Section 2(b) President-Elect.

The president-elect shall function in the absence of the president, assist the president as needed, serve as chairperson of the steering committee, and succeed to the presidency after one year. If the office of president is vacated, the president-elect shall assume all the duties and responsibilities of the president.

DUTIES PROCEDURE

REPRESENTATION

1. Attend annual meeting and executive board meetings.
2. Bring matters of concern to the attention of the president.
3. Participate in committee work upon appointment by the president.

REPORTS

1. Prepare a proposed budget for the next calendar year with the help of the outgoing president and coordinator.
2. Advise the board of any recommended bylaws or guidelines changes.
3. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES

SECRETARY

WHSLA Bylaws: Article V

(c) Secretary.

The secretary shall record the minutes of all meetings, submit copies of the minutes to the executive board, and be responsible for meeting notices, and correspondence.

DUTY PROCEDURE

MINUTES

1. Attend annual meeting and executive board meetings, and record minutes. Email copies to board members and WHSLA Webmaster for posting within one month after meeting.
2. Read minutes of previous meetings as required. Correct errors as necessary.
3. Take attendance at meetings.

MEETING NOTICES

1. Help with organization announcements/emails as requested.

CORRESPONDENCE

1. Write and send any correspondence for the association as instructed by the president.
2. Use WHSLA stationery for all official correspondence. Official correspondence may also be communicated electronically, when appropriate. An electronic copy will be kept on file.
3. Store all official correspondence and retain for one year. After one year send correspondence to Archives Coordinator.
4. Order stationery and distribute as required.

REPORTS

1. Advise board of any recommended bylaws or guidelines changes.
2. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES**TREASURER**

WHSLA Bylaws: Article V Section 2 d

(d) Treasurer.

The treasurer shall make disbursements, maintain the financial records of the association, and submit an annual financial statement to the membership.

DUTY PROCEDURE**MEETINGS**

1. Attend annual meetings and executive board meetings.

FINANCIAL RECORDS

1. Establish and maintain a WHSLA checking account.

2. In conjunction with the president select a second individual authorized to handle the checking account.

3. A ledger of income and disbursements shall be maintained.

a. Disbursements should indicate payee and purpose of the expenditure.

b. Income should show payer, purpose of payment and check number.

4. Both the checking account and the ledger should be balanced upon receipt of each bank statement.

5. All invoices submitted for payment by WHSLA should be dated, marked paid, and the disbursement check number recorded on the invoice.

6. Establish and maintain an electronic payment account such as PayPal which allows members to pay dues by credit card or other electronic funds transfer methods. A second individual should also be authorized to handle the electronic account. A report summarizing transactions for the electronic payment account should be presented to the executive board as part of treasurer's report.

DISBURSEMENTS

1. Disbursements are made by the treasurer from the WHSLA account upon receipt of a written request.

2. All expenditures greater than \$50.00 should have prior approval of the president. Expenses over \$100 should have prior approval of the board. This vote may be conducted via email. This vote should be recorded in the next board meeting minutes.

REPORTS

1. The treasurer shall prepare a financial report for presentation at each annual meeting and executive board meetings.

2. The report should include:

a. A statement of disbursements by major expenditure area.

b. A statement of income by major income sources.

c. A statement of transactions should be maintained and a summary of the activity in the electronic payment account should be submitted to the board whenever a treasurer's report is presented to the board.

d. The balance of WHSLA accounts at the time of the annual meeting.

3. Advise board of any recommended bylaws or guidelines changes.

4. Store copies or original documents of lasting importance to the website and advise the Archives

Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

5. STATE REPORT. File State of Wisconsin Annual Report in a timely fashion.

State Report guideline transferred from duties of President to Treasurer by Executive Board 4-9-97

WHSLA GUIDELINES**ANNUAL MEETING COMMITTEE**

WHSLA Bylaws: Article VII, Section 3

The president shall appoint ad hoc committees as needed. Each ad hoc committee shall limit its activities to the accomplishment of purposes for which it was created. Topics may include Membership Strategies, Professional Development, Annual Meeting Planning.

(a) Annual Meeting Committee. The annual meeting committee shall be chaired by a member representing the site of the annual meeting. With approval of the president, the chairperson shall appoint sufficient members to support the activities of the committee. Members of the committee shall serve from appointment to designated meeting completion. The committee shall be responsible for planning and presenting the annual meeting of the association. Appropriate subcommittees shall be established according to association guidelines.

WHSLA Bylaws: Article VI, Section 1

There shall be an annual meeting of the membership for the purpose of announcing elections results, receiving reports of the officers and committees, and for conducting other business.

DUTY PROCEDURE MEETINGS

1. Annual meeting chair should attend executive board meetings and encourage members to attend.
2. All committee members should attend annual meeting.

GENERAL INFORMATION

1. Effective 2010, the WHSLA annual meeting will be a full WHSLA conference (a conference style forum consisting of educational events planned primarily by WHSLA members) every other year. An annual business meeting will be held in the alternate years in conjunction with other association meetings (Midwest Chapter MLA, Wisconsin Library Association) or another event in Wisconsin. (The 2010 Midwest Chapter of the Medical Library Association meeting, to be held in Madison and planned by WHSLA, will be considered as a full WHSLA conference; in 2011 the WHSLA annual business meeting will be held in conjunction with another association's conference, etc.).
2. Effective 2010, the annual meeting will occur in the Fall.
3. WHSLA may rotate the meeting location around the state to provide an opportunity for all members to attend meetings. Effective 2017, a conference site may be completely online. The board, with advisement of the membership will determine the site and appoint chairs of the annual meeting accordingly.
4. Traditionally, the WHSLA board shall solicit an invitation to host the meeting from a consortium two years in advance.
5. Full conference style meetings may be scheduled for two days, consisting of one day of continuing education and one day of meetings and other activities. Off-year meetings can take the form of a business luncheon, meeting + CE, or other reasonable forum for gathering.
5. The full conference meeting is usually planned to be held in a hotel or other appropriate conference center. Off-year meetings may be held in a reasonable venue conducive to a business gathering.
6. Time and space is provided for the executive board meeting prior to the general business meeting during the full conference forum. During off-years, the Executive Board may meet any time prior to the business meeting, provided that an excessive period has not elapsed between the board meeting and the business meeting, ideally not more than 2-3 weeks.
7. Social gatherings are usually planned to complement the program during full conference meetings. Allow ample time between meetings for breaks and lunch.

ANNUAL MEETING

CHAIRPERSON'S include:
DUTIES

1. The meeting chairperson's responsibilities
 - a. arrangements for the meeting
 - b. appointment of various subcommittees for full conferences:
 - 1 Accommodations
 2. Publicity
 4. Registration
 5. Program
 6. Exhibits
 7. Social Events
 8. Vendor or Exhibition Director- If this is to be a feature of the conference
 - c. coordination of CEs offered with WHSLA Professional Development Coordinator (for full conferences).
 - d. preparation of the budget
 - e. preparation of agendas for all planned meetings and maintenance of written minutes of planning decisions.
 - f. Send invitation to Midwest chapter/MLA President (for full conferences).

REPORTS

1. The chairperson will:
 - a. Report to the executive board at the meeting prior to the annual meeting with a tentative budget plan for board approval.
 - b. Present a brief written report at each executive board meeting, and a final report at the annual meeting.
 - c. Present the final report at the Fall meeting following the annual meeting and include a complete financial report.
2. Advise bylaws and guidelines committee of any recommended bylaws or guidelines changes.
3. Store copies or original documents of lasting importance to the website and advise the Archives

Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES FOR SPEAKER COMPENSATION

The following guidelines apply to the compensation of speakers and instructors for the WHSLA annual meeting programs and workshops. MLA CE course instructors are to be compensated per MLA policy. Speaker compensation must be included in the budget used by the annual meeting committee to establish the meeting fees.

HONORARIA 1. Honoraria should be given to speakers/instructors if the following criteria are met:

- a. Speaker/instructor is a recognized authority whose services are in demand.
- b. The speaker/instructor is expected to prepare a significant amount of material for a substantive formal presentation.
- c. The honorarium requested is reasonable and does not create a potential cost over-run for the annual meeting or workshop.
- d. WHSLA members will be offered an honorarium for a substantial presentation not to exceed \$250

EXPENSES 2. Expenses should be paid, if within the following limits, as deemed necessary by the sponsoring committee.

- a. Travel - actual cost of tourist class of air ticket/ airport transportation, for travel by car reimbursement is based on the U.S. General Services Administration maximum per diem rates for federal travelers plus any parking costs. WHSLA members will be reimbursed for actual mileage.
- b. Room - actual cost, reservations to be made by the Annual Meeting Committee. WHSLA members will be reimbursed for one nights lodging.
- c. Meals - Reimbursement is based on the U.S. General Services Administration maximum per diem rates for federal travelers. Speakers and instructors should be invited to meal functions occurring the day of their presentation. WHSLA members will be reimbursed for meals on the day of their presentation.
- d. Handouts, audiovisuals, etc. - actual documented cost as preauthorized by the annual meeting committee.

GUIDELINES FOR ANNUAL MEETING COMMITTEE MEMBERS COMPENSATION

Annual meeting chairperson will be compensated with waiver of fees for annual meeting registration and meal functions.

SUGGESTED ANNUAL MEETING

PLANNING Guide (**for full conferences**)

Determine dates; select city

Appoint subcommittees

Determine program theme

Select hotel

Announce program theme via blog

Plan exhibits

Develop tentative program plans

Invite program participants

Develop budget

Solicit vendor donations if necessary

Determine CE courses

Estimate attendance

Present tentative plans to board

Budget should be approved by board

Finalize CE courses

Obtain CE approval for all courses so individual CE courses can be advertised for free in *MLA News*

Finalize program

Plan social events

Publicize through the blog and other publications

Determine pre-registration packet contents

Organize email lists

Post preregistration packet

Determine contents of packet received at registration

Survey speakers and meeting participants regarding A/V requirements

Print programs or offer online program/app

Complete pre-registration

Email pre-registration packet

Pre-registration deadline one month prior to meeting

Final program printed with room numbers

Program packet completed

Directional signs produced

Meeting Registration

Coordination

Thank you letters (post meeting)

Speaker/meeting evaluations

Fall Board meeting: Final report to the executive board

WHSLA GUIDELINES

COMMUNICATIONS COORDINATOR

WHSLA Bylaws: Article VII, Section 1 and 2a

ARTICLE VII – COORDINATORS & COMMITTEES

Section 1 -- Appointment

The president shall appoint or approve individual coordinators, standing committees, and ad hoc committees as necessary. All coordinators serve two year terms starting on January 1.

a) Communications Coordinator. The coordinator is responsible for the WHSLA Blog, WHSLA web site and email list.

DUTY PROCEDURE

1. The Communications Coordinator is responsible for maintaining the WHSLA Web site, including making sure any the site licenses or fees are paid. They may delegate webmaster, blog or listserv duties to other members.
2. Promptly post material submitted by members to the appropriate vehicle(s): web site, blog or listserv.
3. Advise board of any recommended bylaws or guidelines changes.
4. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WEB SITE

5. Maintain WHSLA web site, including the membership roster. Duties may include investigating Internet Service Providers to host the site, technological problems associated with the site, and designing the site. Make decisions about what type of information is to be posted on the site.
6. Post information of interest to WHSLA members on the site. The information may also be distributed via the WHSLA Newsletter or WHSLA listserv or blog

MAILING LIST (listserv)

1. Coordinate use of the WHSLA list. Duties may include maintaining subscriptions to the list, working with the GMR to solve technological problems, blocking use of the list from unauthorized persons, and writing policies.
- 2 Disseminate information about how to subscribe to the list to WHSLA members.
3. Assist those who are not list members to post information to the list if it is of interest to WHSLA members.
4. Assist members in posting journal exchange lists on the WHSLA mailing list.

BLOG

1. Encourage membership posting to the blog. Try to have at least one new blog post each week. Send out a listserv message to promote the blog posting to members.

MEETINGS

1. The coordinator should attend executive board meetings and the annual meeting.

SUBMISSIONS

2. Submissions should be made via electronic mail
3. Suggestions for Blog topics:
 - Annual report from the President
 - A welcome to new members
 - Member profiles
 - Upcoming events of interest to membership
 - Important news related to NLM

REPORTS

1. The Communications Coordinator shall present a report at each executive board meeting.

WHSLA GUIDELINES

MEMBERSHIP Coordinator

WHSLA Bylaws: Article VII, Section 1 and 2b

The president shall appoint or approve individual coordinators, standing committees, and ad hoc committees as necessary. All coordinators serve two year terms starting on January 1.

b)Membership Coordinator. The coordinator is responsible for collecting dues, and maintaining the membership rolls.

DUTY PROCEDURE

MEETINGS

1. Coordinator should attend executive board meetings

DUES NOTICES

1. Email individual dues notices to members each November with due date of January 31.
 - a. Post updated renewal form and link to PayPal site on WHSLA website
 - b. Record date of payment

NEW MEMBERS

1. Update directory with their contact information.
2. Send new member packet consisting of latest membership roster, Directory of Officers and Committees, and Bylaws.

MEMBERSHIP ROSTER

1. The membership roster shall be provided to the Communications Coordinator for inclusion on the WHSLA web page.
2. The roster shall be compiled alphabetically by member name and list business address.

REPORTS

1. Present a brief written report at each executive board meeting, and final report at annual meeting.
2. Advise board of any recommended bylaws or guidelines changes.
3. Store copies or original documents of lasting importance to the website and advise the Archives Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES

PROFESSIONAL DEVELOPMENT Coordinator

WHSLA Bylaws Article VII, Section 2b, 2c

The president shall appoint or approve individual coordinators, standing committees, and ad hoc committees as necessary. All coordinators serve two year terms starting on January 1.

c) Professional Development Coordinator – Coordinating and managing education opportunities, such as seminars and webcasts:

DUTY PROCEDURE

MEETINGS

1. Coordinator should attend executive board meetings and annual meetings.

REPORTS

1. Each coordinator shall present a brief written report at each executive board meeting, and a final report at the annual meeting.
2. Advise the board of any recommended bylaws or guidelines changes.

RECORDS

1. The coordinator should keep the following records to be passed on to the next chair:
 - a) Reports to the WHSLA board
 - b) Educational needs survey reports
 - c) Summaries of meeting evaluations
 - d) Copies of all correspondence
 - e) Copies of written arrangements for courses

SURVEY MEMBERSHIP

1. Survey educational needs through the WHSLA Blog or email
2. Study evaluations from previous annual meetings, including suggestions for future meetings.

MLA WEBCASTS

1. Coordinate the application to the GMR for funds to support MLA webcasts. Coordinate with regional consortia, academic health centers and other systems about applying for GMR funds. If no funds available, considering paying for the Webcast. If funding is obtained, coordinate distributing the codes to WHSLA members. Complete documentation for MLA codes.

MLA CE COURSES

1. Select MLA Continuing Education courses and make arrangements for them to be offered at the annual meeting in cooperation with the annual Meeting Committee.
2. Confirm all arrangements in writing.

WORKSHOPS

1. Plan and make arrangements for any non-MLA workshops to be offered at the annual meeting in cooperation with the Annual Meeting Committee.
2. Establish budget and course fee in cooperation with the Annual Meeting Committee.
3. Confirm all arrangements in writing.

OTHER EDUCATION

1. Arrange for an additional education opportunity each year. Work with coordinator of WHSLA Wisdom chats for topics.
OPPORTUNITIES

Apart from, and in addition to, the Annual Meeting, as deemed fit.

2. Publicize other education opportunities offered by other library networks and organizations such as MC/MLA, WLA, etc.

3. Contribute information via WHSLA Blog or through listserv email to members

4. Alert WHSLA webmaster to suggestions for changes in WHSLA web site.

REPORTS

1. Store copies or original documents of lasting importance to the website and advise the Archives

Coordinator for possible permanent retention. Consult coordinator if there is any question about what should be retained.

PROFESSIONAL DEVELOPMENT AWARD ADMINISTRATION

Each year the board shall vote on a budget which may include professional development award scholarships. The amount and number of the awards will be determined by Association finances. If finances allow, the Board will approve expenditure for two professional development awards per year, \$500 each. These awards could be used by the member in good standing for either reimbursable continuing education or conference costs or toward an AHIP membership. If the award recipient chooses to use some or all of the award toward reimbursable continuing education or conference costs (registration, travel, lodging and meals), they would be required to share information learned with WHSLA's membership. If the recipient chooses to use some of the award toward an AHIP membership, the recipient would be required to run for an elected WHSLA office in the next two years. It would be expected that if the recipient only uses their award toward AHIP membership, they will only accept the amount needed for AHIP membership and will not accept the remainder of the \$500 award.

WHSLA members in good standing will be eligible. Members must apply for the award, which may consist of an email signifying interest sent to the President. The awards are drawn at random from the pool of interested, eligible candidates. Previous WHSLA Professional Development award winners will not be eligible to win again until 3 years have passed. This allows other WHSLA Members a chance to win the stipend and develop professionally.

Award winners will share their learnings in an article for the WHSLA Blog within 3 months after the chosen conference. Other modes may also be accepted such as sharing their learnings during a WHSLA Chat Session, or other means. Winners have three months to make arrangements to present by other means. If winners do not share their learnings within 3 months of the conference, they will be given a reminder, and after a grace period of 9 months they will not be eligible to win the award again. The Professional Development Coordinator will keep track of the award winners in a spreadsheet and will post the date and method of the winner's presentation/blog post. This requirement of sharing learning will go into the email that solicits members to apply for the award.

WHSLA GUIDELINES

ARCHIVES COORDINATOR

WHSLA Bylaws: Article VII, Section 1&2

(b) The President shall appoint or approve individual coordinators, standing committees and ad hoc committees as necessary.

Section 2 Section 2 -- Individual Coordinators All coordinators serve two year terms starting on January 1.

To assist in preserving and sustaining our organization, the president will appoint members to serve in variety of roles which may include but is not limited to the following positions.

The archives coordinator, as appointed by the president, shall be responsible for maintaining a permanent file (can be electronic) of association records such as meeting minutes, correspondence of lasting interest, program information, and officers. The coordinator shall also provide documents in electronic form to the Communications Coordinator for posting on the WHSLA web site when appropriate.

DUTY PROCEDURE

MEETINGS

1. Archivist should attend executive board meetings.

ORGANIZATION

1. Determine what materials should be kept in the WHSLA archives. Create a retention policy for documents and update as needed. Include in the policy information about what format the documents will be kept.

2. Organize the documents retained. Create a finding aid for documents in the Archives.

COLLECTION

WHSLA Guidelines - revised 9-17-2020

1. Accept documents from WHSLA committees and officers.
2. Seek documents that should be retained and solicit members to send them in for retention.

DISTRIBUTION

1. Assist members who request information retained in the WHSLA archives.
2. Provide electronic files to the Communications coordinator for posting on the WHSLA web site when appropriate.

REPORTS

1. The archives coordinator shall present a report at each executive board meeting.
2. Advise board of any recommended bylaws or guidelines changes.

WHSLA GUIDELINES

BYLAWS AND GUIDELINES AD HOC COMMITTEE

WHSLA Bylaws: Article VII, Section 3

The president shall appoint ad hoc committees as needed. Each ad hoc committee shall limit its activities to the accomplishment of purposes for which it was created. Topics may include Membership Strategies, Professional Development, Annual Meeting Planning

Bylaws and Guidelines Ad hoc Committee. The committee shall be comprised of at least one chairperson appointed by the president. When appointed, this committee shall be responsible addressing the bylaws or guidelines changes. Proposals will be made to the board. In the case of bylaws, they will be voted on by membership and ratified by 2/3 membership. Changes to guidelines will be voted on by the board.

DUTY PROCEDURE

MEETINGS

1. Chair should attend executive board meetings and encourage members to attend.
2. All committee members should attend annual meeting.

REVIEW BYLAWS

1. Study bylaws.
2. Discuss in person, by mail, or telephone any perceived needs for additions, deletions or corrections.
3. Accept and review recommendations from the executive board, committees, and membership.

DRAFT CHANGES

1. Consider all effects of changes recommended.
2. Carefully word these changes.

PROPOSE CHANGES

1. Send a written copy of the proposed change(s) and the reasons for and effect of such a change to the president.
2. Present change(s) to the executive board at its next meeting and request approval.
3. If the timing is appropriate, briefly present changes that the board has approved to the membership at the annual meeting.

EMAIL BALLOT 1. Send a mail ballot to the membership for approval or disapproval of proposed changes. An electronic survey, such as Survey Monkey can be very helpful. When there is more than one change, allow for opportunity to vote on each separate change.

2. Receive and count ballots.
3. Report the results to the president and the executive board.
4. Publish the results in the WHSLA Blog
5. Post on WHSLA web site

REVIEW GUIDELINES

1. Read guidelines.
2. Request input from the executive board and committee chairs for additions, deletions or corrections.

DRAFT CHANGES 1. Rewrite sections of guidelines as needed.

PROPOSE CHANGES 1. Present changes to the executive board at its next meeting and request approval.

Membership approval is not required for guidelines changes.

Post on WHSLA Web site.

REPORTS 1. When the ad hoc committee meets, the chair shall present a brief written report at each executive board meeting, and a final report at the annual business meeting.

2. Store copies or original documents of lasting importance to the website and advise the Archives

Coordinator for possible permanent retention. Consult the coordinator if there is any question about what should be retained.

WHSLA GUIDELINES

NOMINATIONS AND ELECTION Coordinator/or Current President

WHSLA Bylaws: Article V, Section 3 abcd

The president-elect shall be elected by the membership. Each year the membership shall receive a slate of at least two candidates for president-elect from the Nominations and Elections Coordinator or Current President. A slate of a single nominee is acceptable if additional nominees cannot be found. Additional candidates may be nominated by written petition by no less than 3 members. Such petitions must be sent to the Nominations and Elections Coordinator by the deadline announced in the WHSLA Blog. Each nomination shall have the consent of the nominee.

b) The secretary shall be elected by the membership in even-numbered years.

c) The treasurer shall be appointed from the association membership by the president, with board concurrence.

d) Election results shall be announced to the membership through all available channels (such as through the email list, in the blog and at the annual meeting)

Election

1. Each year the Nominations and Elections Coordinator or President shall prepare a slate to be voted on by the membership. The slate will include candidates for president. In even numbered years the slate will include two to three candidates for two at-large board positions. These at-large board positions will begin their two year term in the odd numbered year following the election. (Example – elections for at large board members take place in November 2018 to serve January 1, 2019 through December 31, 2020.)
In odd numbered years, the slate prepared by the Nominations and Elections Coordinator or President will include nominations for secretary. (Example election in November 2017 for secretary. The secretary serves January 1, 2018 through December 31, 2019. Results shall be reported to the president, incoming president and candidates within ten days after the ballot due date.
2. Publicize upcoming election on the WHSLA blog and email membership on the listserv.
3. Nominees must be WHSLA members in good standing who have consented to run for office.

PETITIONS

1. Candidates may be nominated by petition in accordance with the bylaws. The Nominations and Election coordinator or President shall provide nomination forms upon request.
2. The coordinator/President shall contact the membership chair to determine membership status of nominated individuals. If a candidate is not currently a paid member, the membership chair will contact the individual and request payment of dues.
3. The coordinator will create a ballot which includes:
 - a. purpose of the ballot
 - b. clearly stated choice for vote, biographical information to be included
 - c. space to record vote
 - d. deadline for return of ballot (email date)
 - e. name and email address of person to whom ballots should be returned, usually the chair/President. Or alternatively use a questionnaire program such as Survey Monkey.
 - f. other pertinent instructions

Only those individuals who are members in good standing as of two weeks before the ballot mailing date will be sent ballots.

RESULTS

1. Count the ballots and determine election results.
 - a. Ties shall be broken by drawing names.
2. Prepare a brief summary of results. Contact the president and president-elect by telephone with the results, and prepare a written report to be mailed to the president and president-elect within ten days after the ballot due date.
3. Notify the elected candidates by telephone, if possible, and by written email letter. Notify the non-elected candidates by written email.
4. Announce the results of the election at the annual meeting, and publish the results in the next WHSLA Blog.
5. Hold ballots for one month after the annual meeting and then discard them.

REPORTS 1. See RESULTS #2 (above).

2. The chair shall present a brief written report at spring executive board meeting, and final report at the annual meeting.
3. Advise bylaws and guidelines committee of any recommended bylaws or guidelines changes.
4. Send copies or original documents of lasting importance to the Archives Committee for permanent retention. Consult the coordinator if there is any question about what should be retained.

Please note that as of 2010, the annual meeting will take place in the Fall of the year, rather than in the Spring

WHSLA GUIDELINES FOR EXPENSE REIMBURSEMENT**TRAVEL EXPENSES**

When the institution will not cover these costs, all board members and committee members are eligible for reimbursement of travel expenses to and from meetings where they are officially representing WHSLA, (e.g. Executive Board meetings except for the Annual Meeting).

OFFICER EXPENSES

Annual Meeting registration fees will be paid by WHSLA for current WHSLA president. One night's lodging for Annual Meeting will be paid for current WHSLA president.

MEAL EXPENSES

For board meetings held over a meal time (breakfast, lunch or dinner), meal expenses will be covered for attending board members and other attending WHSLA members with board business. Meals for annual meetings are only covered in the event that all attendees' meals are covered if the budget permits.

POSTAGE AND PRINTING COSTS

Cost of all official mailings and/or printed products (e.g. membership rosters, dues notices, ballots, annual meeting printed programs/packets) are eligible for reimbursement if an individual's institution will not assume the costs. Other postage and printing expenses (e.g. correspondence, committee mailings) may also be eligible for reimbursement subject to the President's approval.

TELEPHONE EXPENSES

All Board members and committee chairs are eligible for reimbursement when making calls that are directly involved in the work of the association if their institution will not assume these costs and when combined bills reach \$50 or more. This excludes the annual meeting committee, which is expected to incorporate telephone expenses into its program budget and may request funds as needed.

MODE OF PAYMENT/REIMBURSEMENT

Transactions shall be made on a reimbursement basis or direct payment of bills, with the possible exception of the annual meeting committee which may require a cash advance.

Expense reimbursement approved by WHSLA Board 11-9-84 and WHSLA membership 4-85

Officer expenses approved by WHSLA Board 10-17-88

Travel expenses amended by WHSLA Board 4-23-95 to include committee members as well as chairs

WHSLA GUIDELINES**ORGANIZATION CALENDAR- Timetable****ACTIVITIES AND DEADLINES**

January: New Executive Board begins term of office

January 31: Dues Deadline

January 31: Directory of Officers--President and Membership Committee

Fall: Annual Business Meeting

November -Dues notices mailed/published in WHSLA News--Membership Coordinator

November 30: Nominations President and or other offices

December 31: Election completed by this date

Update as needed — Membership directory (by Membership coordinator)

December/January: Election results reported—Nominations and Election

WHSLA Librarian of the Year

Purpose: This career award is bestowed upon a professional (MLS or equivalent) librarian in recognition of outstanding leadership, achievement and commitment to the library profession.* The librarian shall be currently employed in a Wisconsin health sciences library and must be an active member of WHSLA.

Criteria: The award may be based upon, but not limited to, such activities as the following:

1. Distinguished service to the profession; outstanding participation in activities of professional associations; and notable publications, presentations and projects.
2. Dedicated leadership and vision in health sciences libraries including automation technology, management, networking, education or service.
3. Active support of and participation in WHSLA.
4. Enhancement, expansion and interpretation of library service to the community and/or strengthening of the library's role and position in the community.
5. Development of innovative programs that have benefited WHSLA members.

Guidelines:

1. Nominations are accepted from WHSLA members. Self-nominations are welcome.
2. Nomination forms will be published in the WHSLA Blog and must be sent by July 1st to the WHSLA President.
3. The WHSLA Executive Board will comprise the Awards Committee with the President serving as Chair. The President will present the award.
4. Established jury procedures shall be followed with regard to selection, notification, and maintenance of records.
5. All nominations and supporting documentation are considered confidential.
6. The award shall be given at the annual WHSLA meeting.
7. Re-nominations may occur.
8. Only one award will be made per year. The award need not be given each year.
9. The recipient will receive an inscribed plaque and feature story in the WHSLA Blog The story shall be written by the WHSLA President who presented the award at the Annual Meeting. Excerpts from the nomination form may only be used if the nominator gives express permission.
10. The plaque shall be purchased by the chair of the Awards Committee and shall contain the following inscription:
Wisconsin Health Science.
11. A press release to the recipient's employer will be sent if the agreed by recipient.

Library Association

Year

LIBRARIAN OF THE YEAR

NAME

Institution

Library

Year shall be the year that the award is given.

*Not meant to be a retirement recognition award.

Created by WHSLA Steering Committee: approved by WHSLA Board April 1990; amended by Executive Board April 9, 1997

Changes proposed to Executive Board, 5/22/09. Approved 7/6/09

WHSLA Librarian of the Year

Nominating Form

Name of Nominee: _____

Institution: _____

Address: _____

City: _____ State: _____

Phone: _____

Person Nominating: _____

Institution: _____

Address: _____

City: _____ State _____

Phone: _____

Using the Criteria and Guidelines for the WHSLA Librarian of the Year, please describe your reasons for this nomination.

Use additional sheets if necessary.

This form (along with ten photocopies) must be sent by

July 1 20__ to:

(WHSLA President)

Changes proposed to Executive Board, 5/22/09. Approved 7/6/09

WHSLA Library of the Year

Purpose: This award is given to a Wisconsin health sciences library for distinguished achievement in service.

Criteria: The award may be based upon, but not limited to, such activities as the following:

1. Outstanding growth and maintenance of current, multi-media or special interest collections based on sound selection policies.
2. Innovative planning and utilization of new, renovated or current physical facilities.
3. Provider of exceptional user-friendly services.
4. Promotion of the field and profession of librarianship through consistent efforts of outstanding support, recognition, growth and salary compensation.
5. Active development and participation in networks and multi-type systems.
6. Leadership in automation technology.

Guidelines:

1. Nominations are accepted from WHSLA members. Self-nominations are welcome.
2. Nomination forms will be published in the WHSLA Blog and must be sent by July 1st to the WHSLA President.
3. The WHSLA Executive Board will comprise the Awards Committee with the President serving as Chair. The President will present the award.
4. Established jury procedures shall be followed with regard to selection, notification, and maintenance of records.
5. All nominations and supporting documentation are considered confidential.
6. The award shall be given at the annual WHSLA meeting.
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9. The recipient will receive an inscribed plaque and feature story in the WHSLA Newsletter. The story shall be written by the WHSLA President who presented the award at the Annual Meeting. The story shall be published in a blog post published after the Meeting. Excerpts from the nomination form may only be used if the nominator gives express permission.
10. The plaque shall be obtained by the chair of the Awards Committee and shall contain the following inscription:
Wisconsin Health Science
11. A press release to the library's employer will be sent unless the recipient library objects.

Library Association

Year

LIBRARY OF THE YEAR

LIBRARY

Institution

Year shall be the year that the award is given.

Created by WHSLA Steering Committee; approved by WHSLA Board April 1990; amended by Executive Board April 9, 1997.

Changes proposed to Executive Board, 5/22/09. Approved 7/6/09

WHSLA Library of the Year

Nominating Form

Name of Nominated Library: _____

Institution: _____

Name of Library Director/Librarian: _____

Address: _____

City: _____ State: _____

Phone: _____

Using the Criteria & Guidelines for the WHSLA Library of the Year, please describe your reasons for this nomination.

Use additional sheets if necessary.

This form (along with ten photocopies) must be sent by July 1, 20__ to:

(WHSLA President)

Changes proposed to Executive Board, 5/22/09. Approved 7/6/09

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