

Northeast Ohio  
Regional  
Library System



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*Maximizing Library Potential Together*  
[www.neo-rls.org](http://www.neo-rls.org)

# NEO-RLS Committees and Advisory Groups

Betsy Lantz, Executive Director

Debbie Blair, Fiscal Officer

## Committee Meetings

- Committees meet per the posted Board Calendar and must meet in-person
- Committee meetings are generally held at 9:30 a.m. before the Full Board meetings or 1:30 p.m. after Full Board meetings
- Committee meetings last 1-1.5 hours
- Most Committees meet two times per year except Finance and Personnel which meet 4 and 3 respectively

## Committee Meetings

- Additional committee meetings may be called as needed
- Agendas and Committee packets are sent out to Chair for approval two weeks in advance
- Committee packets are sent to members one week in advance
- Minutes for committee meetings must be kept per Bylaws and Ohio Sunshine Laws
- Motions coming to the Board from Committees do not need a second

- As a Committee member
  - Regular Committee attendance and participation
  - Note meeting dates on calendar
  - Review packet in advance of meeting
  - Let Chair know if unable to attend
  - Ask questions and provide input
  - Participate in required DEIA training

## Your Leadership Responsibilities

**LEADERSHIP**

- As a Committee Chair
  - Meet with Executive Director prior to first meeting
  - Reach out to your Committee members
  - Review packet in advance and note questions, changes needed
  - Assign someone to take minutes
  - Take recommendations to the Board
  - Serve as a bridge (Past Chair) to the next Chair

## Your Leadership Responsibilities

**LEADERSHIP**

## Bylaws/Policy

*The Board's Bylaws and Administrative Policy Manual include all policies pertaining to the general operation of NEO-RLS. The Committee reviews them for their current implementation. Sections will be referred to staff, Board and committees to recommend needed changes. The Bylaws must be amended by two-thirds vote of the NEO-RLS Board, after notifying all Membership Council representatives of the complete proposed alteration or amendment(s) at least 30 days in advance.*

- The Committee is chaired by the Secretary.

## Bylaws/Policy

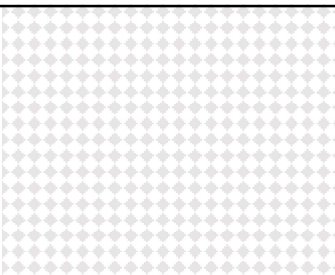
Work for 2022-2023 includes:

- Consideration of term period for Board seats
- Review of Bylaws and Administrative Policy Manual

- Actively recruit volunteers for Committees and Advisory Groups
- Create and maintain Committee and Advisory Group rosters
- Set up distribution lists and SharePoint sites
- Schedule and attend meetings
- Connect new Chairs with past Chairs
- Meet with Chairs individually as needed

## NEO-RLS Staff Responsibilities

- Alert Chairs to potential issues/ideas for discussion
- Prepare recommendations for Committee and Advisory Group review and consideration
- Prepare agendas and packet information
- Distribute packets in a timely manner to Chairs and then to members after approval
- Provide relevant information as requested (e.g. analytics, financial reports, etc.
- Maintain minutes as needed
- Follow up with creation and/or revision of deliverables



## NEO-RLS Staff Responsibilities

