



Ontario Courthouse Libraries Association POLICY & PROCEDURES

OCLA POLICY

The mandate of the Ontario Courthouse Libraries Association is to provide the courthouse staff with guidance, support and learning opportunities to be delivered within the context of OCLA's vision, mission, values and guiding principles.

OCLA VISION: A culture of mutual respect between staff and governing bodies.

OCLA MISSION: Laying the foundations for success

OCLA VALUES: Group loyalty and personal growth for continuous improvement.

GUIDING PRINCIPLES: Ensure accountability to each other, and to OCLA, a culture of mutual respect, integrity, inclusiveness and collaboration.

OCLA EXECUTIVE PROCEDURE MANUAL

Functions and the duties of the individual executive members:

1.0 CHAIR

- 1.1 Chair to preside over official meetings of the Association;
- 1.2 Chair to designate duties and special responsibilities as required;
- 1.3 Chair to call regular and emergency meetings of OCLA;
- 1.4 Chair shall negotiate on behalf of OCLA;
- 1.5 Chair shall lobby on behalf of OCLA;
- 1.6 Chair shall circulate pertinent information with respect to questions/queries/updates, etc.;
- 1.7 Chair and Executive shall decide which records require retention (financial or historical relevance etc.) and at the end of the presidential term, shall forward these materials to the Archivist, as appointed by the Executive from the voting membership

2.0 VICE-CHAIR

- 2.1 Vice-Chair shall preside at meetings of the Association in the absence of the Chair;
- 2.2 Vice-Chair shall assist the Chair as required and serve as representative where necessary.

3.0 TREASURER

- 3.1 Treasurer shall collect all dues and other income;
- 3.2 Treasurer shall prepare the annual financial reports;

- 3.3 Treasurer shall send annual membership renewal notices and collect annual dues;
- 3.4 Treasurer shall have custody of funds and bank accounts and pay out funds as deemed necessary by the executive;
- 3.5 Treasurer will be responsible membership list/directory;
- 3.6 Treasurer shall notify members of and collect bursary applications for consideration by the bursary panel;
- 3.7 Treasurer will pay all invoices as received.

4.0 SECRETARY

- 4.1 Secretary shall compile issues for meetings and prepare meeting agendas;
- 4.2 Secretary shall prepare notice of meetings and notify membership of location and time of meetings;
- 4.3 Secretary shall keep records of all correspondence;
- 4.4 Secretary shall serve as liaison between the Chair, Executive and general membership;
- 4.5 Secretary shall follow up on elective committees and evaluate progress against the targets set in the meeting minutes;
- 4.6 Secretary shall be responsible for the recording of the minutes of all meetings and maintain the Association minute book;
- 4.7 Secretary shall attend all meetings of OCLA and assist the Chair

5.0 MEMBER-AT-LARGE

- 5.1 The member-at-large shall assist with conferences
- 5.2 The member-at-large shall be responsible for the retirement list, donations, get-well cards to members, etc.
- 5.3 The member-at-large shall handle any special projects as assigned by the Chair

6.0 PAST CHAIR

- 6.1 Past Chair shall serve as the Chair of the Nominating Committee
- 6.2 Past Chair shall prepare the call for nominations for the Annual General Meeting
- 6.3 Past Chair shall ensure that at least one candidate for each elected office is nominated and report to the membership no later than 7 days before the AGM
- 6.4 Past Chair shall prepare the ballot for voting at the AGM
- 6.5 Past Chair shall be responsible for preparing amendments and/or repeals of any article of the Bylaws for the AGM

7.0 ANNUAL MEETING

7.1 ELECTION PROCEDURES

7.1.1 Pre- Election

7.1.1.1 Call for Nominations by Past-Chair

7.1.1.2 Compilation of nominations list for meeting

7.1.2 Manner of Voting

7.1.2.1 President to call the election to order

7.1.2.2 Voting by show of hands

7.1.3 Post-Election

4.1.3.1 Executive officers shall hold office for a term of 2 years, or until their successors are elected or appointed

4.1.3.1 New executive officers will refer this document outlining duties of their office

7.2 FINANCIAL RECORDS

7.2.1 Two members shall be appointed at the annual meeting to review the financial records

8.0 RECORD RETENTION

8.1 The Archivist retains the records of the OCLA archives

8.2 Procedures regarding the retention of archival records are determined by the Executive and the Archivist

9.0 OCLA By-Laws Review

9.1 By-law review time frame: to be determined by OCLA members

Adopted October 2015

Amended Oct 26, 2017