CLO OPERATIONS HANDBOOK
2019
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Introduction

This purpose of this handbook is to provide operational guidance and continuity for the optimum functioning of College Libraries Ontario (CLO) in the pursuit of their vision and mandate on behalf of students, faculty, and the greater college community.

The handbook is a living document and will be updated on an ongoing basis. The Handbook provides a foundational plan and support for CLO.

Governance

CLO is a collaborative body comprised of the 24 Ontario College Libraries. CLO reports to the Coordinating Committee of Vice-Presidents Students (CCVPS), under the Colleges Ontario structure. Its members are the Heads of the Library for each Ontario College. Each member is responsible for keeping colleagues informed of CLO issues and assisting with projects as required. CLO is one of five operating committees that report to CCVPS.

CLO operates under the administration of the CCVPS Terms of Reference (2016) and is governed by the CLO Terms of Reference (2010).

CLO Executive Role Descriptions

The executive committee is the major decision-making body of CLO and is also the point of contact with CCVPS and the broader college sector.

The CLO executive is comprised of 8 voting members and ex-officio members. The CLO executive identifies CLO members to participate in committees and working groups. The executive approves executive meeting agenda and minutes, as well as assist with the development of the strategic plan and the annual work plan.

*The term of office runs from July 1-June 30. The officer positions are elected. Terms are staggered so half of the positions are replaced each year.* (CLO Terms of Reference, 2010)

**Chair:** (voting member)
- oversees and advances the mandate of CLO;
- develops and sets meeting content, dates/times, including AGM;
- chairs executive and membership meetings;
- creates and circulates meeting agenda and documents at least one week prior to meetings;
- ensures administrative support is provided for meetings;
- creates annual work plan;
- coordinates strategic direction and plan;
- onboards new CLO members;
- represents CLO and provides reports and updates at the CCVPS meetings, including CCVPS executive meetings, CCVPS membership meetings and CCVPS annual meeting;
• represents CLO in partnerships/collaborations and builds strategic relationships;
• 3 year term (Vice-Chair, Chair, Past Chair).

**Past Chair:** (voting member)
• facilitates executive elections/nominations/appointments as needed;
• supports current Chair;
• 1 year term.

**Vice-Chair (Chair Elect):** (cannot be a regional representative (CLO Terms of Reference, 2010); voting member)
• assists Chair with meeting coordination; acts in absence of Chair;
• sits on the OCLS Expert Panel; liaises and reports to CLO executive and membership on requests from OCLS; CLO Vice-Chair represents and acts on behalf of the CLO Executive in their role on the OCLS Expert Panel and any issues that impact colleges significantly will need to be approved by CLO Executive and the CLO Membership.
• Vice-Chair prepares a mid-year report at the January meeting;
• 3 year term (Vice-Chair, Chair, Past Chair).

**Treasurer:** (voting member)
• ensures collection of fees and budget oversight;
• provides a financial report for the annual report as well as updates to the CLO Executive and Membership in November;
• 1 year term.

**Secretary:** (voting member)
• prepare meeting minutes and once approved circulates to executive and members;
• 1 year term.

**Regional Representatives (Northern, Central, Western, and Eastern)**
• regional representatives are the contact person for all colleges in his/her region;
• convenes meetings of their region if issues warrant and reports back to Executive Committee;
• organizes and leads PD at the regional level;
• reports to CLO executive and/or membership at least once yearly.

**Communications Liaison:** (ex-officio)
• develops and implements CLO communications plan that promotes CLO strategic initiatives and specific projects;
• coordinates and creates CLO promotional and marketing content;
• oversees CLO website content;
• assesses effectiveness of communications strategy;
• assists with CLO partnership reporting, including updates and annual report to CCVPS;
• work with CLO project manager;
• advocacy role;
• 1 year term (only attend executive meetings when needed).

**Project Manager:** (ex-officio)
• coordinates and supports CLO foundational plan and strategic plan;
• strengthens and administers meeting governance;
• assists with communications plan, including website maintenance;
• implements and facilitates project management structure;
• supports project committees;
• supports CLO chair and executive.

**Strategic Initiatives Leads:** (ex-officio)
• reports to executive and membership on status of initiatives as needed.

**OCLS Board representative:** (ex-officio)
• liaison between OCLS Board and CLO executive and membership;
• drafts report for OCLS Board meetings.

**CCVPS Liaison:** (ex-officio)

**Copyright Liaison:** (ex-officio)
• reports on copyright issues as needed and annually at AGM.

### Committees

*The executive has the power to strike sub-committees as necessary in order to assist CLO in its own goals. The chair of each sub-committee shall report directly to the executive committee of CLO.* (CLO Terms of Reference, 2010)

### Annual Operations

There are a number of processes and actions that need to take place annually in order to ensure the continued operation of CLO.

**Strategic Plan & Year Ahead**

The strategic plan is a collaborative initiative of all members of CLO. A three or five year plan is created with input of all members and consultation with the Ontario Colleges Library Service (OCLS). The strategic plan needs to be approved by CCVPS.

A yearly plan of strategic and operational initiatives is presented at the annual general meeting in June based on the strategic plan. The current or incoming Chair drafts the
yearly plan in consultation with the CLO executive. This plan is approved by the membership at the AGM.

The CLO strategic plan and yearly plan are available on the CLO website.

**Annual Work Plan**
The annual work plan is created by the CLO Chair, in consultation with the CLO executive and project leads for approval by CCVPS. This plan includes detailed actions for the CLO initiatives for the year ahead. This work plan is shared with the CLO membership. (Plan template, Appendix A)

**Meeting Map for Year Ahead**
A meeting map is created annually based on the executive and membership meeting dates, to assist with capturing what will be accomplished at each meeting. The meeting map will also itemize when reports are needed for CCVPS and the OCLS Board meetings.

**Executive Meetings**
*Meetings of the executive are held a minimum of 3 times per year at the request of the Chair.* (CLO Terms of Reference, 2010). The meetings take place via teleconference.

**Agendas, Minutes and Motion Record**
*The agenda, together with supporting documentation, shall be prepared by the Chair and distributed to all executive members at least one week prior to the meeting.* (CLO Terms of Reference, 2010) The agenda is prepared by the Chair, and a companion annotated/motions agenda is created to provide guidance for potential motions during the meeting. (Appendix B & C) An email is sent to the CLO executive 3 weeks before the executive meeting asking for agenda items for the upcoming meeting. The CLO vice-chair reviews the agenda prior to the circulation to the CLO executive. The agenda is also circulated to meeting guests, without attachments prior to the meeting. The meeting agenda is posted on the CLO website.

Any motions moved and seconded during the meeting are sent to the applicable parties, including OCLS, shortly after the conclusion of the meeting.

Minutes are recorded by the CLO secretary using the minute template (Appendix D) and are sent to the CLO chair for review prior to the next executive meeting when the minutes will be approved. The minutes will then be posted on the CLO website.

**Membership Meetings**
*CLO will hold a minimum of two meetings annually, plus an annual general meeting.* (CLO Terms of Reference, 2010). The meetings can take place in person or via teleconference.
Agendas, Minutes & Motion Record
The agenda is prepared by the Chair, and a companion annotated/motions agenda is created to provide guidance for potential motions during the meeting. An email is sent to the CLO membership 3 weeks before the membership meeting asking for agenda items for the upcoming meeting. The CLO vice-chair and CLO executive reviews the agenda prior to the circulation to the CLO membership. When approved the meeting agenda is posted on the CLO website.

A land acknowledgement is given at the beginning of every CLO meeting to reflect the location of the meeting.

Any motions moved and seconded during the meeting are sent to the applicable parties, including OCLS, shortly after the conclusion of the meeting.

Minutes are recorded by the CLO secretary using the minute template and are sent to the CLO Chair for review prior to the next membership meeting when the minutes will be approved. The minutes will then be posted on the CLO website.

CCVPS meetings
The CLO Chair attends the CCVPS executive and membership meetings and reports on the activities of CLO. The Chair writes a report that is submitted to the CAAT Coordinating Committee (report template, appendix E). CLO chair brings forward recommendations and requests for decisions or support to CCVPS from their respective operating committee, presents and obtains approval from CCVPS to collect annual membership fee, presents and obtains approval from CCVPS for an annual report and a summary of revenues and expenses (CCVPS Terms of Reference, 2016) CLO also participates in the annual CCVPS student success conference.

Annual General Meeting
The AGM takes place in May or June. The meeting should be held in the region of the Chair (CLO Terms of Reference, 2010). The meeting includes reporting by the project leads on the progress of the strategic work. The treasurer also provides a summary of annual revenues and expenses.

All incoming executive positions are nominated and elected at the AGM.

Annual Report
An annual update on the strategic and operational initiatives is written by the CLO Chair and is presented to the CLO membership for review and is shared with CCVPS. The treasurer provides a report on the CLO annual revenues and expenses. (Template, Appendix F)
Executive Transfer
CLO Executive terms begin on July 1st and all new CLO Executive will be provided with the CCVPS Terms of Reference, the CLO Terms of Reference and the CLO Operations Handbook.

CLO Executive positions will rotate equally between colleges of large, medium and small student enrollments.

Ontario Colleges Library Service (OCLS)
OCLS is a service provider, providing a suite of services to the 24 publically funded colleges. CLO vice-chair sits on the OCLS Expert Panel and acts as a resource to OCLS management when required.

APPENDICES –
Appendix A – Annual Work Plan Template
Appendix B – Agenda Template
Appendix C – Annotated Motions Agenda Template
Appendix D – Minutes Template
Appendix E – CCVPS Report to CAAT Coordinating Committee Template
Appendix A – Annual Work Plan Template

CLO 20XX-XX Work Plan

**Mandate:** CLO provides leadership by strengthening partnerships that promote sustainable networks of shared information resources, services, expertise, and trusted relationships.

<table>
<thead>
<tr>
<th>ACTIONS (specific)</th>
<th>STRATEGIC OBJECTIVE (general)</th>
<th>STRATEGY MAP OUTCOME</th>
<th>PARTNER OR COMMITTEE</th>
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</thead>
<tbody>
<tr>
<td>Operational activities –</td>
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<td>Learning Portal –</td>
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<td>Metrics and Assessment –</td>
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<td>Collaborative Library System -</td>
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<td>Library eResources Accessibility Project -</td>
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<td>OER’s –</td>
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Reporting of the progress of the work plan will be provided at CCVPS meetings and membership meetings, and an annual report will be presented at the Annual General Meeting and final CCVPS meeting.
## CLO EXECUTIVE or MEMBERSHIP - MEETING AGENDA

**DATE** (Teleconference)  
1:00 – 3:00 pm  

*Teleconference details: (Dial in: 416-915-3619; 1-866-715-6499 participant code: 6717144304 )*

**Chair:** Tanis Fink (CLO Chair)

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ITEM No.</th>
<th>ITEM</th>
<th>Facilitator</th>
<th>Relation to Strategic Plan/Map and/or Annual Plan</th>
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<tbody>
<tr>
<td><strong>1.0</strong></td>
<td></td>
<td><em>(2 min)</em> Call to order. Welcome and review of Agenda</td>
<td><strong>Tanis</strong></td>
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<tr>
<td><strong>Decision</strong></td>
<td><strong>2.0</strong></td>
<td>attachment <em>(2 min)</em> Approval of Minutes of XXX meeting</td>
<td><strong>Tanis</strong></td>
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<tr>
<td><strong>FYI</strong></td>
<td><strong>6.0</strong></td>
<td><em>(10 min)</em> Other Business / Communications</td>
<td><strong>Tanis</strong></td>
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<tr>
<td><strong>FYI</strong></td>
<td><strong>7.0</strong></td>
<td><em>(1 min)</em> Dates of next meetings</td>
<td><strong>Tanis</strong></td>
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<td><strong>8.0</strong></td>
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<td>Motion to Adjourn</td>
<td><strong>Tanis</strong></td>
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~2 hours
# Appendix C – Annotated Motions Agenda

**CLO EXECUTIVE or MEMBERSHIP - MEETING MOTIONS AGENDA**

Tuesday, September 25 2018 (Teleconference)  
9:30 – 11:30 am

*Teleconference details: (Dial in: 416-915-3619; 1-866-715-6499 participant code: 6717144304 )*

Chair: Tanis Fink

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<tr>
<th>ACTION</th>
<th>ITEM No.</th>
<th>ITEM</th>
<th>Facilitator</th>
<th>Relation to Strategic Plan/Map and/or Annual Plan</th>
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<tr>
<td></td>
<td>1.0</td>
<td>(2 min) Call to order. Welcome and review of Agenda Ensure quorum</td>
<td>Tanis</td>
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<tr>
<td>Discussion &amp; Decision</td>
<td>2.0 attachment</td>
<td>(20 min) XXX Motion: 1.</td>
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<td>Discussion &amp; Decision</td>
<td>3.0 attachment</td>
<td>(20 min) XXX Motion: 1.</td>
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<tr>
<td>Discussion</td>
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<td>(30 min) XXX</td>
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<tr>
<td>FYI</td>
<td>9.0</td>
<td>(10 min) Other Business / Communications</td>
<td>Tanis</td>
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<tr>
<td>FYI</td>
<td>10.0</td>
<td>(1 min) Dates of next meetings</td>
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<td></td>
<td>11.0</td>
<td>Motion to Adjourn Motion: To Adjourn. (no seconder required)</td>
<td>Tanis</td>
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CLO MEMBERSHIP - MEETING MINUTES

DATE (Teleconference)
TIME

### Attendance

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### Absent

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### Support

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### Guests

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### Chair:

1.0 Call to Order. Welcome, quorum achieved at X:XX pm and review of Agenda

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<th>Chair</th>
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2.0 Approval of Minutes of XX

Motion: Approval of the minutes of XX

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<th>Mover:</th>
<th>Seconder:</th>
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3.0

Motion:

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<th>Mover:</th>
<th>Seconder:</th>
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Discussion:

4.0

Motion:

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<th>Mover:</th>
<th>Seconder:</th>
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Discussion:

5.0 Other Business/Communications

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<th>Discussion:</th>
<th>Chair</th>
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6.0 Adjournment

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<th>Chair</th>
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v. 2, 2019
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<tr>
<th>Motion to Adjourn</th>
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<tbody>
<tr>
<td>Mover:</td>
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## CCVPS Updates Report to CAAT Coordinating Committee

### CLO (College Libraries Ontario)

**August 20XX**

Committee Executive: Chair: ; Vice-Chair: Past-President/Treasurer: ; Secretary: ; Communications Liaison: ; Western: ; Eastern: ; Central: ; Northern: ; Rep to the OCLS Board: .
Submitted by: , Chair,

<table>
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<tr>
<th>SUBJECT</th>
<th>DETAILS</th>
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<tr>
<td>CLO (College Libraries Ontario) Update Chair: Tanis Fink (Seneca College)</td>
<td>Update from CLO (College Libraries Ontario) General Business</td>
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| Information requested in compliance with CCVPS Terms of Reference | • Next Membership Meeting:  
• Annual membership fee: $300. per College library  
• Current budget balance of: $  
• Appointed/Elected positions: |