

EXECUTIVE COMMITTEE

PROCEDURE MANUAL

8TH EDITION

Officers / Procedures / Bylaws

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# 

# I. INTRODUCTION

## GEOGRAPHIC AREA

The geographic area of the Upstate New York and Ontario Chapter (UNYOC) of the Medical Library Association (MLA) comprises New York State counties north of Metro New York, and the province of Ontario in Canada.

## VISION

The organization stimulates and strengthens interest in health sciences library services and in the Medical Library Association, by hosting meetings for the exchange of information and ideas, and by offering educational opportunities. It provides opportunities for active participation by those members who cannot attend the annual meetings of the Medical Library Association.

## MISSION STATEMENT

The Upstate New York and Ontario Chapter of MLA promotes health sciences librarianship and information science through:

* Professional growth and recognition
* Education and research
* Communication and networking on personal, local, regional, and national (Medical Library Association) levels
* Advocacy of library issues and concerns
* Recruitment to the organization and profession

## ONGOING OBJECTIVES

1. ANNUAL MEETING
   1. To offer an annual meeting to be held in October.
   2. To collaborate with other MLA chapters and professional library association regional chapters (such as CHLA and SLA) to offer jointly sponsored meetings.
2. CONTINUING EDUCATION
   1. To offer continuing education opportunities at the annual meeting including MLA CE courses and UNYOC sponsored courses with MLA CE credit.
   2. To collaborate with other professional library association regional chapters (such as CHLA, SLA and NYLA) and with the Empire State Library Network's Hospital Library Services Programs to offer, jointly, CE courses with MLA CE credit during the year.
3. GOVERNMENT RELATIONS
   1. To monitor legislative affairs which will:
      1. Inform membership of relevant legislative activities in New York State and Province of Ontario
      2. Seek membership support for letter writing when necessary
      3. Support Canadian library legislative initiatives
4. MEMBERSHIP
   1. To maintain an active membership campaign for UNYOC and MLA.
5. MLA PARTICIPATION
   1. Provide financial support for up to four members of the Executive Committee to attend the MLA Annual meeting
   2. Encourage membership participation in MLA activities through professional development grants and educational scholarships
   3. Express needs and concerns of UNYOC to the MLA Board and Chapter Council
6. FINANCIAL
   1. To maintain a firm continuing financial basis for UNYOC based on membership, annual meeting, and other revenues.

## FISCAL YEAR AND DUES

The fiscal year and the membership year both run from January 1 to December 31. If dues are unpaid six months after the beginning of the fiscal year, the dues shall be considered in arrears, and the member will forfeit membership in the Chapter for that year.

## UNYOC STRATEGIC PLAN

UNYOC’s activities are guided by a Strategic Plan that provides a platform on which the organization and its members can build. Strategic Plans are long-term planning documents for the organization that will be updated and revised cyclically.

# 

# II. OFFICERS & ELECTED POSITIONS

## CHAIR

ELECTION/TERM OF OFFICE:

The Vice-Chair/Chair-Elect becomes the Chair at the close of the Annual Business Meeting. The Chair must be an active member of MLA during their tenure. The term of Office is one year. In rare circumstances the term of office may be renewable for one additional year. At the end of the next Annual Meeting, the Chair assumes the role of Immediate Past Chair.

DUTIES:

A general outline of MLA Chapter Chair responsibilities is available in the [Medical Library Association Chapter Chair Procedural Manual](https://www.google.com/url?q=https://www.mlanet.org/p/do/sd/topic%3D86%26sid%3D1727&sa=D&source=docs&ust=1669048722760556&usg=AOvVaw19QW_GNugF3mmZprztxoIu). UNYOC Chair duties and activities include:

1. Arrange for and preside over the Annual Business Meeting of the Chapter, to be held at the Annual Meeting.
   1. Coordinate with Vice-Chair/Chair-Elect and the Conference Planning Chair to arrange Annual Business Meeting time, location, etc.
   2. Acquire working knowledge of parliamentary law and procedures and a thorough understanding of the bylaws, policies and procedures of the Chapter
   3. Prepare and distribute agenda for Annual Business Meeting two weeks in advance of Annual Business Meeting
   4. Compile Executive Committee Reports into the Annual Report to Membership for posting on the Website and distribution during the conference but prior to the Annual Business Meeting
   5. Arrange for participation and for key issues to be brought forward at the business meeting.
2. Serve as Chair of the Executive Committee
   1. Arrange for meetings of Executive Committee (officers and committee chairs)
   2. Set and distribute agenda
   3. Compile Executive Committee Reports for distribution to Executive Committee prior to the meeting.
   4. Conduct meetings (at least two per year – summer and Annual meeting)
3. Serve as ex-officio member of all committees
4. Conduct official correspondence for Chapter
5. Appoint all committee members with assistance of Committee Chairs and Immediate Past UNYOC Chair
6. Serve as Chair of the Nominating Committee
   1. Appoint members
   2. Direct work of committee
   3. Submit report to membership; publish slate of officers on Website prior to Annual Meeting
   4. Prepare slate of nominees to elected positions and appointed positions for approval at pre-conference executive committee meeting
7. Coordinate the formulation of Annual Objectives/Goals for the Chapter and direct the work of the Chapter in meeting those objectives.
   1. Receive & compile Annual Reports from all Committee Chairs and Officers
   2. Discuss objectives with the Executive Committee at the summer meeting
   3. Formulate goals and objectives of the Chapter
   4. Submit goals and objectives to MLA upon the request of MLA
   5. Plan activities and delegate responsibilities to enable Chapter to meet established objectives
   6. Communicate with Executive Committee and Committee Chairs to assure that progress is being made toward accomplishing Annual Objectives
8. Submit Mid-Winter Report and Annual Report to MLA Headquarters by the provided deadline Deadline and submission instructions will be sent to the Chair
9. Submit documentation to MLA as requested. This can include, but is not limited to:
   1. MLA Directory Information.
   2. Minutes of Business Meeting.
   3. Annual Objectives of Chapter.
10. Include the Vice-Chair on all correspondence received and written
11. Notify newly-elected Chapter Fellows of their election and invite them to the Awards Ceremony at Annual Meeting. Ask for biographical data and curriculum vitae, arrange for preparation of award certificates
12. Prepare and sign Certificates of Service for all members of UNYOC Executive Committee
13. Conduct Awards Ceremony at Annual Meeting
14. Work with the Treasurer to ensure the completeness of the Chapter financial records prior to the annual MLA audit
15. At end of term, submit material to Chapter Archives

### 

TIME TABLE FOR DUTIES OF UNYOC CHAIR

**October**

1. Take office as Executive Chair at the end of the Annual Business Meeting
2. Conduct Post-Conference Executive Committee Meeting to organize your team and to chart the course for the coming year.

**November**

1. Submit Annual Objectives to Chapter Council Chair
2. Communicate with Executive Committee and Committee Chairs to assure that work for the year begins quickly
3. Organize activities and delegate responsibilities to enable Chapter to meet established objectives
4. Set check-in timetable to assure that progress is being made

**December — February**

1. Connect with the Conference Planning Chair to make arrangements for Annual Business Meeting and Executive Committee meetings at October Annual Meeting
2. Appoint members of the Nominating Committee and assign positions to be filled to specific members.
3. Send copies of Bylaws and appropriate sections of Procedures Manual to nominating committee members

**March**

1. Prepare MLA Annual Report and submit it to MLA Headquarters by the deadline.
2. Remind Committee Chairs and Officers that mid-year reports are due by May 1

**April**

1. Begin to plan for the summer Executive Committee meeting in collaboration with the Secretary. Set date, place, etc.

**May**

1. Set agenda for Summer Executive Committee meeting and distribute to Executive Committee members.

**June**

1. Conduct Summer Executive Committee meeting

**July**

1. Request status report for all Chapter Annual Objectives. Send copies to all members of the Executive Committee.
2. Notify newly-elected Chapter Fellows of their election and invite them to the Awards Ceremony at Annual Meeting. Ask for biographical data and curriculum vitae.
3. Send out emails of acceptance to officer nominees

**August - September**

1. Receive and review financial records from the Treasurer
2. Finalize arrangements for Annual Business Meeting and October Executive Committee Meeting, and notify Executive Committee of times, location
3. Arrange for preparation of Certificates of Fellowship
4. Submit election slate to Chapter membership via listserv at least three weeks prior to Annual Meeting
5. Be familiar with Robert’s Rules of Order; submit questions to Chapter Parliamentarian

**September**

1. Prepare agenda for Executive Committee meeting and distribute to members
2. Prepare presentations for Awards Ceremony
3. Prepare Certificates of Service

**October**

1. Conduct Executive Committee meetings at Annual Meeting
2. Arrange for key issues to be brought forth as motions at Annual Business Meeting
3. Conduct Awards Ceremony at Annual Meeting Banquet
4. Preside at Annual Business Meeting
   1. Use parliamentary procedure to receive reports, hold election, receive motions, etc.
   2. When new business is completed, express appreciation to this year’s officers.
   3. Introduce new Chair
5. Turn over materials to New Chair
6. Collect revised sections of Procedures Manual

## 

## VICE-CHAIR/CHAIR-ELECT

ELECTION/TERM OF OFFICE:

The Vice-Chair/Chair-Elect’s term of office begins at the close of the Annual Business meeting. The Chair must be an active member of MLA during their tenure. Term of office is one year and is renewable for one additional term, for a maximum of two years. During this year the Vice-Chair/Chair-Elect will work closely with the Chair to learn the Chair’s responsibilities. The Vice-Chair/Chair-Elect should also consult the Chair’s Timetable to be familiar with upcoming duties. At the end of the next Annual Business Meeting, the Vice Chair assumes the duties of the Chair.

DUTIES:

1. In the absence of the Chair, or at the request of the Chair, perform the duties and exercise the functions of the Chair
2. In the event that the Chair is unable to complete the term of office for which s/he was elected, become the Acting Chair for the remainder of the Chair’s original term, before becoming Chair.
3. Facilitate the annual [UNYOC Service Recognition Award](#_heading=h.fnubexumlyyu) Nomination process with volunteer assistance
4. Facilitate the MLA Annual Meeting Stipend process (see: [Appendix A](#_heading=h.ij2lmfte9stj))
5. Prepare Vice-Chair’s Midyear Report and submit to Chair by May 1
6. Prepare annual report and submit to Chair by September 1
7. Review and revise “Vice-Chair/Chair-Elect” section of Procedure Manual and submit revisions to new Immediate Past Chair

TIMETABLE FOR DUTIES OF VICE-CHAIR/CHAIR-ELECT

**October**

1. Assume the role of Vice-Chair at the post-conference executive committee meeting

**February-March**

1. Facilitate the MLA Annual Meeting Stipend process (see: [Appendix A](#_heading=h.ij2lmfte9stj))

**March - May**

* Serve as a member of the UNYOC Nominating Committee
* Prepare Midyear Report and submit to Chair by May 1
* Chair the [UNYOC Service Recognition Award Committee](#_heading=h.fnubexumlyyu), which accepts nominations until May 30th of the current year. The selections of the Service Award Winner and of the Fellows are submitted to the UNYOC Executive Committee for approval at the Summer Executive Meeting

**June**

**August**

1. Prepare Annual Report and submit to Chair by September 15th

**October**

1. Assist the Chair in preparing for the Annual Business Meeting as requested
2. Assume the role of Chair at the close of the Annual Business Meeting.
3. Submit revised “Vice Chair” section of Procedures Manual to new Immediate Past Chair

## IMMEDIATE PAST CHAIR

ELECTION/TERM OF OFFICE:

The Chair becomes the Immediate Past Chair at the close of the Annual Business Meeting. The term of Office is one year and is renewable for a maximum of one term if the current Chair and Vice-Chair/Chair elect are re-elected in their current positions for another term.

DUTIES:

1. Serve on the Executive Committee for the year following term as Chair.
2. Be responsible for ensuring that the Procedures Manual is maintained, is current, and is available for all new Officers and Committee Chairs.
3. Serve as Bylaws Coordinator:
   1. Review bylaws and procedures as situations warrant.
   2. Propose and draft Bylaws and Procedure Manual revisions and recommend changes to Executive Committee.
   3. Submit proposed changes to MLA Bylaws Committee for approval.
   4. Publish proposed changes at least three weeks prior to Annual Business Meeting at which they are to be presented.
   5. Present proposed changes to membership for approval at Annual Business Meeting.
   6. Submit approved changes to MLA Bylaws Committee.
4. Prepare Immediate Past Chair Mid-year Report and submit to Chair by May 1.
5. Prepare Annual Report and submit to Chair by September 15th

TIMETABLE OF DUTIES FOR THE IMMEDIATE PAST-CHAIR

**November**

1. Send Bylaws to MLA Bylaws Committee if revisions were approved at Annual Meeting.

**November - May**

1. Review Bylaws and Procedures Manual
2. Propose and draft revisions if needed
3. Send proposed revisions to Executive Committee for their review at the Summer Executive Meeting.
4. Prepare Midyear Report and submit to Chair by May 1.

**June-August**

1. Recommend Bylaws and Procedures changes to the Executive Committee and finalize at summer meeting.
2. Prepare to present changes to the entire membership at the Annual Meeting.
3. Review “Immediate Past Chair” section of Procedures Manual and make necessary changes.

**September**

1. Prepare Annual Report and submit to Chair by September 1.

**October**

1. Make Bylaws and Policy & Procedures Manual available to new Officers.
2. Present proposed Bylaws and Procedures changes to membership for approval at Annual Business Meeting.
3. Submit revised “Immediate Past Chair” section of Procedures Manual to new Immediate Past Chair

## 

## SECRETARY

ELECTION/TERM OF OFFICE:

The term of office is three years and is renewable for a maximum of one term (subject to bylaws change approval). The Incoming Secretary’s term of office begins after the Annual Business Meeting.

DUTIES:

1. Serve as Secretary of Executive Committee.
2. Attend all Executive Committee meetings and Annual Business Meetings during term of office.
3. Take attendance at Executive Committee meetings, listing those present in minutes.
4. Record minutes of Executive Committee meetings
   1. Within one month of Executive Committee meeting, distribute minutes to all members of Executive Committee, to Committee Chairs, and any others present at meeting.
5. Record minutes of Annual Business Meeting.
   1. Within one month of meeting, distribute copies of minutes to the UNYOC Board listserv.
6. Prepare extra copies of minutes and annual reports as follows:
   1. One copy to be stored in the UNYOC Google Drive
   2. One copy to be filed with Archives
7. Collect the following reports, programs, etc. and deposit at the end of year with the Archives Chair.
   1. Annual Meeting Programs
   2. Lists and Descriptions of continuing education courses offered by UNYOC
   3. Lists of Officers
   4. Reports prepared by UNYOC Officers
8. Review “Secretary” section of Procedures Manual and revise as necessary; send revisions to Immediate Past Chair.
9. Compile the Annual Report and submit it to the Chair for approval by October 1st.

TIMETABLE OF SECRETARY’S DUTIES

**September**

Collect and compile Officer and Committee Annual Reports by September 15th

Prepare agenda & Officers/Committees Annual Reports for Annual Business Meeting and arrange to have them included in meeting registration packet

**October**

1. Take minutes at the Executive Committee meeting and annual business meeting.
2. Attach a copy of the Officers and Committees Reports with the minutes.

**November**

1. E-mail both sets of minutes and reports to Executive Committee and Committee Chairs.
2. Prepare a copy for the UNYOC Archives.

**January**

1. Send minutes and the following reports to the Archives Chair: Annual meeting programs, lists and descriptions of continuing education courses offered by UNYOC, lists of Officers, reports prepared by UNYOC Officers and Chairs of Committees.

**May**

Receive Mid-year Reports from Officers, Committee Chairs. Consolidate and synthesize and send to members of the Executive Committee for their review before the summer Executive Committee meeting.

**June**

1. Take minutes at summer Executive Committee meeting.

**July**

1. Distribute minutes of summer Executive Committee meeting to Officers and Committee Chairs.

**August - September**

1. Compile the Annual Report and submit it to the Chair for approval by October 1st.

## 

## TREASURER

ELECTION/TERM OF OFFICE:

The term of office is three years and is renewable for a maximum of one term for a maximum of six years served. Incoming Treasurer’s term of office begins after the vote at the Annual Business Meeting.

DUTIES:

1. Serve as member of Executive Committee and Annual Meeting Treasurer.
2. Responsible for receipt and disbursement of all Chapter funds:
   1. Collect chapter dues and income from other sources.
   2. Deposit income to Chapter bank account(s) promptly.
   3. Expend Chapter funds as required and as authorized by Executive Committee. Sign Chapter checks.
   4. Handle all payments and deposits related to the annual meeting.
   5. Provide reimbursement for expenditures as approved by the Executive Committee (see: [Appendix B](#_heading=h.yl2pxqkckpwd))
3. Maintain Chapter’s financial records, current and past, as required by Federal and State Law, including account books, bank statements, bills and receipts
4. Maintain close liaison with UNYOC Membership Chair for purposes of dues payment collections and deposits.
5. Prepare and distribute interim financial reports and proposed draft budget per established timetables.
6. Present financial reports and proposed budget to the Executive Committee and to the membership at the Annual Business Meeting.
7. Prepare Midyear Report and submit to Chair by May 1.
8. Prepare recommendations to improve the financial base of the Chapter.
9. Review and revise “Treasurer” section of Procedures Manual.
10. Prepare Annual Report and submit to Chair by September 15th

TIMETABLE OF TREASURER’S DUTIES

**October**

1. Present current and proposed budget to the membership for review and approval; assist Executive Chair with discussion of budget issues at Annual Meeting.
2. Circulate bank signature cards, to authorize financial transactions, to appropriate new members of the Executive Committee.
3. When a new Treasurer is elected, provide for transfer of accounts and records to new Treasurer.

**November**

1. Issue checks for funds that were authorized at Annual Business Meeting.
2. E-mail final version of budget to Executive Board for review.

**January**

1. Submit a summary of the chapter financial situation to the Executive Board for review.

**March**

1. Prepare MLA annual fiscal report by requested due date.

**April**

1. Send notices to all members of Executive Committee asking for input to develop budget for upcoming fiscal year. Include past two years and current year’s revenues and expenditures.
2. Compile a mid-year Report and submit to Executive Chair by May 1.

**May**

1. Prepare interim budget report and draft budget for upcoming fiscal year; send to Executive Committee members for review and discussion at summer Executive Committee Meeting.
2. Notify Executive Chair of items to be added to agenda for summer Executive Committee meeting.

**June**

1. Attend summer Executive Committee meeting and lead discussion of draft budget.
2. Prepare revision of draft budget based on input from summer Executive Committee meeting.
3. E-mail final version after the meeting to the entire Executive Board and Committee Chairs.

**August**

1. Work with Conference Planning Committee on anticipated expenditures related to the annual meeting.

**September**

1. Obtain bank signature cards to bring to fall Executive Committee Meetings for newly-elected officials to sign.
2. Review budget and actual figures and call relevant executive committee members, as needed, to get in all expenses and revenues before the end of the fiscal year.

**October**

1. Submit Annual Report, including budgets, to the Executive Chair by October 1st.
2. Present current budget and proposed budget at the Annual Business meeting.

**Additional Consideration**

An effort should be made to keep a minimum of funds in the non-interest bearing checking account; minimum is defined as enough monetary resources to support the chapter for 1 year. Enough monetary resources to support the chapter for 1 year, may be estimated based on operating costs reported in budgets from previous years.

## 

## MEMBERS-AT-LARGE

ELECTION/TERM OF OFFICE:

There are three Members-At-Large. At least one member-at-large must be from Ontario. Each member-at-large will serve a term of three years. Members-at-large do not have the option to renew their term.

DUTIES:

1. Serve as a member of the Executive Committee.
2. Serve on the Scholarship Committee, awarding both the Poland scholarship and the professional development awards
3. Serve as a representative of local membership to the Executive Committee. Provide oral and written input regarding membership concerns and views, as needed or requested.
4. Carry information relating to the Chapter and MLA to the local membership.
5. Discuss Chapter and MLA concerns with other librarians at local and national conferences.
6. Remain visible among local health sciences librarians and be identified as a UNYOC representative.
7. Prepare Members-at-Large Midyear Report and submit to Chapter Chair by May 1st.
8. Prepare Members-at-Large Annual Report and submit to Chapter Chair by October 1st.
9. Review & revise “Members-at-Large” section of the Procedures Manual.

TIMETABLE OF DUTIES

**October**

1. A Member-at-Large who is moving into the third year of the three-year term shall chair the Scholarship Committee, assisted by the other Members-at-Large. (See UNYOC/MLA Scholarship Committee Procedures)
2. Prepare and submit Annual Report to Chapter Chair by October 1st.
3. Submit names of round two professional development award winners to Chapter Chair by October 1st.

**April**

1. Submit names of round one professional development award winners to Chapter Chair by October 1st. .

**May**

1. Prepare Midyear Report and submit to Chapter Chair by May 1st.

**September**

1. Prepare and submit Annual Report to Chapter Chair by September 1st.

## CHAPTER COUNCIL REPRESENTATIVE

ELECTION/TERM OF OFFICE:

The term of office is three years and begins at the close of the first MLA Annual Meeting following election. The Representative-elect is strongly encouraged to attend Chapter Council meetings at this MLA Annual Meeting. Although an observer, the Representative—elect’s attendance at these meetings is key for ensuring continuity. UNYOC provides the Representative-elect with $300.00 travel support for this purpose.

The Representative must be thoroughly familiar with the organization, activities, and goals and objectives of UNYOC and must have developed positive relationships with the UNYOC membership.

DUTIES:

1. To serve as an ex—officio voting member of the UNYOC Executive Committee. To keep UNYOC informed of all significant business and events occurring in the MLA Chapter Council through regular reports to the membership at the Annual Business meeting.
2. To represent UNYOC on the Chapter Council of the Medical Library Association.
   1. Serves as a communication link between UNYOC membership and MLA, presenting views of UNYOC and carrying information back to the membership from MLA.
   2. Participates in Chapter Council deliberations and responds on behalf of UNYOC for matters which pertain to it.
   3. Solicits comment and suggestions.
3. To attend all Chapter Council meetings at the MLA Annual Meeting; UNYOC allocates travel support for this purpose – contact the treasurer for details. Meetings are scheduled for of the MLA Annual Meeting week. The Chapter Council Chair may request that the Chapter Council Representative attend the Chapter Council Annual Event (usually a roundtable discussion) and to assist at the Chapter Council Display Table.
4. To serve on Chapter Council committees as appointed by the Chapter Council Chair.
5. To contribute to the accomplishment of Chapter Council’s goals and objectives, both annual and on—going.
6. To ensure that the biographical form for the UNYOC nominee to the MLA Nominating Committee is submitted to the Chapter Council Elections Committee by the designated date.
7. To prepare and submit mid—year and annual reports to the Chapter Council Chair by the designated dates.
8. To respond to occasional requests from the Chapter News column editor for brief articles on UNYOC activities or accomplishments; to provide chapter updates to MLA as needed or as requested.
9. To work closely with the Alternate Chapter Council Representative in coordinating UNYOC representation on the Chapter Council.

TIMETABLE OF DUTIES

The timetable is arranged by month beginning with May when the Chapter Council meetings take place at the MLA Annual Meeting. Since precise deadlines or designated dates are subject to some variation from year to year, the dates provided below are intended as a general guide.

**May**

1. Attend Chapter Council meetings, events, and assist at the Chapter Council Display Table at the MLA Annual Meeting if going in person.

**June**

1. Attend UNYOC Executive Committee summer meeting.
   1. Prepare a report on Chapter Council meetings.
   2. Report on and discuss Chapter Council business, e.g., motions passed, goals and objectives for coming year, pertinent issues and concerns, etc.

**July-August**

1. Update information about UNYOC for the MLA Chapter Fact Sheet. A form will be sent by the Chapter Council Communications Committee for this purpose. This information will also be requested in November and April.
2. Prepare Annual Report in conjunction with the Alternate Chapter Council Representative and submit to Chair by September 15th.

**October**

1. Attend the Executive Committee meetings at the UNYOC Annual meeting.
2. Report to the membership at the Annual Business Meeting on Chapter Council activities if requested by Chair.

**November**

1. Prepare and submit a mid—year report to Chapter Council Chair.
2. Update UNYOC information for MLA Directory. A form will be sent by Chapter Council Communications Committee for this purpose.

**February**

1. Prepare and submit annual report to Chapter Council Chair.

**April**

1. Update information about UNYOC for MLA Chapter Fact Sheet.
2. Ensure that forms for the UNYOC nominee to the MLA Nominating Committee have been sent to the Chapter Council Elections Committee Chair and to the Chapter Council Chair.
3. Prepare, in conjuction with theAlternate Chapter Council Representative, and submit Mid-Year Report to Chapter Chair by May 1st.

## ALTERNATE CHAPTER COUNCIL REPRESENTATIVE

ELECTION/TERM OF OFFICE:

The term of office is three years and begins at the close of the first MLA Annual Meeting following election. The Alternate Chapter Council Representative is strongly encouraged to attend Chapter Council meetings at the MLA Annual Meeting. Although an observer, the Alternate Chapter Council Representative’s attendance at these meetings is key for ensuring continuity.

The Alternate Chapter Council Representative must be thoroughly familiar with the organization, activities, and goals and objectives of UNYOC and must have developed positive relationships with the UNYOC membership.

DUTIES:

1. To Serve as an ex—officio, voting member of the UNYOC Executive Committee.
2. To share the responsibilities of the Chapter Council Representative in representing UNYOC on the Chapter Council of the Medical Library Association.
3. To attend all Chapter Council meetings at the MLA Annual Meeting.. Meetings are generally scheduled for all day Saturday of the MLA Annual Meeting week.
4. To serve on Chapter Council Committees when elected or appointed.
5. To assume all duties and responsibilities of Chapter Council Representative in the event that the Representative is absent or unable to complete the three-year term, or is elected as chapter council Chair.

TIMETABLE OF DUTIES

**May**

1. Attend Chapter Council meetings, events, and assist at the Chapter Council Display Table at the MLA Annual Meeting.

**June**

1. Attend UNYOC Executive Committee summer meeting.

**July - August**

1. Prepare Annual Report in conjunction with the Chapter Council Representative and submit to Executive Chair by September 15th.

**October**

1. Attend the Executive Committee meetings at the UNYOC Annual Meeting.

**April**

1. Prepare in conjunction with the Chapter Council Representative and submit Mid-Year Report to Chapter Chair by May 1st.

## NOMINEE TO MLA NOMINATING COMMITTEE

ELECTION/TERM OF OFFICE:

The Nominee to the MLA Nominating Committee will serve a term of one year. The individual may be nominated repeatedly; however, if elected to the MLA Nominating Committee, the person may not be elected as any MLA Chapter or any MLA Section Nominee for five years following such services as a voting member.

The Nominee to the MLA Nominating Committee is elected by UNYOC membership at the Annual Business Meeting in October and presented to Chapter Council at the MLA meeting in May of the following year. The submission is made to the Chapter Council with biographical information and a statement of willingness to serve upon request of the Council prior to the Annual Meeting.

Fourteen names (one from each Chapter) are narrowed down to six at Chapter Council election. Those six names, along with additional nominees from Section Council and Board of Directors, are presented on the election ballot to MLA general membership. Nine are elected to serve one year on the MLA Nominating Committee.

After serving one term on the MLA Nominating Committee as a Voting Member, the UNYOC member is eligible to be nominated again after a period of 5 years has elapsed.

DUTIES:

1. Complete biographical form and statement of willingness to serve and submit to Chapter Council Representative for use in Chapter Council elections. Due date set in Chapter Council Calendar.
2. If elected by MLA membership, serve on the MLA Nominating Committee and attend committee meetings at the MLA Annual Meeting
3. Maintain an awareness of the interests and concerns of the Chapter by participating in Executive Committee Meetings

TIMELINE

**October**

1. Elected to the role of Nominee to the MLA Nominating Committee
2. Attend UNYOC Post-Conference Executive Meeting

**March - May**

1. Submit biographical information to MLA Chapter Council Chair, upon request

**June - October**

1. Participate in UNYOC Executive Meetings as scheduled

# III. APPOINTED POSITIONS

## 

## MLA CREDENTIALING LIAISON

APPOINTMENT/TERM OF OFFICE:

The MLA Credentialing Liaison is appointed by the Executive Committee. The term office is three years and is renewable for one additional term for a maximum of six years. The MLA Credentialing Committee Liaison must belong to MLA and be an AHIP member at the Member Level or above.

DUTIES:

The MLA Credentialing Committee Liaison serves as the Chapter Liaison to the MLA Credentialing Committee. This person promotes MLA’s Academy of Health Information Professional (AHIP). The Liaison provides guidance to UNYOC members who are applying for AHIP membership who are applying for AHIP membership or renewal. The MLA Credentialing Liaison is an ex-officio member of the Executive Committee with no voting privileges. This person is responsible for:

1. Promoting the MLA credentialing process to UNYOC members
2. Assisting UNYOC members who are applying for AHIP membership or renewal
3. Serving as the Chapter Liaison the MLA Credentialing Committee, including attending committee meetings and assisting MLA members at the MLA annual meeting at the credentialing station as needed
4. Please consult MLANET (www.mlanet.org) for current information and available resources

TIMETABLE OF DUTIES:

**April**

1. Submit Mid-Year Report to Chair by May 1st.

**May**

1. Attend the MLA Credentialing Committee sessions if possible.

**August**

1. Submit Annual Report to Chair by September 15th.

**October**

1. Promote AHIP membership at the UNYOC Annual Meeting.

## COMMUNICATIONS COORDINATOR

APPOINTMENT/TERM OF OFFICE

The Communications Coordinator will serve a three year term and will sit on the Executive Committee. The Communications Coordinator’s term may be renewed once for a total of 6 years served.

The Communications Coordinator communicates all activities of the chapter to current and potential members. Duties include posting updates and news to the website, posting to the LinkedIn account, maintaining the UNYOC-L and UNYOC Board listservs, and advertising all of the information related to the annual meeting. Chair

Duties:

1. Serve on the Executive Committee
2. Oversee all content posted on the website, in conjunction with the Website Chair
3. Post content on LinkedIn: <https://www.linkedin.com/company/unyoc>
4. Inform members about UNYOC activities and events and CE classes
5. Provide members with a form for communicating issues, policies and activities, and encourage members to submit items of interest for posting or sharing via the listserv
6. Consider joining the conference planning committee to keep abreast of communication needs surrounding the annual meeting
7. Provide timely updates regarding the Annual Meeting; updates regarding awards & scholarships application processes and deadlines, in conjunction with the Executive Committee and the Conference Planning Committee

TIMETABLE

Most of the postings will be done in real-time; ongoing communication responsibilities to the members throughout the term of service. Job postings in the region and MLA-related news may also be posted.

**October**

1. At annual meeting, inform membership of any pending changes in technology and/or platform for communication; share UNYOC-L statistics.
2. Confirm viability of UNYOC-L to the membership; register new members to the listserv; delete members no longer active (work with Membership Chair).

**November- May**

1. Post relevant communications to the membership via listserv and/or LinkedIn.
2. In conjunction with the website coordinator, submit a mid-year report to the executive chair.
3. Be in regular contact with the Chairs regarding any communications that need to go out to the members throughout the year.

**July/August**

1. Post a call for submissions for available awards and scholarships, in conjunction with the awards and scholarship committee (contact Vice Chair for details); include deadlines for submission.
2. Communicate “Save the Date” for the upcoming annual meeting.
3. Update UNYOC-L as needed.

**September**

1. Post information about the annual meeting and communicate meeting details to the membership via UNYOC listserv and LinkedIn account.
2. Send annual meeting updates for posting to the website to the website coordinator.
3. Submit an annual report to the executive chair upon request.

## WEBSITE COORDINATOR

APPOINTMENT/TERM OF OFFICE

The Website Coordinator (Webmaster) will serve one three year term and will sit on the Executive Committee. The Website Coordinator’s term can be renewed once for a total of 6 years served. They will manage and maintain all aspects of the UNYOC website and support online registration for Chapter events. Posting of content may be shared with the Communications Coordinator. Any new content can also be circulated via the UNYOC listserv and/or LinkedIn.

DUTIES

1. Design, maintain and update the UNYOC website
2. Maintain communication and good standing with the chapter’s web hosting software: currently WildApricot
3. Maintain communication with the Communications Coordinator to push relevant website updates to the membership.
4. Review and report annual website statistics

TIMETABLE

**October**

1. Present any updates or changes to the website to the membership at the annual meeting.

**November**

1. Post any post-conference materials and/or ppts.
2. Update the Executive Committee listing to add incumbent members.
3. Upload the latest version of Procedure Manual and By-Laws, if any.
4. Remove any outdated links; remove past annual meeting links.

**December**

1. Post the Chair’s Mid-Year MLA Report

**January – May**

1. Join or keep in regular contact with the Conference Planning Committee for updates.
2. Post upcoming annual meeting information as it becomes available; work with the Conference Planning Committee to post theme, location, and Save the Date.
3. Add membership renewal reminder as the request of the membership chair.
4. Post any updates to the membership
   1. Annual dues payment form and payment link
   2. Save the Date for annual meeting
5. Work on registration, vendor and donation forms and appropriate links
6. Post the Executive Chair’s final MLA Annual Report and Chapter Council Rep’s MLA Report

**June – September**

1. Post any outcomes from the Summer Executive Committee as directed by the Chair
2. Update Annual Meeting information
   1. Registration information and links
   2. Vendor registration and links
   3. Scholarship form and links
   4. Post theme and schedule
3. Resolve any technical issues related to annual meeting registrations and donations.

**October**

1. Post any updates for annual meeting
2. Perform any website maintenance if needed
3. Track and troubleshoot any registration issues, in conjunction with the treasurer
4. Prepare and present web traffic details to the membership at the annual business meeting

## CONTINUING EDUCATION COORDINATOR

TERM OF OFFICE/APPOINTMENT:

The Continuing Education (CE) Coordinator is appointed by the Executive Committee. The term office is three years and is renewable for one additional term for a maximum of six years. The CE Coordinator is as a voting, ex-officio member of the Executive Committee. The CE Coordinator will represent the Chapter at MLA CE Committee meetings as appropriate.

The Continuing Education Coordinator plans and promotes continuing education programs for the Chapter, providing varied and relevant educational opportunities for all segments of the Chapter membership.

DUTIES:

1. Actively seek opportunities to co-sponsor continuing education workshops, courses, etc. throughout the year with other library groups and in various areas of the Chapter.
2. Maintain for the Chapter current and complete information regarding MLA certification requirements, approval of local courses for MLA CE credit, and MLA CE course offerings, procedures, and approved instructors.
3. Develop, distribute, and collect the results of continuing education needs assessment and evaluation tools, to assess needs for future courses and to maintain a record of courses already offered.
4. Serve as a member of the UNYOC Conference Planning Committee. The UNYOC Conference Planning Committee selects continuing education courses to offer and coordinate all arrangements for the continuing education courses held at the Annual Meeting.
5. Encourage members of the Chapter to become MLA CE instructors and to share their teaching expertise.
6. Disseminate information about CE opportunities on the UNYOC-L listserv.
7. Disseminate information about alternative methods of CE, e.g., self—study or teleconference programs.
8. Act as liaison with the Continuing Education Committee (CEC) of the Medical Library Association.
9. Report Chapter CE to MLA to be published in MLA News.

### 

### TIMELINE

**October - December**

1. Record and communicate MLA or CHLA accredited continuing education courses offered by UNYOC members
2. Contact all committee members to inform them that UNYOC funds are available to co-sponsor MLA accredited continuing education courses in their geographic areas and to encourage them to arrange such courses. Chair will maintain contact with committee members throughout the year to learn if MLA accredited continuing courses will be offered, and to assist with publicity and with obtaining the UNYOC funding.

**January – February**

1. Submit to MLA CEC Chapter Liaison list of Chapter sponsored CE courses during the preceding year.

**March – April**

1. Attend meetings of the Annual Conference Planning Committee and begin making arrangements for continuing education courses to be offered at Annual Meeting.
2. Prepare a midyear report and submit it to the Chair by May 1st.

**May**

1. At the MLA Annual Meeting, the CE Coordinator should attend the MLA CE Committee’s Chapter Liaison function/meeting.
2. If unable to attend the above meeting, contact MLA CEC Chapter Liaison to obtain most current information on MLA certification, approval of local courses for MLA CE credit, and MLA CE course offerings, procedures, and approved instructors.

**September**

1. The CE Coordinator shall prepare and submit an annual report to the Chapter Chair by September 15.

**October**

1. Attend Annual Business Meeting and present a report if requested by Chapter Chair to summarize the previous year’s activities and plan for the coming year.

## 

## ARCHIVIST

APPOINTMENT/TERM OF OFFICE

The Archivist is appointed by UNYOC Executive and is considered a non-voting, ex-officio participant at Executive Committee meetings. The Archivist will serve a three year term. The Archivist may renew their term once for a total of six years served. The Archivist serves as Chair of the Archives Committee.

DUTIES

1. Physical collections
2. Digital collections

TIMELINE

## MEMBERSHIP COORDINATOR?

The Membership Committee manages the current membership directory and works to increase the total membership of UNYOC. The Membership Chair shall serve a three­ year term. This term is not renewable.

DUTIES OF THE MEMBERSHIP COMMITTEE

*Recruit new members*

* Identify potential members from libraries and library organizations within the Chapter’s geographic area. (Including library councils, NNLM RML, public, academic, and medical and hospital libraries).
* Distribute membership information to library schools
* Identify MLA members living in the Chapter’s geographic area who are not UNYOC members and encourage them to join. (Must be an MLA Member to see MLA member directory. From there you can filter the directory by geographic location).

*Process for adding new members*

* New members will register through the Wild Apricot link on the UNYOC website.
* This generates an email to the membership chair prompting the chair to activate the membership. Before activating membership the chair should confirm payment. It’s possible the member is paying by check, which should be confirmed by the Treasurer.
* Once the membership chair activates the new member, Wild Apricot sends a welcome. This email can be customized in the Wild Apricot admin module.
* If the new member indicates an interest in volunteering, the membership chair should give the member’s contact information to the current Chapter chair. The membership chair should also notify the listserv administrator to add the new member to the email distribution list.

*Maintain current membership*

* Contact non-­renewing members of UNYOC to encourage them to reinstate their membership
* Notify the Treasurer of any issues regarding membership payments
* Maintain the Chapter’s membership database in Wild Apricot
* Notify listserv owner of any additions or deletions to listserv members
* Annually update the membership registration form and send to communications team to post on website. This is for members who wish to pay by check.
* Notify the Chair prior to the annual meeting of any new members to be acknowledged.

### TIMETABLE

**On-going**

* Activate new member registrations through Wild Apricot’s email prompt
* Notify listserv coordinator of new members to be added to the list.
* Engage in recruitment efforts

*January*

* Send an email to the Chapter listserv to remind members to renew their membership.
* Wild Apricot will also prompt members who are already in the database when it is time for them to renew. Currently that email is set to go out in mid-December. These settings can be modified in Wild Apricot.

**February**

* Identify non-renewing members (export report from Wild Apricot) and send final notice with reminder that their membership will become inactive.

**March**

* Edit member’s Wild Apricot record from active status to inactive status if they have not renewed membership by 31 March.

**April**

* Prepare Midyear Report and submit to Chair by May 1.

**June**

* Attend UNYOC summer Executive Committee meeting.

**September**

* Email the Chapter Chair and Conference Planning Chair a list of active members to be used in determining registration rates for those registering for the Annual Meeting.
* Prepare annual report and submit to Chapter Chair by October 1.
* Contact Library Schools to promote student membership.

**October**

* Incoming membership Chair begins duties. Outgoing chair ensures incoming chair’s access to Wild Apricot.
* Update board members status in Wild Apricot. Remove board status for outgoing board members as applicable.

# IV. COMMITTEES

## 

## ARCHIVES COMMITTEE

The Archives Committee is responsible for maintaining the archival collection of material relating to UNYOC as the official historical record of the Chapter, preserving the materials and making the documents available for use. The Archives are stored at the History of Medicine Department at the University of Rochester.

DUTIES

1. Actively solicit and accept Chapter documents.
2. Preserve the materials.
3. Develop guidelines for selection, retention of materials.
4. Make documents available for use by UNYOC members or others as approved by the Executive Committee.

EXAMPLES OF ARCHIVAL MATERIAL

Archival material is included but not limited:

1. Minutes and Committee Reports
2. Correspondence
3. Conference planning materials
4. Conference or CE photographs featuring Chapter Members
5. Executive Committee Roster
6. Annual Business Meeting and Executive Committee meeting material
7. Budget information & Financial Records no longer needed by the Treasurer

SUBMISSIONS:

Submissions to the archives should be sent to the Archivist with a brief note explaining the significance of the material (if not evident). The Archivist may judge whether or not to file the material in the Archives.

## CONFERENCE PLANNING COMMITTEE

The Conference Planning Committee plans and promotes Annual Meetings for the Chapter. The committee is a standing committee of UNYOC and is led by the Conference Planning Chair in collaboration with the Conference Planning Vice-Chair and the Conference Planning Immediate Past Chair. Members of the Conference Planning Committee are recruited from the membership annually. The conference planning committee will use the [UNYOC Conference Planning Guide.](https://docs.google.com/document/u/0/d/1-nUlacIbbZ-cG_eMiSLuYzsDBwiEjMnMxDUCI7oQh-s/edit)

### CONFERENCE PLANNING VICE-CHAIR

The Conference Planning Vice-Chair, appointed by the Executive Committee, serves alongside the Conference Planning Chair and Immediate Past Chair. The Conference Planning Vice-Chair serves a term of one year. Upon completion of their term as Conference Planning Vice-Chair, they assume the role of Conference Planning Chair.

Duties of the Conference Planning Vice-Chair include:

1. Member of the UNYOC Executive Committee
2. Shadow the Conference Planning Chair to learn key components of conference planning activities (e.g., contracts with venues, budgeting, striking a planning committee)
3. Secure venue for the following year’s conference, for which they will be Conference Planning Chair
4. Prepare a draft conference budget
5. Finalize conference dates and venue and present draft budget at the Summer Executive meeting, approximately 15 months prior to the conference
6. Review conference planning vice-chair role in Policies and Procedures Manual
7. Monitor the UNYOC email account for conference-related inquiries, as per the email procedures outlined in [Appendix J](#_heading=h.wjvftrrio7cy)

### CONFERENCE PLANNING CHAIR

The Conference Planning Chair serves a one year term and represents the Conference Planning Committee on the Executive Committee of UNYOC. Upon completion of their term as Conference Planning Chair, they assume the role of Conference Planning Immediate Past Chair. Duties of the Conference Planning Chair include:

1. Member of the UNYOC Executive Committee
2. Prepare Conference Planning Chair’s Summer Report and submit to Chair by May 1st; prepare Annual Report and submit to Chair by September 1st
3. Prepare report of Annual Meeting planning and present to Executive Committee at Post-Conference and Summer executive meetings
4. Review and revise “Conference Planning Committee” section of Procedures Manual and submit revisions to Past Chair
5. Review and revise conference planning chair role in Policies and Procedures Manual
6. Monitor the UNYOC email account for conference-related inquiries, as per the email procedures outlined in [Appendix J](#_heading=h.wjvftrrio7cy)

### CONFERENCE PLANNING IMMEDIATE PAST CHAIR

The Conference Planning Immediate Past Chair serves alongside the Conference Planning Chair and Conference Planning Vice-Chair. The Conference Planning Immediate Past Chair serves a one year term. Duties include:

1. Membership on the Conference Planning Committee
2. Compile Annual Conference Planning Notes for the Conference Planning Vice-Chair
3. Support the work of the Conference Planning Vice-Chair and Conference Planning Chair, as needed
4. Review and revise conference planning immediate past-chair role in Policies and Procedures Manual

### TIMETABLE OF GOVERNMENT RELATIONS COMMITTEE

Refer to the [UNYOC Conference Planning Guide](https://docs.google.com/document/u/0/d/1-nUlacIbbZ-cG_eMiSLuYzsDBwiEjMnMxDUCI7oQh-s/edit)

## 

## GOVERNMENT RELATIONS COMMITTEE

The Government Relations Committee monitors the progress of, disseminates timely information on, and provides appropriate support to national/regional legislation which may affect health sciences libraries directly or indirectly.

MEMBERSHIP

The committee shall consist of at least two representatives. Each shall represent the geographic regions of New York State and Ontario, Canada. Each representative shall serve a three year term, renewable once for a total of six years. The term of office begins after the Annual Business Meeting.

The government relations representative is the MLA Coordinator for Upstate New York State.

DUTIES:

1. Each of the two representatives shall prepare a report for the Annual Business Meeting.
2. THe representatives shall report as often as necessary to the UNYOC Executive Committee on matters needing immediate action, such as “call for action” letter writing, mail and/or phone campaigns, and visits to legislatures.

OBJECTIVES:

1. Inform the UNYOC membership of upcoming national/regional library legislative issues in a timely fashion.
2. Alert and seek membership support for letter writing when necessary.
3. Maintain a close working relationship with the MLA Government Relations Committee.
4. Communicate UNYOC positions on legislative matters to appropriate legislators.
5. Establish contact and cooperation with other professional organizations for mutual assistance.
6. Strengthen the existing communication network between MLA and UNYOC members.
7. Establish a formal working relationship with the New York Library Association (NYLA).

### TIMETABLE OF GOVERNMENT RELATIONS COMMITTEE

**Ongoing**

1. The Committee Chair shall keep the members informed of the current Federal and State legislative issues which affect libraries; and, the activities of the MLA Government Relations Committee, and other library associations’ legislative committees.
2. The Chair shall activate phone and/or email campaigns as needed.
3. The committee members shall respond to the “call for action” and contact other UNYOC members and the appropriate legislators in their area.

**April**

1. Prepare Midyear Report and submit to Chair by May 1.

**Julv-August**

1. The Chair shall canvas committee members and members of the UNYOC Executive Board for their comments about legislative issues that should be brought before the State University’s Board of Regents.
2. The Chair shall prepare the testimony on behalf of the New York State health sciences librarians which will be presented either in person or by letter at the Regents meeting, scheduled for early September of each year. The testimony is due by mid-August.

**September**

1. The Committee Chair shall prepare and submit an annual report to Chapter Chair by September 15th.

**October**

1. The Committee Chair shall present the annual report at the Annual Business Meeting.
2. Meet at the UNYOC Annual Meeting to summarize the previous year’s activities and plan for the coming year.

## NOMINATING COMMITTEE

The Nominating Committee identifies qualified UNYOC members to serve in vacant elected positions and presents the election slate to Chapter membership.

MEMBERSHIP

The Executive Chair is the Chair of the Nominating Committee. The Vice Chair can be appointed as the Chair of the Nominating Committee at the discretion of the Executive Chair.

The Chair appoints two or three additional members:

1. Include members from across the region and from different types of libraries
2. Term of office for the committee members is one year

DUTIES:

1. Identify appointed and elected positions to be filled
2. Put out a call for volunteers; include responsibilities for each vacant position.
3. Identify qualified members for each vacant position
   1. Ability to perform responsibilities
   2. Availability to be present at required meetings and at the annual meeting.
   3. Ensure volunteers are active members of UNYOC

TIMETABLE:

**December - February**

1. Chair calls the committee together and identifies vacant positions

**March - June**

1. Put out a call for volunteers via listserv and/or LinkedIn.
2. Identify qualified members willing to serve in vacant positions
3. Communicate responsibilities to potential nominees and answer any questions.

**June**

1. Present tentative slate of nominees to Executive Committee at summer meeting for approval.

**August - September**

1. Contact nominees to confirm nomination or acceptance to the position.
   1. Send acceptance communication via email ([Appendix C](#_heading=h.yrcisvro6flz))or in person via phone call.
2. Review relevant sections of the procedure manual/by-laws with each volunteer and address any questions.
3. Prepare slate of elected and appointed nominees and communicate slate to the Executive Committee; post slate on UNYOC-L prior to annual meeting.

**October**

1. Chair presents nominees to membership at Annual Business Meeting.
2. After election and confirmation by the membership, send updated slate of elected and appointed volunteers to the webmaster for posting on the website.

## UNYOC SERVICE RECOGNITION AWARDS COMMITEE

DUTIES

The committee shall solicit and review nominations of individuals for the UNYOC Service Recognition Award by May 30th of the current year. The committee shall select an Awardee based on the criteria listed below and will review nominations and recommend recipients for Fellowship status in UNYOC. For both the Service Award and for the Fellows, nominations will be requested on the UNYOC-L listserv. The selections of the Service Award Winner and of the Fellows are submitted to the UNYOC Executive Committee for approval at the Summer Executive Meeting. The committee shall also serve as a clearinghouse for the MLA Awards and Honors Programs, and facilitate a nomination for an [MLA award or honor](https://www.mlanet.org/p/cm/ld/fid=26b) on behalf of the group, if appropriate.

COMPOSITION AND TERMS

The Awards Committee shall consist of 3 members and a Chair. The members are chosen to represent the different regions of UNYOC. The Vice Chair of UNYOC will serve as Facilitator of the awards process.

### 

### KATY NESBITT SERVICE RECOGNITION AWARD

This award is given to a UNYOC member for exemplary service to the Chapter during the past year. A certificate and paid UNYOC registration for the next UNYOC meeting are awarded to the recipient.

Criteria used to determine the recipient of the award include, but are not limited to:

* Serving as an officer or committee chair/member
* Working on special UNYOC projects
* Developing/teaching courses for UNYOC members
* Presenting papers or posters at UNYOC meetings
* Writing/editing for UNYOC website.
* Acting as mentor or consultant for UNYOC members
* Representing UNYOC to other groups

### 

### UNYOC FELLOWS

Fellows are persons elected to the status of Fellowship according to the requirements outlined in Article III, Section 2 of the Chapter By-Laws.

Nominations for Fellowship will be accepted by the Executive Committee from the membership and voted on by the Executive Committee at its summer meeting. Notification will be made to Fellows immediately upon election.

Benefits of Fellowship shall include a certificate of Fellowship, exemption from dues and the privileges of Regular Members.

## 

## UNYOC/MLA SCHOLARSHIP COMMITTEE

MEMBERSHIP

The three UNYOC Members-at-Large serve as members of the Scholarship Committee, awarding both the Poland scholarship and the professional both the Poland scholarship and the professional development awards.

The Committee Chair is appointed by the UNYOC Chair. When possible, the Committee is named from the previous year’s committee.

Committee vacancies will be filled by the UNYOC Chair and such members will serve until the expiration of the unexpired term.

MEETINGS

When possible, the Committee should meet during the UNYOC Annual Meeting. Additional communication may take place through e-mail, telephone, or online meeting platforms.

COMMITTEE WORK CYCLE

The deadline for applications to the UNYOC professional development award round one is March 1st; round two is September 1st. The deadline for applications for the UNYOC Poland scholarship is July 30th and notification of awards must be sent to applicants by August 30th. The Poland scholarship should be publicized across the UNYOC area during April and May.

COMMITTEE DUTIES

1. Assist in publicizing the UNYOC Ursula H. Poland Scholarship
2. Evaluate the Poland scholarship and Professional Development award applications, complete the Evaluation Checklists, and return them to the Chair by the designated date
3. Attend the Executive Board meetings, and the UNYOC Annual Meeting

DUTIES OF COMMITTEE CHAIR

1. Coordinate the activities of the Committee
2. Submit an annual report to the UNYOC Chair
3. Serve as an advocate for the UNYOC scholarship on the Executive Board
4. Prepare the Scholarship Announcement
5. Assist in publicizing the scholarship
6. Receive all applications for the Poland scholarship and professional development awards
7. Communicate with scholarship applicants
8. Submit Committee recommendations to the UNYOC Chair
9. Send letters to scholarship and professional development award winners, and unsuccessful candidates
10. Send names and contact information of scholarship and award winners to the Communications Committee and Treasurer
11. Review Committee Procedures, Scholarship Announcement, and Evaluation Checklists as necessary
12. Maintain all Committee records

MAINTENANCE OF RECORDS AND ETHICS

All information concerning applicants for UNYOC scholarships and awards is confidential. When the evaluation process has been completed Committee members must destroy all copies of documents submitted by the scholarship and award applicants and the Evaluation Checklists relating to the applicants. The Chair will retain the originals of all documents submitted by the scholarship applicants, the Evaluation Checklists, and any correspondence for one year. The Scholarship Committee files will be transferred to the incoming Chair at the UNYOC Annual Meeting. The new Chair will destroy any documents submitted by scholarship applicants and the Evaluation Checklists the following spring. Copies of the Chair’s letters to the scholarship winners and the unsuccessful candidates will be retained. If a Committee member is associated with an applicant (e.g. from the same library) he/she should notify the Chair and excuse him/herself from evaluating the applicant. The UNYOC Chair will appoint another person to evaluate the applicant.

### URSULA H. POLAND SCHOLARSHIP

PUBLICIZING THE SCHOLARSHIP

All committee members should participate in publicizing the scholarship. Methods which have been successful are:

* Contacting faculty at the regional schools of library and information science who teach courses in health sciences librarianship and requesting that they tell their students about the scholarship
* Contacting the deans at the regional schools of library and information science and requesting that the scholarship announcement be posted in any scholarship notebooks, bulletin boards or listservs
* Posting the scholarship announcement ([Appendix D](#_heading=h.y5p8beyhr7ur)) to the UNYOC listserv, Medlib‐L,UNYOC’s Linkedin account: and the listservs of the regional library councils in the UNYOC region.

APPLICATION PROCEDURES

Application letters, resumes and letters of reference are sent to the Chair of the Scholarship Committee. The Chair will notify the applicants if anything is missing from their application. The Chair will send copies of the applications and other documents to the other Committee members as they are received. Applications must be received by July 30th. Applications and all supporting documents become the confidential property of UNYOC and are released only for use in the citation or biographical sketch of the winner.

APPLICATION EVALUATION

Immediately following the July 30th deadline all committee members will evaluate the applications and complete the Evaluation Checklist ([Appendix E](#_heading=h.w0gaele9o1gx)). The points awarded to each applicant on the three Evaluation Checklists will be added together and the average computed. This procedure should be followed even in cases where consensus seems obvious. Completed forms should be returned to the Chair no later than August 15th. If necessary the Chair may seek the advice of the UNYOC Chair in interpreting policy and terms. The applicants who have submitted all required documents and who score the most points will be the recommended scholarship winners. The Chair will present the Committee’s recommendation and any requested documentation to the UNYOC Chair who will make the final decision on awarding the scholarships. The Scholarship Committee Chair will send letters of congratulations ([Appendix F](#_heading=h.ui4j5zobltqd)) and information on how to obtain the award to all scholarship winners by August 30th ([Appendix G](#_heading=h.g2208zuq1byq)). The Chair will send letters to all unsuccessful candidates by September 15th ([Appendix H](#_heading=h.f2gvleq5ju07)). The Committee is not obligated to award a scholarship if there are no qualified candidates.

### 

### PROFESSIONAL DEVELOPMENT AWARD

The Chair will announce both rounds of the professional development award on the UNYOC listserv.

APPLICATION PROCEDURES

Application letters and resumes are sent to the Chair of the Scholarship Committee. The Chair will notify the applicants if anything is missing from their application. The Chair will send copies of the applications and other documents to the other Committee members as they are received. Applications must be received by March 1st for the first round and September 1st for the second round. Applications and all supporting documents become the confidential property of UNYOC and are released only for use in the citation of the winner.

APPLICATION EVALUATION

Immediately following the deadline all committee members will evaluate the applications and complete the Evaluation Checklist ([Appendix I](#_heading=h.1coffgbz3rrp)). This procedure should be followed even in cases where consensus seems obvious. If necessary the Chair may seek the advice of the UNYOC Chair in interpreting policy and terms. The applicants who have submitted all required documents and who score the most points will be the recommended scholarship winners. The Chair will present the Committee’s recommendation and any requested documentation to the UNYOC Chair who will make the final decision on awarding the scholarships. The Scholarship Committee Chair will send letters of congratulations and information on how to obtain the award to all scholarship winners. The Chair will send letters to all unsuccessful candidates. The Committee is not obligated to award a scholarship if there are no qualified candidates.

# V. BYLAWS

## 

## ARTICLE I: NAME AND GEOGRAPHIC AREA

The name of this organization shall be "The Upstate New York and Ontario Chapter of the Medical Library Association, Inc."

The geographic area of the Chapter comprises the New York State counties north of Sullivan, Ulster, and Dutchess counties and the Province of Ontario, Canada.

## ARTICLE II: PURPOSE

Notwithstanding any other provision of these articles, the organization shall be created for educational purposes as specified in section 501(c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c) (3) of the Internal Revenue Code of 1954.

The Upstate New York and Ontario Chapter of MLA promotes health sciences librarianship and information science through providing opportunities for professional growth and recognition, education and research, communication and networking on personal, local, regional, and national (Medical Library Association) levels, Advocacy of library issues and concerns, and recruitment to the organization and profession.

No part of the net earnings of the organization shall inure to the benefit of any member, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization assets on dissolution of the organization.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

## ARTICLE III: MEMBERSHIP

### SECTION 1. CLASSES

There shall be four classes of membership: Regular Members, Emeritus Members, Student Members, and Fellows.

### SECTION 2. QUALIFICATIONS

1. Regular Members are persons who are, or at the time of becoming members were, engaged or interested in library work, allied scientific fields, or information management.
2. Emeritus Members are persons who were Regular Members and who have retired from employment. They are considered to be Regular Members and share all privileges. They are not required to pay dues. Candidates for Emeritus Membership may be recommended to the Treasurer who will submit their applications to the Executive Committee for approval.
3. Student Members are people who are actively matriculating in a school of library or information science. They are eligible for this status for two consecutive years and their dues will be one-half of the dues of Regular Members. They are considered to be Regular Members and share all privileges.
4. Fellows are persons who are elected to the status of Fellowship according to the following requirements:
   1. Candidates must have been Regular or Emeritus Members of UNYOC/MLA for at least the prior 5 (five) consecutive years.
   2. They must have made significant contributions to the profession of health sciences librarianship.

### SECTION 3. RIGHTS AND PRIVILEGES

1. All members of the Chapter are eligible to:
   1. vote for Chapter Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer and three Members-at-Large,
   2. vote on decisions affecting only the Chapter, and
   3. be appointed to membership on standing or ad hoc committees of the Chapter.
2. Only those members of the Chapter who are also Regular Members, Representatives of Institutional Members, or Fellows of the Medical Library Association are eligible to:
   1. be Chair of standing or ad hoc committees of the Chapter,
   2. vote for Chapter Council Representative and Alternate Chapter Council Representative,
   3. vote for candidate for the Medical Library Association Nominating Committee.
3. Only those members of the Chapter who are also Regular Members or Fellows of the Medical Library Association are eligible to: be an Executive Officer of the Chapter (Chair, Vice-Chair/Chair- Elect, Secretary, Treasurer, Member-at-Large), be Chapter Council Representative or Alternate Chapter council Representative, be a candidate for the Medical Library Association Nominating Committee.

### SECTION 4. DUES

The dues shall be determined by the voting members of the Chapter. Chapter annual dues may not exceed the annual dues of the Medical Library Association.

### SECTION 5. FISCAL YEAR

The fiscal year of the Chapter shall be from January 1 to December 31.

### SECTION 6. SUSPENSION

Annual dues shall be payable at the beginning of the fiscal year. If unpaid six months after the beginning of the fiscal year, the dues shall be considered in arrears, and the member shall be automatically dropped from Membership the Chapter.

## 

## ARTICLE IV: ELECTED OFFICERS

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### SECTION 1. EXECUTIVE OFFICERS

The Executive Officers of the Chapter shall be Chair, ViceChair/Chair-Elect, Secretary, Treasurer and the Immediate Past Chair and three Members-at-Large.

### SECTION 2. ELECTION

1. The officers shall be nominated and elected as provided by Article VIII of these Bylaws. Each officer shall take office at the close of the Annual Meeting at which the officer is elected and shall serve until the successor to the office shall have been duly chosen and qualified, or until the officer resigns.
2. Any vacancy which occurs shall be filled by an appointee of the Executive Committee who shall serve until the next election.
3. No officer may serve more than two consecutive terms in the same office. The officer may be nominated for the same office after a period of four years.

### 

### SECTION 3. TERMS OF OFFICE AND DUTIES

1. The CHAIR shall hold office for a term of one year, but continue on the Executive Committee for the following year. The Chair shall preside at all meetings of the Chapter and of the Executive Committee.

The CHAIR shall perform all duties pertaining to the office, including conduct of official correspondence. The Chair shall be responsible for submitting an Annual Report to the Medical Library Association Headquarters by the date requested each year.

The CHAIR shall submit to the Executive Committee nominations for members of all non-elective committees.

The CHAIR shall be ex-officio member of all committees.

The CHAIR shall serve as Chair of the nominating committee.

1. VICE-CHAIR/CHAIR-ELECT shall be the Chair-Elect. In the absence of the Chair or at the Chair's request, the Vice-Chair shall perform the duties and exercise the functions of Chair.

If the Chair is unable to complete the term of office the Vice-Chair shall become Acting Chair.

The VICE-CHAIR/CHAIR-ELECT shall serve as Chair of the Stipend and Awards committees.

1. SECRETARY. The term of office of the Secretary shall be three years.

The Secretary shall record minutes of the meetings of the Executive Committee and the Chapter meetings. The Secretary shall perform any related duties assigned by the Executive Committee.

1. TREASURER. The term of Treasurer shall be three years

The Treasurer shall be responsible for maintaining both the membership list and the mailing list of the Chapter.

The Treasurer shall be responsible for the deposit of dues and payment of bills.

1. MEMBERS-AT-LARGE. The term of the three Members-at-Large shall be for three years.

The Members-at-Large shall be members of the Executive Committee and shall perform such other duties as assigned by the Executive Committee.

At least one of the members-at-large will always live and/or work in the Province of Ontario and will serve as an ex-officio member of the annual meeting planning committee.

### SECTION 4.

No officer is authorized to incur any financial obligation without approval of the Executive Committee.

## 

## ARTICLE V: MLA CHAPTER COUNCIL REPRESENTATIVE

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### SECTION 1. CHAPTER COUNCIL REPRESENTATIVE

The Chapter Council Representative shall represent this Chapter on the Chapter Council of the Medical Library Association and shall serve as a voting member of the Executive Committee of UNYOC.

Only Regular Members or Fellows of the Medical Library Association shall be eligible to be Chapter Council Representative.

### SECTION 2. ALTERNATE CHAPTER COUNCIL REPRESENTATIVE

The Alternate Chapter council Representative becomes the Chapter Council Representative of the Chapter Council of the Medical Library Association in the event that the original Chapter Council Representative is elected Chairman of the Chapter Council or is unable to complete the term of office; the Alternate Chapter council Representative will complete the term of the Representative the Alternate Chapter council Representative is replacing. Only Regular Members or Fellows of the Medical Library Association shall be eligible to be Alternate Chapter council Representative.

The Alternate Chapter council Representative shall serve as a voting member of the Executive Committee of UNYOC.

### SECTION 3. ELECTION AND TERM OF OFFICE

The Chapter Council Representative and the Alternate Chapter council Representative shall be nominated and elected as provided for under Article XII of the Bylaws of the Medical Library Association. Chapter Council Representative shall be elected for three-year term and shall begin this term at the first Chapter Council meeting following the Chapter Council Representative's election or at the conclusion of the Chapter Council Representatives predecessor's term. The Alternate Chapter council Representative shall be elected in the same manner, at the same time, to replace the Chapter Council Representative, should he or she be elected Chapter Council Chairman, or become unable to complete the term of office.

## ARTICLE VI: NOMINEE TO THE MLA NOMINATING COMMITTEE

The Nominee to the MLA Nominating Committee is elected by UNYOC membership at the Annual Business Meeting in October and presented to Chapter Council at the MLA meeting in May of the following year. The submission is made to the Chapter Council with biographical information and a statement of willingness to serve upon request of the Council prior to the Annual Meeting.

The term is three years. The individual may be nominated repeatedly; however, if elected to the MLA Nominating Committee, the person may not be elected as any MLA Chapter or any MLA Section Nominee for five years following such services as a voting member.

## ARTICLE VII: EXECUTIVE COMMITTEE

### SECTION 1. MEMBERSHIP

The Executive Committee shall consist of Chapter Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, the Immediate Past-Chair, three Members-at-Large, Chapter Council Representative,Alternate Chapter council Representative. The Continuing Education Coordinator, Government Relations representatives, Conference Planning Chair, Conference Planning Vice-Chair, Membership Coordinator and the Archivist shall be ex-officio voting members of the Executive Committee.

### SECTION 2. QUALIFICATIONS

All elected members (Chair, Vice-Chair/Chair-Elect,Secretary, Treasurer, Members-at-Large, Chapter Council Representative, Alternate Chapter council Representative) of the Executive Committee shall be Regular Members or Fellows of the Medical Library Association. They shall be nominated and elected as provided by Article XI of the Bylaws of the Medical Library Association.

### SECTION 3. DUTIES

The duties of the Executive Committee shall be to conduct the business of the Chapter and to make all necessary appointments.

## ARTICLE VIII. NOMINATIONS AND ELECTIONS

### SECTION 1. NOMINATIONS

The Nominating Committee shall consist of three members. The Chair of the Chapter will serve as Chair. The other two members shall be appointed by the Chair. The Nominating Committee shall select at least one nominee for each office that is expected to become vacant at the end of the Annual Business Meeting that year. It should endeavor to include nominees from various types of health science libraries and areas of the Chapter.

The Nominating Committee may accept self-nominations at their discretion. The Nominating Committee and Executive Committee are not required to give a specific reason for rejection of a self-nomination.

Nominations may also be made from the floor at the Annual Business Meeting before the vote is taken.

All persons nominated shall have consented to the nomination prior to the date of the meeting, or if nominated from the floor, shall consent to the nomination.

The slate of nominees shall be submitted by email to the members of the Chapter at least three weeks before the Annual Meeting.

All persons nominated shall have consented to the nomination prior to the date of the meeting, or if Apricot2022!nominated from the floor, shall consent at the time of their nomination. For self-nominations, consent to the nomination is assumed.

### SECTION 2. ELECTIONS

Officers and Members-at-Large of the Executive Committee shall be elected at the Annual Business Meeting. Their terms shall begin at the close of the meeting at which they are elected. If for any reason an election cannot be held at the Annual Meeting, an emailed ballot may be substituted. Report of the election is part of the report of the meeting.

There is normally no election for the office of Chair and Immediate Past-Chair. The Vice-Chair will become Chair at the completion of the business at the Annual Meeting. Chair will become Immediate Past-Chair at the completion of the business at the Annual Meeting.

## ARTICLE IX. APPOINTED OFFICERS

### SECTION 1.

Appointed officers are appointed at the discretion of the Executive Committee

### SECTION 2.

Appointed offices include the following individuals and Chairs of Standing Committees: Archivist, Communications Coordinator, Website Coordinator, Conference Planning Committee Chair, Conference Planning Committee Vice-Chair, Conference Planning Committee Immediate Past Chair, Continuing Education Coordinator, UNYOC-L Coordinator, Government Relation Coordinators, Membership Chair, MLA Credentialing Officer, and Parliamentarian.

## ARTICLE X. STANDING COMMITTEES

### SECTION 1.

There shall be standing committees for the Archivesand Conference Planning.

### SECTION 2.

The work of standing committees shall be under the charge of the Executive Committee. No such committee may commit the Chapter to a policy without prior reference to and approval of the Executive Committee or the Chair on behalf of the Executive Committee.

### SECTION 3.

The Chairs of the Standing Committees must be voting members of the Medical Library Association. They shall be appointed by the Chapter Chair approved by the Executive Committee for terms of office of no more than three years.

### SECTION 4.

Members appointed to Standing Committees shall serve for three years.

### SECTION 5.

The Chairs of Standing Committees shall be ex-officio voting members of the Executive Committee.

## ARTICLE XI. MEETINGS

### SECTION 1. ANNUAL MEETINGS

There shall be at least one meeting a year, including a business meeting, at a time that will not conflict with the Annual Meeting of the Medical Library Association and as close to the third week of October as possible. Report of the Meeting is distributed to the members via UNYOC-L.

### SECTION 2. PARLIAMENTARY AUTHORITY

The business meeting shall be conducted according to Robert's Rules of Order, latest edition. A Parliamentarian shall be appointed by the Chair to serve a term concurrent with the Chair's year of office.

### SECTION 3. PLACE

Meetings of the members may be held at any location which is approved by the Executive Committee.

### SECTION 4. QUORUM

At all meetings of the members, the presence of 20 percent of the voting members of the Chapter shall constitute a quorum.

## ARTICLE XII. RELATIONSHIP TO THE MEDICAL LIBRARY ASSOCIATION, INC.

### SECTION 1.

No direct action with respect to Medical Library Association business or in the name of the Association may be taken without prior approval of the Board of Directors of the Medical Library Association. Suggestion involving action or policy of the Medical Library Association shall be referred to the Chapter Council through the Chapter Council Representative. Only voting members of the Association shall be qualified to move or vote on such recommendations.

### SECTION 2.

An Annual Report of the Chapter's activities shall be submitted by the Chair to the Medical Library Association Headquarters by the date requested each year; it shall be incorporated into the Proceedings of the Association's Annual Meeting.

### SECTION 3.

Continued recognition as a Chapter of the Medical Library Association shall be contingent on maintaining a Chapter membership which includes at least one half of the voting members of the Medical Library Association residing or working within the Chapter's geographic boundaries; no part of these Bylaws shall contradict Medical Library Association Bylaws.

### SECTION 4.

In the event of dissolution, all the remaining assets of the organization shall after necessary expenses thereof be distributed to such organization as shall qualify under Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such a manner as in the judgment of a justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this organization was formed, namely the Medical Library Association, Inc.

## ARTICLE XIII. DISSOLUTION

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Executive Board (or Board of Directors) of the Chapter to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any United States internal revenue law). No funds shall benefit any individual member of the Chapter. If no consensus is met, remaining assets shall be distributed to the Medical Library Association, Inc. within six months as long as the Medical Library Association, Inc. shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The Chapter charters shall be returned to MLA Headquarters.

## ARTICLE XIV. AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting by a majority vote of members present, provided announcement of the proposed Amendment shall have been mailed to all members at least 30 days prior to the meeting at which the

Amendment is to be voted on. A mail vote on the Amendment may be authorized at the meeting at which the amendment was discussed.

Accepted October 3rd, 1980

Rochester, New York

Revised July, 1981

Revised October, 1982

Revised October, 1985

Revised October, 1986

Revised October, 1988

Revised October, 1989

Revised October, 1991

Revised October, 1995

Revised October, 1997

Revised October, 2000

Revised October, 2021

Revised March, 2023

# APPENDICES

## Appendix A : MLA Annual Meeting Stipend for Executive Committee Members

BACKGROUND

MLA meeting stipends provide up to $500 each for eligible Executive Committee members to attend MLA, to a maximum amount of $2,500 The number of stipends available is set at 5.

ELIGIBILITY

All Executive Committee members may apply, however, preference will be given to: Chapter Council Representative, Alternate Chapter council Representative, UNYOC Chair, Vice-Chair, Membership Chair, and MLA Credentialing Liaison. If any of these members does attend MLA, the stipend is offered to the remaining Executive Committee Officers.

REVIEW PROCESS

Executive Committee members will receive notification from the Vice-Chair/Chair-Elect when the MLA Stipend is available. Executive Committee members can submit their request for the MLA Stipend to the Treasurer.

## Appendix B: Reimbursement Request Form



REIMBURSEMENT REQUEST

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR REIMBURSEMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAVEL

Airfare \_\_\_\_\_\_\_\_\_\_\_

Mileage (total miles \_\_\_\_\_\_\_\_\_ x $0.31/mile)\_\_\_\_\_\_\_\_\_\_\_

Tolls \_\_\_\_\_\_\_\_\_\_\_

Taxi, limo, parking, other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LODGING\_\_\_\_\_\_\_\_\_\_\_

MEALS (please itemize)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MISCELLANEOUS

Supplies, photocopies, etc.\_\_\_\_\_\_\_\_\_\_\_

Honorarium\_\_\_\_\_\_\_\_\_\_\_

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL \_\_\_\_\_\_\_\_\_\_\_

Make check out to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix C: Acceptance Letter for Nomination to the Executive Committee

Acceptance Letter for Nomination

Dear <Name>,

Thank you for agreeing to let your name be put forth for <position> at our 20xx Annual Business Meeting in <location>. I’m pleased to inform you that the slate prepared by the Nominating Committee was unanimously accepted by the Executive Committee at our Summer Executive Committee meeting. This slate will be voted on by the membership at the end of the business meeting.

Your term of office will begin at the completion of the vote at the Member Business Meeting. Please familiarize yourself with the responsibilities and timeline for your position found in the Procedure Manual.

Plan on attending your first Executive Committee meeting <date> at the end of the conference. There will be a brief meeting with both the new & retiring officers over lunch. On your registration form, please indicate that you will be attending the lunch on <date>. There is a $xx charge for the meal. Feel free to reach out to whomever has previously served to glean tips, insights, and time frames that you will need to know during your tenure.

Again, thank you for agreeing to serve on the UNYOC Executive Committee. I am sure you will find it to be both an enjoyable & rewarding experience. I look forward to working with you

Sincerely,

<Name>

UNYOC Chair 20xx-20xx

Enc. - –

## Appendix D : Sample Ursula H. Poland Scholarship Announcement

**Announcement of the UNYOC/MLA Ursula H. Poland Scholarship**

**SPONSOR:** Upstate New York/Ontario Chapter of the Medical Library Association

**PURPOSE:** To provide an opportunity for library school students to pursue or explore Health Sciences Librarianship

**ELIGIBILITY:** The applicant must currently be enrolled in, or working toward, a Masters in Library Science from an accredited college or university in Upstate New York or Ontario. The scholarship monies are intended to offset the cost of a course, practicum/internship, project or assignment in a topic related to Health Sciences. Course work must be taken for credit and must be scheduled for completion after June 1, and before June 15 .

**AWARD AMOUNT:** Two scholarship awards in the amount of $ plus two UNYOC memberships for one year. There will be one scholarship awarded to a Canadian applicant and one to a US applicant.

**APPLICATION:** Please send a letter describing your interest in the UNYOC/MLA Scholarship to:

UNYOC Ad Hoc Scholarship Committee

(Name and Contact Information for Scholarship Chair)

Be sure to include the following:

- Name of Library School

- Degree pursued

- Title of course, practicum, internship, project, or assignment, , start & completion date, description, credit hours, and contact information for course instructor, project director, or internship coordinator

- Resume

**JUDGING:** Evaluation will be based on the degree to which it is perceived that the candidate would benefit the field of Health Sciences Librarianship. Preference will be given to candidates who have worked in a health sciences library, whose course work indicates a strong interest in the field of Health Sciences Librarianship or who have an undergraduate degree in a biomedical science.

**DEADLINES:**  Applications must be received by July 30. Notification of award will be sent by August30. Monies will be disbursed upon successful completion of the activity.

## Appendix E: Ursula H. Poland Scholarship Evaluation Checklist

**NAME OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NECESSARY DOCUMENTS**

**\_\_\_\_\_Letter of Application Describing:**

**\_\_\_\_\_ Library School Attended**

**\_\_\_\_\_Degree Pursued**

**\_\_\_\_\_Title of Course, Practicum, Internship, Project, or Assignment**

**\_\_\_\_\_Activity Start & Completion Date**

**\_\_\_\_\_Credit Hours**

**\_\_\_\_\_Contact Information for Course Instructor, Project Director or Internship**

**Coordinator**

**\_\_\_\_\_ Resume**

**POINTS AWARDED (Assign one point for each criteria the applicant meets)**

**\_\_\_\_\_ Required Documents are complete, professional and well written**

**\_\_\_\_\_Applicant has taken courses in Health Sciences Librarianship in addition to**

**the course listed in the Letter of Application**

**\_\_\_\_\_Applicant has worked or is currently working in a library**

**\_\_\_\_\_Applicant has worked or is currently working in a health science library**

**\_\_\_\_\_Applicant has worked or is working in another health science field**

**\_\_\_\_\_Applicant has an undergraduate degree in a biomedical science**

**\_\_\_\_\_Applicant has applied for a National Library of Medicine fellowship**

**\_\_\_\_\_TOTAL POINTS**

**NAME OF EVALUATOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Appendix F: Sample Letter of Congratulations For Ursula H. Poland Scholarship

Dear

Congratulations! You have been awarded the Upstate New York and Ontario Chapter of the Medical Library Association’s Ursula H. Poland Scholarship in Health Sciences Librarianship. This award provides an opportunity for students working toward a Masters in Library Science to pursue a course of study in Health Sciences Librarianship. The amount of the award is $ plus a UNYOC membership for one year.

The Membership Committee Chair, (name of chair), will be contacting you regarding your UNYOC membership which typically runs from October through September. Scholarship monies will be dispersed upon successful completion of Course (name of course). The enclosed sheet provides instructions for claiming the scholarship money.

We hope that you will continue your career in Health Sciences Librarianship and find it a challenging and rewarding profession.

Sincerely,

## Appendix G: Instructions For Claiming Ursula H. Poland Scholarship Award

**UNYOC SCHOLARSHIP COMMITTEE**

**INSTRUCTIONS FOR CLAIMING**

**SCHOLARSHIP AWARD**

**(DATE)**

When you have completed your course in Health Sciences Librarianship please mail the following records to:

(Name & Contact Information for UNYOC Treasurer).

Please provide proof that you have completed the course, practicum/internship, project or assignment (i.e. report card statement or letter from the school or professor)

Congratulations once again.

## Appendix H: Sample Letter to Unsuccessful Ursula H. Poland Scholarship Applicants

**SAMPLE LETTER TO UNSUCCESSFUL POLAND SCHOLARSHIP APPLICANTS**

Dear

Thank you for taking the time and making the effort to apply for the Upstate New York and Ontario Chapter of the Medical Library Association (UNYOC/MLA) Ursula H. Poland Scholarship in Health Sciences Librarianship. Your application was very good. Unfortunately we can only award two scholarships and yours was not chosen this year.

We hope that you will continue in the field of Health Sciences Librarianship and encourage your participation in UNYOC/MLA for all the continuing education and networking opportunities it affords.

We thank you again for applying and wish you the best of luck in your future endeavors.

Sincerely,

## Appendix I: Professional Development Award Evaluation Checklist

Professional Development Award Checklist

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant -> | |  |  |  |  |  |  |  |  |
| Category | Points | Points Awarded | Points Awarded | Points Awarded | Points Awarded | Points Awarded | Points Awarded | Points Awarded | Points Awarded |
| Application materials complete, professional and well-written | 1 |  |  |  |  |  |  |  |  |
| Resume or CV well-developed and current | 2 |  |  |  |  |  |  |  |  |
| Published copy of continuing education or professional development activity included | 1 |  |  |  |  |  |  |  |  |
| Personal statement (max. 250 words) clearly describes:   1. The impact this program will have on applicant’s professional development 2. How this program will help applicant realize organizational or institutional goals | 6 |  |  |  |  |  |  |  |  |
| TOTAL POINTS AWARDED | |  |  |  |  |  |  |  |  |

## Appendix J: UNYOC Email Procedures

UNYOC Email Procedures

1st EDITION

*Created by Eldiflor Felipe, 2022*

The purpose of this document is to outline the use of the UNYOC email account. All executive committee members will have access to the email and all the contents within the google drive. The UNYOC email is the chapter’s official means of communication for receiving and answering general inquiries and for correspondence with other parties and organizations so chapter members do not have to reveal their personal or work email addresses. The Vice-Chair will provide an email address for account recovery purposes.

We will have a max 48-hour turn-around though most questions will be triaged or answered within 24 hours. Our email address is public via the “Contact” webpage (<https://unyoc.wildapricot.org/Contact>). The email inbox is monitored daily, Monday to Friday during regular work hours and on weekends if necessary.

Please contact the Communications Coordinator if you encounter issues with the account such as signing in.

The Communications Coordinator will:

* Access the UNYOC email at [gmail.com](http://www.gmail.com)
  + Email address: [mla.unyoc@gmail.com](mailto:mla.unyoc@gmail.com)
  + New users may encounter initial sign-in issues due to members accessing the account from various geolocations. Please contact the Communications Officer for assistance.

Note: \*Incoming Vice-Chair will update the password after the October executive meeting in conjunction with the Communications Coorfinator\*

* Triage inquiries in the inbox:
  + Membership: Membership Chair
  + UNYOC Finances: Treasurer
  + Awards and Scholarships: At least one Member-at-Large (most senior)
  + Conference information: Conference Planning Chair and Vice-Chair
  + Website issues: Website Coordinator
* Full list of Chapter Officers can be viewed here: <https://unyoc.wildapricot.org/chapterofficers>