



∴ ontario library association

Council Meeting Guidelines

Welcome to OLA!

All divisions meet at the OLA office or by teleconference four times a year. The board meets four times a year for a full day meeting. It is at the discretion of the board and councils to add teleconferences or modify the meeting schedule (notify the OLA office). The Executive Director is ex-officio (non-voting) and will attend all board meetings and most if not all council meetings as a resource.

Occasionally council may wish to invite a special guest to present on an agenda item or an external party may ask to present on an item of interest to council. Guests can join via teleconference, or if local, in person.

The OLA office will take care of the logistical arrangements including booking the boardroom, arranging for lunch, and providing a teleconference number if needed. The OLA kitchen is your kitchen – feel free to get a soft drink, make coffee or tea, etc. The staff is happy to assist.

OLA covers meeting expenses as per the conditions on the OLA expense form (*refer to useful links below*). Accommodation expenses are for meetings exceeding 4 hours. Councilors and Board members requiring a hotel room when attending meetings should book through the OLA office. Please note: OLA **will use** the most economical travel options available.

Agenda Guidelines

Agenda items are at the discretion of the president and council. OLA board agenda's will differ from the following. These guidelines are offered as a reminder to assist with agenda creation for meetings:

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a member of ^{the} PARTNERSHIP

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email: info@accessola.com
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Usual items:

- Welcome
- Statement of [conflict of interest](#)
- Approval of agenda
- Approval of minutes
- Business arising
- Financial/Budget Reporting: Treasurers report
- Program reports/portfolio reviews
- OLA board updates
- Next meeting
- Adjournment

The following additional items are suggested to ensure council is on track with the cycle of OLA business:

First council meeting (February/March)

- Council orientation (led by OLA staff)
- Strategic plan review
- Assignment of portfolios (if applicable)
- Confirmation of meeting and event dates
- Orientation to policies, procedures (i.e. expense claim forms)
 - Quarterly review of financials (Q1 review September – November)
- Corrections to the council directory (provide to the OLA office)
- Super Conference review/call for proposals (ideas councils may have for sessions)
- OPLA only: review awards procedure for Spring Awards

Second council meeting (May/June)

- Review awards procedure, strike awards committee
- Review scholarship procedures, where applicable
- Review council nomination procedure and positions up for election
- Super Conference preliminary program review

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- Create Council budgets for the next fiscal year (September to August)
 - Quarterly review of financials (Q2 review December – February)

Third council meeting (September/October)

- Awards process update
- Scholarship process update
- Council nomination update
- Quarterly review of financials (Q3 review March –May)

Fourth council meeting (November/December)

- Planning the AGM (Refer to useful links below)
- Quarterly review of financials (Q4 review June – August)
- Recognition of outgoing council members (or at AGM)
- Planning Super Conference activities (award presentation, convening, etc.)
- Decisions on awards and scholarships finalized and provided to OLA staff
- Additional council nominations brought forth, if required

To maximize meeting time and to move business along, councils may wish to create ‘consent’ agendas for distribution in advance of the meeting. The consent agenda is simply an update of activities that have occurred, or items of interest that have been raised since the last meeting, which do not require discussion or decision. For example, if your division has hosted a members’ event, you may wish to post a summary of the event in the consent agenda. Should a councilor have a question about an item on the consent agenda they can ask to have this ‘lifted’ for discussion at the meeting. The item would then be added to the meeting agenda.

The President would ask for items in advance and then compile them into a consent agenda for distribution with other meeting items in advance.

OLA Forum:

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The [OLA Community](#) is an interactive forum and social networking site that allows registered users to interact with each other on a variety of topics related to librarianship. It is free to join the OLA Community.

Library professionals and supporters can use the OLA Community to:

- Network with other library professionals and supporters
- Ask questions, share important news, and discuss the latest trends with others in your field
- Learn about other sectors of librarianship and the issues that are impacting them
- Look up contacts

Groups (including committees, federations, councils) can use the OLA Community to:

- Confidentially share files and documents amongst group members
- Have a place to archive recent documents. This can be very helpful for incoming committee members

Sign up for email alerts, which notify you when a group member has added a file or comment to your group/committee community page. If you are not set up on the community, please email membership@accessola.com

Useful links:

[How to submit an expense](#)

[Annual General Meetings](#)

[Member Benefits](#)

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