OCLC Global Council

The OCLC Global Council is the assembly of representatives elected by OCLC member institutions from their respective regions. Your role on Global Council is an important part of the OCLC governance structure. Delegates of the Council are vital to identifying and expressing members’ interests and guiding the cooperative accordingly.

Delegates are heard at the highest levels within OCLC and throughout the library community as you help to shape, develop, evaluate, respond to and set strategic directions for OCLC. The Global Council serves as the designated voice of the world’s libraries—connected.
The OCLC Governance Structure

The OCLC cooperative is a member-owned, -governed and -sustained global network of libraries and heritage institutions committed to sharing knowledge that sustains and provides access to their collections. Members from around the globe are grouped by region. Each region elects representatives to serve on the OCLC Global Council. These delegates are responsible for electing six members to the OCLC Board of Trustees.

Regional Councils

Regional Councils are comprised of members located within their geographic region. Regional Council representatives in turn serve to facilitate communication on local, regional and national issues of immediate or vital concern to their geography, and/or of concern to members worldwide, and articulate the various interests and concerns of their regions to the Board and OCLC management. OCLC has three world regions:

- Americas Regional Council (ARC)
- Asia Pacific Regional Council (APRC)
- Europe, the Middle East and Africa Regional Council (EMEA or EMEARC).

Each Council has created its own regional bylaws predicated on, but subordinate to, the OCLC Global Council bylaws, and each Council is led by an Executive Committee. Regional bylaws outline the composition of each Council and allow for consideration of local practices and preferences. The Regional Councils adhere to a few sets of common activities:

- Elect Member Delegates to the Global Council
- Act as a two-way conduit to allow broad and inclusive conversations among and between OCLC, members and interested parties
- Serve as incubators for new ideas and initiatives
• Provide an inclusive forum and a vehicle to allow interested memory institutions to learn about and participate in the OCLC cooperative
• Conduct an annual meeting that serves as a forum for discussing local topics of their choosing.

Global Council
The Global Council addresses policies and issues of concern to the library community and has two principal governance responsibilities:
• Elects six (6) trustees to the OCLC Board of Trustees for four-year terms
• Ratifies or rejects by majority vote changes to the foundation documents, the Code of Regulations and the Amended Articles of Incorporation.

Member Delegates to the OCLC Global Council are selected by their respective Regional Councils. Each Regional Council is empowered to establish its own procedures for the nomination and election (or selection) of its delegates to the 48-member Global Council. The Global Council bylaws dictate that Global Council Delegates must be employees or members of the governing boards of OCLC member institutions. Regional Councils can set additional criteria for eligibility. (See below for roles, responsibilities and duties of OCLC Global Council Delegates.)

The number of delegates from each region is calculated annually by applying the formula described in the Membership and Governance Protocols. Each region automatically receives four (4) delegates for a total of 12 allocated delegates. The remaining 36 are apportioned based on the percentages of OCLC’s total revenue (which serves as a proxy for intellectual contribution to the cooperative)
over the past three years as generated by each region. For example, if a region generates 25% of the total revenue, it would be entitled to nine apportioned delegates (25% of 36), plus its four allocated delegates for a total of 13.

The OCLC Board of Trustees

The OCLC Board of Trustees works to align OCLC’s product, research and advocacy strategies with OCLC’s mission: to connect people to knowledge through library cooperation. To ensure that OCLC remains a strong collaborative, the Board encourages a culture of cooperation and vigorous debate. Trustees listen carefully to members from all types of libraries and from countries around the globe to better understand issues affecting libraries and cultural heritage institutions.

Six (6) members of the OCLC Board of Trustees are elected by Global Council. The election of these Trustees—usually two (2) per year—takes place at the Annual Global Council Meeting to provide succession as current Trustees’ terms expire. The Nominating Committee submits a slate of candidates for election. Additional nominations are permitted from the floor. The Nominating Committee considers the global community interests of OCLC for candidates to the Board and are not limited to the sitting Member Delegates in the nomination and election process. Global Council Delegates who would like to be considered for nomination or would like to nominate a colleague (with that colleague’s permission) to the Board of Trustees are encouraged to inform the Nominating Committee by completing an “Expression of Interest” form.
Guiding Documents and Membership Resources

Guidelines of duties and responsibilities for Global Council Delegates come from several guiding documents upon which the OCLC governance structure is set:

- Code of Regulations
- Amended Articles of Incorporation
- OCLC Global Council Bylaws
- Membership and Governance Protocols

and regionally by the prevailing bylaws:

- OCLC Asia Pacific Regional Council Bylaws
- OCLC Americas Regional Council Bylaws
- OCLC EMEA Regional Council Bylaws.

All governance documents can be found on the Member Resources Web page: www.oclc.org/membership/resources/.
Your Role and Responsibilities

In addition to the governance responsibilities, Global Council Delegates serve several important roles:

• Solicit input and feedback from your colleagues about OCLC and more broadly the future of libraries, archives and museums, and bring those comments to Council meetings
• Represent the interest of OCLC members
• Participate actively in discussions at Council meetings, both in person and virtually, in plenary and small group sessions
• Report back to your colleagues about the Council through local newsletters, listservs, blogs, Twitter posts and other media
• Respond to queries and comments that you see in these media, or refer those questions to OCLC staff
• Participate in OCLC activities at local, state, regional, national and/or international conferences
• Meet with OCLC management and members of the OCLC Board of Trustees to discuss issues of mutual concern and to make recommendations
• Contribute to regular and open communication between members and OCLC
• Provide input as OCLC plans strategy and operations
• Bring the questions and ideas of the membership to the cooperative’s leaders and staff
• Provide honest, informed opinions and ideas about the direction of the library and information community.
Leadership on Council

Officers

The Officers of the OCLC Global Council are the President of Global Council, the Vice President/President-Elect, and the Immediate Past President. Officers are elected to serve a three-year cycle beginning as Vice President/President-Elect for a one-year term, then one year as President, and then one year as the Immediate Past President. Officers are nonvoting members of the Council.

The President has the formal duties to:

- Preside over Global Council meetings
- Preside over Executive Committee meetings
- Make appointments to committees
- Make reports to OCLC’s President and to the Board of Trustees
- Serve as an ex-officio member of all committees (except the Nominating Committee)
- Perform other duties as directed by the Global Council.

The Vice President/President-Elect has the formal duties to:

- Perform the duties of the President when the President is absent
- Perform duties as directed by the President
- Serve as the Chair of the Finance Committee.

And the Immediate Past President has the formal duties to:

- Perform duties as directed by the President
- Serve as the Chair of the Nominating Committee.
Committees

The Global Council has four standing committees: The Executive Committee, the Nominating Committee, the Finance Committee and the Communications Committee.

The Executive Committee

The Executive Committee is composed of the President, the Vice President/President-Elect and the Immediate Past President of Global Council, and the Chairs and Vice-Chairs of the three Regional Councils. The President presides over the committee. According to the Global Council bylaws, the formal duties are to:

- Act for the Council in the interim between meetings of the Global Council
- Fix the hour, place and agenda for Global Council meetings
- Transact such business as the Global Council may refer to it
- Consider activities that may interest the Global Council and recommend appropriate action
- Review the procedures of Regional Councils to ensure consistency across the cooperative, and amend these procedures by majority vote
- Designate Member Delegates to fill the Member Delegate positions on the Board of Trustees’ Membership Committee, subject to Board confirmation.

The Executive Committee meets monthly to guide the activities of the Council.
The Global Council Nominating Committee

The Nominating Committee is charged with submitting a slate of candidates for the election of the Vice President/President-Elect and the Global Council-elected members to the OCLC Board of Trustees. The committee is chaired by the Immediate Past President and is comprised of two (2) Member Delegates from each Regional Council.

This is achieved by assuring that each Council Delegate has the opportunity to place names into nomination and that those candidates have consented to serve. Delegates who would like to be considered for appointment to the Nominating Committee should speak with their Regional Council Chair.

The Finance Committee

The Finance Committee is composed of two (2) Member Delegates from each Regional Council and the Vice President/President-Elect who serves as Chair. The Finance Committee is charged to advise on, and react to, economic and financial issues and concerns as they relate to OCLC and its members.

The Finance Committee’s duties include:

• Advising OCLC on the economic conditions in member libraries
• Recommending the allocation of appropriate Global Council funds
• Developing short- and long-range financial plans concerning Council activities
• Reviewing the cooperative’s financial position, reporting to Council as necessary, and recommending Council action when appropriate.

Delegates interested in serving on the Finance Committee should speak with their Regional Council Chair.
The Communications Committee

The Communications Committee of the Global Council was formed to strengthen local, regional and global communications. In support of the mission of the Global Council, this Committee will help to improve communications by facilitating communications within and among members of the OCLC cooperative and the communities they serve. The Communications Committee seeks to ensure correct, consistent and candid communication in an open environment between and among the various groups and individuals.

The committee consists of a Chair appointed by the Global Council President, and two members from each of the three Regional Councils. If you would like to be considered for this committee, please speak with your Regional Council Chair.

The Board of Trustees Membership Committee

The OCLC Board of Trustees established a committee to oversee the definition of OCLC membership. While it is a Board committee, it also includes members of the Global Council. The Committee is presided over by a Chair appointed by the Trustees. Among their formal duties are:

- Review and update the membership definition
- Review governance protocols that determine how membership is implemented.

Global Council delegates are appointed to this committee by the OCLC Global Council Chair, with input from the Executive Committee.

Task Forces and Ad Hoc Committees

Task forces and ad hoc committees are established as needed to conduct significant work for the Global Council. They have been of invaluable assistance in exploring, responding to, reacting to and advising on the setting of policies that have long-term implications for OCLC members and the communities in which they operate.

Members of these special groups are appointed by the Global Council President with the approval of the Executive Committee. Reports and recommendations of these groups must be received and acted upon by the Council and/or the OCLC Board of Trustees and OCLC management.
Nominations Process for Global Council Officers

As the elected body of member representatives, the Council elects trustees to the OCLC Board of Trustees. Six (6) trustees are elected by the OCLC Global Council; when the term of one of these trustees ends, the Global Council elects a replacement.

The Vice President/President-Elect is chosen from among the Member Delegates. Once elected, the Vice President/President-Elect begins a three-year term, with one year as Vice President/President-Elect, one year as President and one year as Immediate Past President. Each year Council Delegates are asked to complete the “Expression of Interest” form as a step in the nominations process. Nominations are also permitted from the floor.

Meetings and Activities

The Global Council meets in person twice per year. These meetings, which are attended by OCLC management and members of the OCLC Board of Trustees, serve as a forum for exchanging ideas, raising issues and performing the key tasks of electing officers, ratifying or rejecting amendments to the Code of Regulations and/or the Amended Articles of Incorporation, and electing trustees to the OCLC Board. Meeting agendas are prepared and approved by the Global Council Executive Committee. The meeting that occurs in April (the second meeting of the fiscal year) is considered the Annual Meeting.

Global Council meetings are held in English, are open to the public, and portions are often available as part of a Web-streamed video presentation to all interested parties. Parliamentary authority is used to conduct the meetings. Global Council Delegates are expected to travel to the designated meeting site fully prepared to participate and execute their responsibilities.
Reimbursement policy:

A budget for the expense of travel to the meetings by the Member Delegates has been established. Delegates are urged to travel in a safe and cost-effective manner. OCLC will assist by arranging certain aspects of your travel plans. If you have questions about travel, please contact an OCLC Global and Regional Councils staff member.

You will be reimbursed only for those expenses that are directly related to Global and Regional Council activities, not for personal activities. You will be reimbursed for meeting-related expenses, which includes travel to and from meetings, lodging and meals.

**Airfare:** You will be reimbursed for airfare directly related to travel to and from the site of the Global Council meeting. Reimbursement includes only economy class fares with the rare exception of an individual flying more than a 10-hour segment. OCLC has engaged BCD travel and the online site of Orbitz for you to book tickets that are directly billed to OCLC. However, if you have a method for obtaining a lower rate elsewhere, please utilize it. Send a copy of the receipt and OCLC will promptly process the reimbursement.

**Ground transportation:** Transportation to and from your home or office to your home airport, parking and from the airport to the meeting site or hotel are reimbursable expenses. Under most circumstances, OCLC will make all ground transportation arrangements to attend Global Council meetings, including transportation to and from the airport as well as between hotels, meeting sites and activities.

**Lodging:** Reimbursable expenses include the room rate and taxes for the nights during the meeting and immediately before and/or after the meeting. We ask that any nonreimbursable charges added to your room be covered by you at check out.

**Food:** Food costs are included as reimbursable items during your travel to and from a meeting, as well as for those times when group meals have not been arranged.

**Nonreimbursable expenses:** Nonreimbursable items include, but are not limited to: bar tabs, entertainment, personal expenses and excessive meal costs.

Please submit your expense report to the Global Council office as soon as possible, and within 15 days of any meeting you might have attended. If you incur charges before the meeting, we can send an expense form to you for processing. Please keep records of your reimbursable costs and send scanned copies of receipts along with the forms. If you have any questions about what is a reimbursable expense, please contact a member of the Global and Regional Councils staff.
Meetings and Activities
Alternate Delegates are crucial to ensuring the smooth functioning of OCLC Global Council meetings. Alternate Delegates are selected by their Regional Councils and are asked to attend in-person meetings in the absence of a delegate. While serving as Alternate Delegates, they shall have all the rights and responsibilities of a Member Delegate as outlined in the Global Council Bylaws. Notices, agendas and all official documents from the Global Council are distributed to Alternate Delegates.

Communications
You will be enrolled in the Global Council listserv (GC-L) on or about 1 July of the year you are elected. Please set your spam filter to accept e-mail from the domain “oclc.org” to ensure that Global Council e-mails reach you. You can volunteer for committees or task forces by expressing your interest to the Global Council President and to OCLC’s Global and Regional Councils staff.

Working with OCLC Staff
OCLC staff work with the Global Council to help guide day-to-day activities, assist with the work of committees and task forces, budget, organize and attend committee and Council meetings, facilitate projects and act as general liaisons between OCLC management and the Global Council.

Through regular meetings and communiqués, OCLC conveys information directly to Global Council Delegates. The delegates, in turn, report to members through their Regional Councils and other appropriate associations. Please refer to the latest OCLC Global and Regional Councils Directory for a listing of OCLC Global and Regional Councils staff (www.oclc.org/global-council-directory.en.html).

The Global Council is an integral part of the OCLC cooperative. We appreciate and thank those individuals and institutions who willingly give of their time and expertise to contribute to the global success of libraries and cultural heritage institutions around the world.
Directory of OCLC Global Council Member Delegates:

www.oclc.org/global-council-directory.en.html