

# Leadership Group Processes

Adopted by Leadership, June 4, 2018. Revisions adopted by Leadership on November 21, 2019 and February 4, 2020.

## How agendas and materials are created

Agendas are created a week in advance by the chair. Agenda items will have time estimates to ensure that critical items are addressed in sufficient time. The chair will send out the agenda in advance with supporting materials as needed, and with a call for additional agenda items if time permits. If the agenda is full, LG members can suggest agenda items for future meetings. Supporting materials will be prepared in advance and made available to the LG as needed.

## How we make decisions (vote) and for which items (proposals)

The LG makes group decisions, takes action, and adopts formal positions by voting. Clear voting processes ensure that all members understand the decision, action or position being proposed. All votes must be proposed at a LG meeting with a majority of members attending.

To propose a vote, a member states the question or issue in the meeting chat window or an email. A member makes a motion to vote, followed by a second. A discussion follows the motion. If general agreement exists, the chair sends members an email following the meeting asking them to vote via a Google form.

The Google form re-states the proposal and includes at least two entry fields: the question(s) being voted on with 'Yes,' 'No,' or 'Abstain' responses, and a Comments section. The Google form should be set to display a summary of the votes and comments. The form states a deadline for voting.

Votes are decided by majority rule, so over fifty percent of members must vote 'Yes' or 'No.'" After the deadline passes, the chair sends members the result of the vote.

## The LYRASIS voting seat

On February 7, 2020, the Leadership Group voted to confer one voting seat to the Director of DuraSpace Community Supported Programs or a LYRASIS executive proxy. This voting seat is granted for the remainder of the current Leadership Group term and can be renewed annually in the MOU between VIVO and LYRASIS. If the Leadership Group identifies potential conflicts of interest, LYRASIS agrees to recuse themselves from voting on those issues.