Establishing or Changing SHARE Policies

The Finance and Policy committee, as approved by the SHARE Executive Council at their meeting on June 24, 2015, determined that the following steps will be taken to establish policies and procedures, to change existing policies, or to change the fee structures for SHARE:

1. Member library staff will address their concerns to the chair of the appropriate committee.
2. The committee will review items of business and, if appropriate, develop a recommendation for a new SHARE policy or procedure, a change in existing policy, or a change to the SHARE fee structure. In the event of a minor change, one that does not change the intent or spirit of the policy, committees have the authority to make the change, with the changed policy revised and in effect at that time.
3. Proposed committee recommendations will be posted on the SHARE website for member comment, for a period of no less than two weeks.
4. The committee will meet to review member comments and make changes, as appropriate.
5. The committee will send a final recommendation of a new policy or procedure, a change to existing policy, or change to the SHARE fee structure to the SHARE Executive Council for review.
6. Once the recommendation is approved by the Executive Council, the recommendation is considered a Best Practice, and is expected to be followed by the SHARE membership.
7. If approved by the SHARE Executive Council, the committee will present the recommendation to SHARE members at the next membership meeting.
8. One week after the membership meeting, a vote will be conducted electronically, to approve or disapprove the recommendation. Voting will take place for a period of one week. Each SHARE member library is allotted one vote per library agency. In the case of schools, library agency should be interpreted as school district.
9. Results of the vote will be announced within one week of the vote closing. If the recommendation is approved, the new policy or procedure, the changed policy, or the new fee structure will be in effect at that time. If it is not approved, the recommendation will return to the committee for further discussion.
10. If library staff are unsure of which committee to direct their concern, please contact the SHARE Director, one of the SHARE Managers, or a member of the SHARE Executive Council.