

## COAPI Process and Procedure Document

### **Mission Statement**

The Coalition of Open Access Policy Institutions (COAPI) brings together representatives from North American [institutions with established faculty open access policies](#) and those in the process of developing such policies. It was formed to share information and experiences and to illuminate opportunities for moving faculty-led open access forward at member institutions and advocating for open access nationally and internationally. COAPI will offer a collection of best and evolving practices to act as a roadmap for inspiring, promoting and implementing open access policies at institutions without existing or effective open access policies.

### **Membership**

There are three types of membership in COAPI: Full Member, Affiliate, and Community Member. Membership categories will be self-defined in consultation with the steering committee. All COAPI members, regardless of membership type, are eligible to participate in COAPI meetings and communication channels (listserv, etc.). All COAPI members will designate someone to be an Institution Contact, but may have additional staff participate in COAPI meetings and communication channels.

Full Member: Any North American institution with an open access policy at the institutional, divisional, or departmental level is eligible to join as a Full Member. Full Members in COAPI:

- Designate a COAPI Institution Contact for the institution, with approval from dean/director of library or similar director of unit
- Are listed as a member on the COAPI website, including a link to their OA policy, and contact information for the Institutional Contact.
- Eligible to volunteer and serve on Steering committee, task forces, and working groups.
- Participate fully in COAPI decisions.

Affiliate: Any North American institution which is developing an open access policy is eligible to join as an Affiliate. Affiliates in COAPI:

- Designate a COAPI Institution Contact for the institution for internal COAPI communications (listserv, etc.) with approval from dean/director of library.
- May or may not choose to be listed on the COAPI website, which includes the Institution Contact, while the open access policy is in development.
- After the Affiliate passes an open access policy, the Affiliate automatically becomes a Full Member, and will be expected to have their institution listed on the COAPI website, with a link to the OA policy.

- Eligible to volunteer and serve on task forces and working groups.
- Does not partake in COAPI decisions.

Community Member: Any North American research institution which hosts an open access repository and has an interest in open access policies is eligible to join as a Community Member. Community Members in COAPI:

- Designate a COAPI Institution Contact for the institution for internal COAPI communications (listserv, etc.) with approval from dean/director of library.
- May attend COAPI meetings and sit in on COAPI calls in consultation with the Steering Committee.
- Are not listed on the COAPI website, which includes the Institution Contact.
- Does not participate in committees, task forces, or working groups.
- Does not partake in COAPI decisions.

## **Leadership**

COAPI will be led by a Chair, Vice-Chair, and Steering Committee, with the Past-Chair serving in an ex-officio capacity on the Steering Committee. The Steering Committee will have 4 members in addition to Chair, Vice-Chair and Past-Chair. Those serving in an official leadership capacity in COAPI will be listed as such on the COAPI website. Any person employed by a Full Member institution, is eligible to serve in a leadership position.

### Selection and Terms for Chair, Vice-Chair, Past-Chair and Steering Committee

The Steering Committee will be comprised of volunteers from among Full Member institutions, each serving a 2 year term. The terms will be staggered with two new members every year, and each Steering Committee member may volunteer for a second consecutive term, to be reappointed at the discretion of the Chair.

The Vice-Chair will be selected by the Steering Committee members from among the members of the Steering Committee. The Vice-Chair serves one year as Vice-Chair and the following year as Chair. Selection as Vice-Chair begins a new term, regardless of the term already served on the Steering Committee.

The Chair is a one-year term, following a year as Vice-Chair. The Chair becomes Past-Chair for a one year term, serving as an ex officio member of the Steering Committee.

All terms begin July 1st.

## Duties of Chair, Vice-Chair, Past-Chair and Steering Committee

### Chair

- Call meetings of the Steering Committee and membership as a whole, including meetings held at other events such as SPARC, ALA, ACRL, and other conferences.
- Set agenda for any meetings or conference calls, soliciting agenda items from the membership in advance of any membership meetings
- Coordinate sub-groups (ad hoc and working groups), in consultation with Steering Committee
- Provide reports on activities of COAPI and be a representative for COAPI to other organizations as needed
- Solicit new Vice-Chair from among Steering Committee members in June to begin term in July.
- Designate from Steering committee membership a key contact with SPARC leadership, and as COAPI representative to the SPARC-coordinated “Open Access Working Group” to ensure coordination with national and state advocacy efforts.
- Write annual update in June to share with members and post on website
- Provide transition for incoming Chair/Vice-Chair

### Vice-Chair

- Assist Chair in duties as requested
- Contact institutions who have passed OA policies and invite to join
- Coordinate adding new members (including adding to website, private Groupsite, etc.), orienting them to the work and structure of COAPI, and notifying the broader group
- Serve as contact for potential new members, including being listed as contact for membership queries on website

### Past-Chair

- Serve as ex-officio member of Steering Committee
- Assist Chair in duties as requested
- Put out call and solicit volunteers for Steering Committee and present a slate to the Steering Committee by the first of May of each year. New members should be selected by June 1.  
Steering Committee
- Support Chair and Vice-Chair
- Represent interests of all Members and provides direction for COAPI
- One member serves as webmaster and is responsible for keeping public website and private Groupsite up-to-date. The Steering Committee member serving as webmaster can choose others from the COAPI members or a sub-group to assist if they choose.
- Review Process and Procedure Document at least every other year and make recommendations to the membership for updates and changes in process as

appropriate as COAPI grows. The Steering Committee may appoint a sub-group for this task.

## **Meetings and Communication**

Those in leadership roles (Chair, Vice-Chair, Past-Chair and Steering Committee members) are expected, but not required, to attend in person meetings of COAPI if possible.

Meetings are to further the mission of COAPI, with a focus on information sharing, and may take place at library conferences and other venues where COAPI members are gathered. The date, time and place of meetings should be announced as soon as practical to the members of COAPI, to facilitate attendance, with an agenda provided in advance.

In addition to meetings, informal gatherings of COAPI members may be arranged by any COAPI member.

Regular communication is largely via e-mail list ([sparc-coapi@arl.org](mailto:sparc-coapi@arl.org)) and Groupsite (<https://coapi.groupsite.com/login>). Both are limited to COAPI members and maintained by the Vice-Chair.

Substantive changes to this document will be submitted to the COAPI listserv for comment. The Steering Committee may make minor adjustments to the document without consultation.

Adopted August, 2013

## **Transition Plan:**

Current Steering Committee members are Ada Emmett, Andy Wesolek, Yuan Li, Micah Vandegrift, Anne Langley, Ray English, and Ellen Finnie Duranceau, with Yuan and Andy serving as co-coordinators.

Beginning July 1, 2013 Yuan becomes Past-Chair, Andy becomes Chair and Anne becomes Vice-Chair, and Micah (two year), Ada (two year), Ray (one year), and Ellen (one year) serve as Steering Committee members.

Beginning May 2014, the process for selecting a new Vice-Chair and Steering Committee members begins, and on July 1, 2014, the two Steering Committee members with provisional one year terms will end their term. The two newly

appointed Steering Committee members (or re-appointed existing members) will have a two year term of July 1, 2014 - June 30, 2016.