

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 two types of membership in COAPI: Full Member and Affiliate Member. All COAPI members, regardless of membership type, are eligible to participate in COAPI meetings and communication channels. 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 or interested in 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 (Google Group, 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.

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 virtual meetings and in-person meetings held at other events such as SPARC, ALA, ACRL, and other conferences.
- Set agendas 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 public website, private Google Group, and toolkit, 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 provide direction for COAPI
- One member serves as webmaster and is responsible for keeping the public website 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 virtual and 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 a private Google Group (sparc-coapi@sparcopen.org) limited to COAPI members and maintained by the Vice-Chair.

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

Adopted August, 2013

Revised August, 2018