Article VIII: ~~Product~~ Working Groups

1. Users of each of Ex Libris' products may form a group with a product focus within ELUNA. Users of multiple products may choose to form a <u>cross-product</u>~~single Product~~ Working Group.

2. The ~~Product~~ Working Groups are responsible to the Steering Committee, and are subject to the ELUNA Constitution and Bylaws.

3. Key tasks assigned to the ~~Product~~ Working Groups by the Steering Committee are:

    3.1. Communicating with the relevant Ex Libris Product Managers.

    3.2. Planning sessions for the annual meeting that will be of interest to its users, and coordinating that work with the overall meeting-planning group.

    3.3. Managing the enhancement processes for its product(s), in keeping with the ELUNA Constitution and Bylaws and any guidelines for enhancement processes promulgated by the Steering Committee, and working closely with the Ex Libris Product Managers.

    3.4. Communicating regularly (at least quarterly) with the Steering Committee about the Group's activities. To facilitate communication, the Steering Committee will appoint a liaison to each ~~Product~~ Working Group.

4. Each ~~Product~~ Working Group shall develop Guidelines for Operation, and shall submit the Guidelines and any revisions to the Guidelines to the Steering Committee for review and approval. Guidelines shall be published on the ELUNA website.

5. ~~Product~~ Working Group Leaders

    5.1. Required and Optional Leadership Positions

        5.1.1. Each ~~Product~~ Working Group must have a Chair <u>and</u> ~~,~~ an annual conference program coordinator~~, and an enhancements coordinator.~~

        5.1.2. Each ~~Product~~ Working Group may designate other leaders to serve in additional roles as desired.

        ~~5.1.2.~~5.1.3. Groups with a formal enhancement process agreement must also have a designated Enhancements Coordinator.

    5.2. Eligibility for Service as a ~~Product~~ Working Group Leader

        5.2.1. A ~~Product~~ Working Group Leader must be a staff member at a member institution licensed to use one of the products <u>or technologies</u> for which the ~~Product~~ Working Group was formed.

        5.2.2. A member of the ELUNA Steering Committee may not serve as a ~~Product~~ Working Group Leader.

        5.2.3. Current ~~Product~~ Working Group Leaders are responsible for verifying the eligibility of any candidate before voting begins or a ~~Product~~ Working Group Leader is chosen by another method.

5.3. Choosing ~~Product~~ Working Group Leaders

~~Product~~ Working Group Leaders may be chosen by any of these methods:

5.3.1. Election at the annual meeting. Staff from member institutions that are entitled under the terms of a contract to use one of the products or technologies for which the ~~Product~~ Working Group was formed who are present at the meeting would be eligible to vote.

5.3.2. Electronic ballot before or after the annual meeting, with member representatives from each institution that are entitled under the terms of a contract to use ~~that licenses~~ one of the products or technologies for which the ~~Product~~ Working Group was formed eligible to vote.

5.3.3. Informal selection carried out by current ~~Product~~ Working Group Leaders or a nominating committee.

5.4. Removal of ~~Product~~ Working Group Leaders

A ~~Product~~ Working Group Leader ~~member~~ may be removed from office by a vote of two-thirds of the ~~Leaders of the Product~~ Working Group and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the ~~Product~~ Working Group for a period of longer than three months without a satisfactory explanation.

5.5. Replacement of ~~Product~~ Working Group Leaders

Unless there are (60) sixty or fewer days remaining in a ~~Product~~ Working Group leader's term, the ~~Product~~ Working Group ~~Leaders~~ shall appoint a successor to fill the balance of a leader's term when:

5.5.1. A ~~Product~~ Working Group Leader dies, becomes disabled, resigns, is terminated by his/her employer, or moves to a new position in an institution that is not an ELUNA member.

5.5.2. A ~~Product~~ Working Group Leader is removed from office.

5.5.3. The ~~Product~~ Working Group Leader's member institution terminates all contracts with Ex Libris and thus is no longer eligible for membership in ELUNA.

5.5.4. The Steering Committee shall appoint a replacement member within (30) thirty days.

6. The ELUNA Steering Committee shall seek the advice of ~~Product~~ Working Group Leaders on issues of concern to particular ~~Product~~ Working Groups. ~~Product~~ Working Group Leaders are in turn expected to seek the advice of members of their groups.

7. Members of ~~Product~~ Working Groups are strongly encouraged to participate in all activities of ELUNA.

8. If the ~~Product~~ Working Group membership cannot form a leadership group, then the

responsibilities for that Product or technology will pass to the Steering Committee until such time that the group can be formed. The Steering Committee liaison will be the lead for all ~~Product~~ Working Group activities during this period.

9. Joint Working Groups

> **9.1.1. As conditions merit, ELUNA may embark on creating Working Groups jointly with the International Group of Ex Libris Users (IGeLU). Existing Working Groups may also transition to joint groups if conditions merit.**
>
> **9.1.2. Joint Working Groups are subject to the Constitution and Bylaws of both ELUNA and IGeLU.**
>
> ~~9.1.2.~~9.1.3. **Members of Joint Working Groups are required to have a membership in either ELUNA or IGeLU.**

Article IX: Special Interest Groups

1. Users with similar interests may choose to form special interest groups within ELUNA.

2. The Steering Committee shall appoint a liaison to the Special Interest Groups, who will coordinate communication between the Special Interest Groups and other bodies within ELUNA.

3. Special Interest Groups shall operate informally, i.e., without a constitution or bylaws.

4. Each Special Interest Group must select a chair. It may select other officers if desired. Each officer must be a staff member at a member institution licensed to use one of the products that the Special Interest Group has been formed to discuss.

5. Special Interest Groups that are directly related to a product shall work closely with the appropriate Product Working Group.

6. Special Interest Groups that span two or more products shall work closely with the ELUNA Steering Committee.

7. The chair of each Special Interest Group shall provide a report of the Group's activities to the Steering Committee annually or at the request of the Steering Committee.

8. Special Interest Groups may develop sessions of interest to their users at the ELUNA conference, coordinating their work with overall conference planning done by the ELUNA Steering Committee. However, the annual meeting planning committee is not obliged to provide accommodations for sessions that are likely to attract a very small audience.

9. The ELUNA Steering Committee shall seek the advice of the Special Interest Group chair on issues of concern to a particular Special Interest Group.

10. Members of Special Interest Groups are strongly encouraged to participate in all activities of ELUNA.