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Purpose of this document

This file compiles policy statements that are under development or have been approved by the OA Book Usage Data Trust's community governance, i.e. the Board of Trustees. The status of each policy is indicated after each. Questions about this document or the policies within can be directed to executivedirector@oabookusage.org or the current Secretary of the Board of Trustees listed on the effort's website.

Board Committee Charters

1. Policy and Governance Committee Charter (Approved 12 Oct 2022)([Gdoc](#))([Zenodo](#))
 2. Board Development Committee Charter (Approved 12 Oct 2022; Decommissioned) ([Gdoc](#))
 3. Fiscal Sponsorship Ad-Hoc Committee Charter (Approved 8 Dec 2022) ([Gdoc](#)) ([Zenodo](#))
 4. Finance and Fundraising Committee Charter (Approved 8 February 2023)([Gdoc](#))([Zenodo](#))
 5. Membership and Sustainability Committee Charter (Approved 16 Aug 2023)([Gdoc](#))([Zenodo](#))
 6. Technical Advisory Committee Charter (Approved 16 Aug 2023)([Gdoc](#))([Zenodo](#))
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Board Approved Policies

- Environmental Policy ([Gdoc](#)) ([Zenodo](#)) (Approved 11 October 2023)
- Voting Policy ([Gdoc](#)) ([Zenodo](#)) (Approved 11 October 2023)
- Organizational Transparency Policy (Approved 14 June 2023)([Gdoc](#))([Zenodo](#))
- Consent Agenda Process Policy (Approved 14 June 2023)([Gdoc](#))([Zenodo](#))
- Disclosure and Conflict of Interest Policy (Approved December 2022; Awaiting legal review)([Gdoc](#))

Policies Under Review

None at this time

Policies Under Development

Access to the following draft policies is restricted to Trustees and Board Committee Members.

1. [Code of Conduct Policy](#)
2. Records Retention Policy
3. Request for Proposals, Qualifications Policy
4. Research Project PI representation on OAEBUDT Board of Trustees Policy
5. Staff Whistle-blower Policy

Other Board Approved Documents

1. Board Committee Member Role Description (Approved 14 June 2023)([Cdoc](#))([Zenodo](#))
 2. Board Officer Role Description draft
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Document Revision History

- 26 October 2023: J.Kemp updated Environmental and Voting policies to Approved.
- 3 October 2023: C.Drummond added links to draft Voting and Environmental policies
- 2 August 2023: J.Kemp updated the date of last update of this document along with approved dates for the Board Committee Member Role Description, Consent Agenda and Transparency Policies, the latter of which had its draft status updated.
- 26 May 2023: J.Kemp formatting changes: font, put items in alpha order, updated bullets to numbering. Also updated dates in individual documents to approval or review dates (from draft dates).
- 23 May 2023: C. Drummond separated out operations sections into Operations Manual.
- 11 Jan 2023: C.Drummond organized & formatted document sections. Inserted approved board committee job description. Separated out operations sections into Operations Manual.
- 10 Jan 2023: C.Drummond updated software services in use table w/ MFA and pw reset dates in response to Lastpass security incident
- 27 April 2022: C.Drummond drafted content, shared with ExecCom for initial review.
- 14 September 2022: C.Drummond updated post Educopia>UNT transition