

Weave Executive Plan

Weave: Journal of Library User Experience is managed by a small group of editors as well as a larger editorial board. Together, we refer to these people as the *Weave* team. All *Weave* positions are volunteer and remote.

Editors

Weave editors, have specific, scoped roles and run the day-to-day operations of the journal.

Editors include:

- [Overview of Editorial Team](#)
- [Editor-in-chief](#)
- [Assistant Editor](#)
- [Scholarly submissions editors](#)
- [Dialog Box editor](#)
- [Copyeditor](#)

Editors serve an initial three-year term. Approximately three months before the end of their term, they notify the *Weave* team if they would like to stand for another term. The board chair then calls a vote of the *Weave* team to approve another term (requires 75 percent in favor).

When an editor position is approaching a vacancy, the board chair appoints a search team that includes members from the board and editorial staff. The board chair leads a competitive search process with a goal of having the new editor start in plenty of time to shadow the outgoing editor.

The search team has decision-making authority on the appointment of new editors. The entire *Weave* team is informed and given an opportunity to raise any objections.

Editorial board

The editorial board supports the continued success and sustainability of the journal through a variety of efforts, including advising and supporting the journal editors. See [job description for editorial board members](#).

The size of the *Weave* team can change over time, but there should always be more board members than editors, with a minimum of six board members. Membership includes people from varied sectors of libraries, including academic and public libraries. It also may include people from special libraries or outside of libraries completely.

Board members generally serve three-year terms, and terms can be staggered to ensure continuity. At the end of a member's term, they can apply to continue for additional terms. The *Weave* team can approve or deny the extension based on the needs of the journal (requires 75 percent in favor). There is no limit in number of terms served.

When the board is approaching a vacancy, the board chair issues a public call for nominations. Individuals can self-nominate and board members can submit nominations, with permission. Board members vote on approving nominations for the board. At least 75 percent of the entirety of the board must approve a new member before they are appointed. Board members should take into account their experience as well as the current needs of the board (e.g. size, diversity).

The board also submits annual feedback to the journal editors in January; the board may opt to forego annual feedback if desired, provided that feedback is given at least biennially. If members of the board have concerns about the performance of an editor, they can ask for a vote to remove the editor at any time (requires 75 percent in favor).

Board chair

The board chair provides leadership and oversight of the board, working closely with the editors. See [job description of board chair](#).

One board member serves as chair until the end of their board term. At the end of their term, they can apply to continue for additional terms.

When the board chair position is approaching vacancy, the editor-in-chief does a call for self-nominations from the board. When more than one person is nominated, the editor-in-chief calls a vote from all board members who are not in the candidate pool. Simple majority wins.

When no board members self-nominate, the editor-in-chief issues a public call for nominations. Individuals can self-nominate and board members can submit nominations, with permission. Board members rank the candidates in order of preference. The top candidate wins.

Treasurer

The treasurer manages the journal's finances and fundraising efforts, and participates in projects as a member of the *Weave* editorial board. The treasurer term and appointment follow the guidelines specified for board members. See the [job description for the treasurer](#).

Meetings

The board chair schedules regular virtual meetings for the *Weave* team, approximately once a month and no less than 6 times per year. The board chair, with help from the editor-in-chief, creates agendas and runs meetings. A volunteer from the *Weave* team takes minutes and documents minutes in Google Drive. It is the responsibility of those who missed the meeting to

read the minutes.

The editor-in-chief can call separate meetings for the editors as needed. The board chair can call separate meetings for the board as needed. The board chair can also call board votes. Board votes are for personnel actions (appointing or removing board members or editors) and for issues the board chair feels are appropriate for a vote. Votes are won by simple majority.

All eligible voters are given the opportunity to vote even if they are not in attendance at the meeting in which the vote is called. The board chair will give absent members seven days to submit votes, unless the missing votes have no chance of changing the outcome of a vote.