



MEMO

To: Federation Task Force Members
From: Tracy Cook, Lead Consulting & Learning Librarian
Subject: Possible federation bylaw changes
Date: February 15, 2023

Based on the recommendations of the task force I created a sample set of bylaws that spells out the intent of federations, clarifies the role of the State Library Commission in administering funds, removes the requirement for board members to be chair or vice chair, and simplifies the hierarchy of the federation while retaining the right of board members to vote. These bylaws also meet the requirements outlined in Montana Code Annotated Title 22, Chapter 1, Part 4 – Library Systems.

The six federation bylaws are very similar. Do the sample bylaws reflect your intentions? Do they simplify things for the federation? Why or why not? What changes would you like to propose?

BYLAWS Sample Federation

Article I — Name

The name of this organization is the Sample Federation of Libraries, henceforth to be known as Sample Federation.

Article II - Purpose

The purpose of a federation is to strengthen member libraries; to encourage efficient library services by pooling resources and avoiding duplication; to support the professional development of board members and library directors; and to encourage collaboration and connection between members libraries in the Sample Federation region.

The Montana State Library Commission receives and administers state money specified for federations and sets administrative rules governing the use of those funds.

Federations provide a link for member libraries to communicate with the Montana State Library. Federations may advocate for Montana libraries.

Article III — Membership

Members will be a representation of any established school, academic, special, tribal or public library in the Sample Federation geographic area.



One member from each legal public library board of trustees and one member from each participating tribal college library advisory board shall serve as the voting representative at federation meetings. The voting members constitute the board of trustees for the federation.

Librarians and/or employees of public and tribal college libraries in the Federation shall be non-voting members. They shall attend meetings and participate in discussions.

One representative from participating school, academic or special libraries shall be non-voting members. They are encouraged to attend meetings and to participate in discussions.

The Coordinator of the Sample Federation of Libraries shall be an ex-officio non-voting member of the federation and shall advise the board of trustees for the federation.

Any member may leave the Sample Federation by notifying the Federation, the Montana State Library, and the Montana State Library Commission. Once a library has taken these steps, their membership will be withdrawn. There will be a two-year period before said library is able to rejoin. Whether the library is allowed to rejoin will be determined by a vote of the Federation.

Article IV - Coordinator

The Sample Federation shall elect the Sample Coordinator at the spring meeting in even years. The coordinator shall hold office for two years and at that time will be eligible for re-election. Rotation of the coordinator's position is encouraged. There are no limits on the number of terms a coordinator may serve, and the coordinator may be any member of the Sample Federation.

The coordinator shall serve as secretary or appoint a designee to take minutes for the Sample Federation meetings. The coordinator shall submit documentation required by the Montana State Library. The coordinator shall set the meeting agenda, notify member libraries of the meeting, and handle the logistics for the meeting. The coordinator may request assistance from Montana State Library staff.

The coordinator or a designee shall run the meetings of the Sample Federation.

Article V - Meetings

Meetings shall be held semi-annually in fall and spring and on call of the coordinator as necessary to conduct the business of the federation.

Meetings shall be open to all interested persons.

A conference call may be used in case of emergencies; the emergency will be at the discretion of the coordinator.

Quorum or one-third of the delegates must be present to transact business at any meeting of the Federation, the majority of which must be public library trustees. (Currently Sample Federation includes 15 public libraries.)



In the event a representative is unable to attend in person, he or she shall appoint a proxy to take his or her place at the Federation meeting. Proxy should be given to public library representatives.

- Official Federation Form must be used for all proxy votes.
- Written permission for proxy votes must be obtained before the meeting at which the proxy vote will be cast.
- Federation Voting Proxy form must be submitted to the Federation Coordinator prior to the meeting.

Absenteeism by a member library, which results in lack of representation and participation in attending at least one (1) Federation meeting per year will lead to a decrease in available federation monies to that member library in the following year. The Director and a library representative or proxy of each member library within the Federation is expected to attend 50% of the yearly meetings. Non-participation at 50% of Federation meetings by members without extenuating circumstances is grounds for a 50% loss of Federation funding for that library for that fiscal year. Extenuating circumstances will be considered and voted on at the Spring Meeting. Resumed attendance will reinstate Federation funding for the following year. Membership in the Federation will not be discontinued but will have a status of "inactive". Inactive members shall remain eligible for Federation-wide purchases and be able to vote on Federation issues.

Article VII - Committees

Committees shall be appointed by the coordinator as needed.

Standing committees are continuing education and bylaws. These can be made up of trustees or library staff.

The coordinator may appoint a representative to serve on the Montana Book Award Committee and/or appoint a representative to attend Montana State Library Commission meetings if the Sample Coordinator is unable to attend the meetings.

Article VIII — Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order that the Advisory Board may adopt.

Article IX — Revision of Bylaws

The bylaws will be adopted by a two-thirds vote of those present, will be reviewed every two years and may be amended at any regular meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.