

BY-LAWS FOR GOVERNING THE ADVISORY BOARD OF THE SOUTH CENTRAL FEDERATION OF LIBRARIES

(Adopted June 21, 1980, Revised May 5, 1984; November 4, 1989; April 15, 1992; October 28, 1995, Sept 26, 1998) Rewritten April 1, 2000, Revised September 29, 2001, Rewritten April 1, 2006, Rewritten March 23, 2013, Revised and adopted March 10, 2018; Revised and adopted September 12, 2020.

ARTICLE I: NAME

The name of the organization shall be the ***South Central Federation of Libraries Advisory Board, here after referred to as SCF (South Central Federation).***

ARTICLE 2: PURPOSE

- A. The purpose of this Advisory Board shall be to:
 1. Adopt an annual Plan of Service
 2. Support all types of libraries to develop programs and goals of the Federation.
 3. Communicate programs and goals to Federation member libraries and the public.
 4. Advocate for Montana libraries.
- B. The SCF Library Advisory Board has advisory powers only. Responsibility for fiscal and administrative matters is invested in the Montana State Library Commission and the governing boards of member libraries.
- C. The Federation Coordinator implements programs and goals adopted by the Federation.
- D. The Federation Coordinator shall be a non-voting member of the Advisory Board.

ARTICLE 3: MEMBERSHIP

- A. Any legally established school, academic, special or public library in the SCF geographic area may be a part of the SCF of Libraries Advisory Board.
- B. One member from each legal public library board of trustees shall serve on the SCF Library Advisory Board. Any participating library Board without a Trustee present may name the Library Director to represent that entity as proxy. Each public library shall exercise only one (1) vote.
- C. Two representatives from the participating school libraries, one representative from the academic library and one representative from the special libraries shall be chosen from those entities attending the meetings to represent the particular library group. These representatives will each exercise one vote and need not be lay persons representing the entities.
- D. The voting members of the SCF Library Advisory Board shall consist of one public library trustee from each legally recognized SCF public library, two representatives who will represent all of the SCF public schools, one representative who will represent all of the SCF academic libraries and one representative who will represent all of the SCF Special libraries.
- E. 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 Federation funding for that library to be discontinued. Extenuating circumstances will be considered and voted on at the 1st meeting of the fiscal year. 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.

- F. Any member may leave the SCF 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 and will be determined by Advisory Board vote.

ARTICLE 4: OFFICERS

- A. Officers shall consist of a chairperson and a secretary. The chairperson will be a voting member of the Advisory Board. These officers will serve one-year terms and be rotated annually taking office in July of each year.
- B. The Advisory Board Coordinator shall be a library director of a South Central Federation Library and be elected by a majority of voting members. The coordinator shall hold office for five years and may be re-elected for additional terms. Election of the Coordinator will occur at scheduled meetings when needed.
- C. The coordinator is responsible for leading the Advisory Board and acting as a liaison between the Montana State Library and the federation.
- D. The coordinator sets the agenda for Advisory Board meetings and notifies members by sending the agenda at least two weeks in advance of meetings.
- E. The coordinator submits the plan-of-service adopted by the Advisory Board and the Federation's final report to the MSL.
 - 1. The Coordinator shall submit the Advisory Board and Federation adopted Plan of Service and Annual Report to the Montana State Library Commission.
 - 2. The Coordinator shall attend a minimum of one(1)Montana State Library Commission meeting every year representing the Federation.
 - 3. The Coordinator shall set the agenda of the meetings.
 - 4. The Coordinator will make all arrangements for the meetings such as speakers, materials, meals, and physical arrangements.
 - 5. The Coordinator will appoint a secretary to record the minutes.
 - 1. Per MCA 22-1 -404, the coordinator cannot vote.
 - 2. The coordinator will manage the Plan of Service and Annual Reporting online at the Montana State Library website (<http://msl.mt.gov/>)
 - 3. Coordinator will send out the Agendas and the Minutes in a timely manner by e-mail to public libraries and the Advisory Board voting representatives as requested.

ARTICLE 5: MEETINGS

- A. The SCF Advisory Board shall meet at least two (2) times each year, once in the fall and once in the spring, in person or via electronic conferencing. The next meeting date and time will be determined at the current meeting.
- B. The Coordinator may call additional meetings at any time necessary to conduct the business of the Board. These may be electronic or in person.
- C. Meetings shall be open to any interested persons.
- D. Robert's Rules of Order shall govern the parliamentary procedure of the SCF Advisory Board meetings when not in conflict with these bylaws. Any of the rules of order may temporarily be suspended by a unanimous vote of all members at any meeting.
- E. A quorum consists of at least four (4) Advisory Board members, a majority of which must be public library trustees.

ARTICLE 6: REVISION OF BYLAWS

- A. The bylaws will be adopted by a two-thirds vote of those present at a meeting.
- B. Advance notice of at least two weeks shall be given to all members of the Federation Advisory Board for any proposed bylaw amendment. The revised bylaws may become effective immediately after a simple majority vote.
- C. The bylaws governing the Advisory Board may be reviewed and evaluated every five years before June 1 or as needed.