

SAGEBRUSH FEDERATION LIBRARIES

Advisory Board By-Laws DRAFT MARCH 2018 discussed OCTOBER 2018

Voting Member Public Libraries:

Ekalaka Public Library

Fallon County Library

Garfield County Library

George McCone Memorial County Library Glendive Public Library (Richey Library branch)

Henry A. Malley Memorial Library

Miles City Public Library

Prairie County Library

Sidney-Richland County Library

Wibaux Public Library

+ 1 Academic Representative (ex-officio non-voting)

+ 1 Public Schools Representative (ex-officio non-voting) (Total 10 votes)

Purpose

The Advisory Board of the Sagebrush Federation shall be responsible for developing the goals of the Federation and recommending policy and providing assistance to complete said goals.

Membership

The voting members of the Advisory Board of the Sagebrush Federation shall be one member chosen from each county's designated public library.

The Board of Trustees of each participating public library shall name one of its Trustees and an alternate as a voting representative to the Federation.

Advisory Board membership and benefit of state funding is a privilege based on participation. Each member library shall be encouraged to attend meetings regularly and participate in an advisory capacity. Failure to attend at least one Sagebrush Federation meeting per fiscal year (July 1 -June 30) will result in forfeiture of Federation dollars.

Officers Committee

The Committee shall constitute a Chairperson (Board of Trustee and their Alternate) from a member library to serve a one year term, appointment for the Chairperson will take place at the beginning of the Spring Meeting and term of service is from July 1-June 30 (fiscal year). The appointment will be on a rotating alphabetical basis by Library name.

The Headquarters of the Sagebrush Federation shall be the Miles City Public Library; and the Miles City Public Library Director shall serve as Federation Coordinator.

Meetings

The Sagebrush Federation will meet twice a year: Fall and Spring. Meetings will be held at the Miles City Public Library, unless scheduled elsewhere. Additional meetings may be called as needed by the Chairperson.

Committees will be formed as needed.

Meetings will follow general Parliamentary procedures.

A) Quorum: Majority of all voting members present.

a. Majority is 51% of all voters.

b. Majority Vote on all action except acceptance of the Bylaws, which requires 2/3rds of the voting members.

B) Proxy Votes: All proxy votes (utilizing the Sagebrush Federation Proxy Form) must be submitted to the coordinator before the start of the Meeting.

C) Acceptable Vote Methods: Votes will be accepted by voting members present (or proxy), or by electronic means. Voting members will be given a minimum of 48 hours to vote electronically.

Duties of the Officers

The duties of the Chairperson shall include: convene all meetings of the Advisory Board, call meetings as necessary, appoint committee members as needed, and call for electronic vote and electronic surveys as needed.

The duties of the Coordinator shall include: record or appoint a meeting recorder, submit the adopted Plan of Service and Annual Report to the Montana State Library, attend appropriate Commission meetings, set the agenda of the meetings, participate as a member of all Sagebrush Work Committees, and serve on State Committees as requested.

Resolution of Conflict within the Federation: All concerns or requests for conflict resolution shall be submitted to the Chairperson in writing and if no resolution is reached then a request may be submitted to the State Librarian.

These Bylaws reviewed and accepted on _____. Federation Bylaws may be formally reviewed every five (5) years. Amendments to the Bylaws may be considered at the Fall Meeting for discussion.

Committee Members present: Stacey Moore, Kelly Reisig, Sonja Woods, Diane VanGordon (guest).

Tracy Cook (ARMS compliance), Pam Henley (Library Consultant).