

# 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 1<sup>st</sup> 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. The Officers**

1. The officers of the Advisory Board shall consist of a Chairperson and a Vice-Chairperson/Chair Elect.
2. The officers of the Advisory Board shall be elected from the Board membership during the last meeting of each fiscal year and shall assume office on July 1 of the next fiscal year.
3. The Chair shall serve one two-year term.
4. The Vice-Chair shall automatically have the opportunity to succeed to the office of Chair at the end of the Chair's term. In the event that the Vice Chair/Chair Elect chooses not to move into the position of Chair, the Board will hold elections for new officers.
5. The Chair shall appoint a Secretary to record the minutes for each meeting.

##### **B. Duties**

1. The Chair shall convene the meetings of the Advisory Board and may call additional meetings from time to time as circumstances warrant.
2. The Chair shall appoint members of committees.
3. The Vice-Chair/Chair Elect shall assist the Chair in the discharge of the Chair's duties as the Chair may direct and shall perform such other duties as may be assigned by the Board.
4. In the absence of the Chair, the Vice-Chair will serve in his/her stead.
5. The Chair and Vice-Chair shall perform the duties prescribed in these bylaws and by the Roberts Rules of Order.
6. The Chair will vote only when the vote is needed to break a tie.

##### **C. Election of Officers**

1. Nominations for officers of the Advisory Board shall come from the floor prior to elections at the last meeting of every other fiscal year. If necessary, the Chair, Vice-Chair and Coordinator will form a nominating committee to recommend members for office.

2. The Chair and Vice-Chair/Chair Elect shall be elected by a majority vote of the membership in attendance at the last meeting every other year.
3. At the end of the second year in office, the position of Vice Chair shall be elected by a majority vote of the membership in attendance at the last meeting of the fiscal year.

#### D. Terms of Office

1. The Chair shall serve one (1) two-year term.
2. The Vice-Chair shall automatically have the opportunity to succeed to the office of Chair. The Vice-Chair shall serve one (1) two-year term.
3. Filling a partial term because of vacancy does not affect the time of an elected term of office.

#### E. Methods of Filling Vacancies

1. If the office of Chair should become vacant during a term, the vice chair shall assume the duties of the Chair.
2. If the office of Vice-Chair should become vacant during a term, that office shall remain vacant until the next Advisory Board meeting when a new Vice-Chair shall be elected to fill the unexpired term.
3. If both offices become vacant during the same term, the Advisory Board will hold a special election for both offices either by mail, phone, electronic or in person.

#### F. Coordinator

1. The Coordinator may be the director of any public library that is represented on the Advisory Board.
2. The Coordinator shall hold office for two years and at that time be eligible for re-election.
3. There are no limits on the number of terms a Coordinator may serve.
4. The Coordinator shall be elected by a majority of Advisory Board members at the last meeting of the fiscal year at the end of a term.

#### G. Duties of the Coordinator

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 Chair, Vice-Chair and 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. Per MCA 22-1 -404, the Coordinator cannot vote.

6. The Coordinator will manage the Plan of Service and Annual Reporting online at the Montana State Library website (<http://msl.mt.gov/>)
7. 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 Chair, Vice-Chair and 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: COMMITTEES**

Committees shall be appointed by the Chair as needed to implement the Plan of Service and other decisions of the Advisory Board. Committee members will be made up of volunteers from the membership and shall consist of a minimum of three people.

#### **ARTICLE 7: 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.

#### **ARTICLE 8: PARLIAMENTARY AUTHORITY**

- A. The Federation Advisory Board members will report to their respective supervising entities on the decisions made by the Federation Advisory Board in order to keep them fully informed on all Federation programs, policies, goals, and objectives.
- B. Federation Advisory Board members shall attend all meetings that are required.