

BY-LAWS
FOR THE BROAD VALLEYS FEDERATION OF LIBRARIES
ADVISORY BOARD OF TRUSTEES

Article I - General

- A. The name of this organization shall be the Broad Valleys Federation of Libraries Advisory Board of Trustees.
- B. The purpose of this organization shall be to:
 - 1. Establish policy for the Federation. The Coordinator - Director of the Headquarters Library - shall implement the policies adopted by the Federation Board of Trustees.
 - 2. Develop the programs and goals of the Federation.
 - 3. Communicate those policies and goals to the public and to the Federation member library boards.

Article II Membership

- A. Membership in the Broad Valleys Federation of Libraries is open to legal public Library Trustees and public librarians, academic librarians, school librarians, and special librarians whose libraries are within the Federation boundaries.
- B. The Board of Trustees of each participating public library shall name one of its members to the Federation and each participating entity without a duly appointed library board shall name a layperson to represent that entity in the Federation. An alternate may be named if that alternate is a member of that entity.
- C. There shall be a Federation Advisory Board of Trustees consisting of nine members who will be chosen at the Fall Meeting. Two representatives from the participating school libraries, one representative from the academic libraries, and one representative from the special libraries shall be chosen by their respective groups. Five public Library Trustees will be chosen by the public Library Trustees group with at least one representative to come from these three predetermined electoral groups of public libraries divided according to the following formula:

Group A. Large Public Libraries - Libraries serving populations of 20,000 and

- above.
- Group B. Medium Public Libraries - Libraries serving populations between 2,000 and 19,999.
- Group C. Small Public Libraries - Libraries serving populations of 1,999 and below.

The remaining two public Library Trustees must be from different electoral groups.

- D. The public librarians and those school, special, and academic librarians not elected to the Board shall be non-voting members of the Federation and act as an advisory group to the Board.

Article III - Conflict of interest

Any possible conflict of interest relating to the Broad Valleys Federation of Libraries on the part of a member of the Broad Valleys Federation Advisory Board shall be disclosed to the Board. When any such interest becomes a matter of Board Action, such Board member shall not vote or use personal influence on the matter, and shall not be counted in the quorum for a meeting at which Board action is to be taken on the interest.

The Board member may, however, briefly state a position on the matter, and answer pertinent questions of Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Article IV - Officers

A. Composition

1. The officers shall consist of a Chairperson and Vice-Chair/Chairperson elect.

B. Duties

1. The Chair shall convene meetings of the Executive Committee and the full Board and may call additional meetings from time to time as circumstances warrant.
2. The Chair shall appoint members of standing committees.
3. The Vice Chairperson shall assist the Chairperson in the discharge of the Chairperson's duties as the Chair-person may direct and shall perform such other duties as may be assigned by the Board.

C. Election of Officers

1. In the first year, the Chair and the Vice-Chair/Chair Elect shall be elected by a majority vote of the entire membership at the spring meeting.
2. In each succeeding year, the Vice-Chair shall be elected by a majority vote of the entire membership at the spring meeting.

D. Terms of Office

1. The Chair and the Vice-Chair Elect shall serve one year terms.
2. The Vice Chair shall automatically succeed to the office of Chair.

E. Method For Filling Vacancies

1. If the office of Chair should become vacant in the middle of a term, the Vice Chair shall assume the duties of the Chair.
2. If the office of Vice Chair should become vacant in the middle of a term, that office shall remain vacant until the next regular Advisory Board meeting when a new Vice Chair shall be elected to fill the unexpired term.

Article V - Executive Committees of the Federation Advisory Board,

A. Composition

1. The Executive Committee shall consist of the two officers plus three other members drawn from the membership of the Broad Valleys Federation Advisory Board of Trustees.
2. A quorum shall consist of three members.

B. Duties

2. The Executive Committee shall function on behalf of the full Board during times of emergency and may meet as a group on a regularly scheduled basis between the two semi-annual meetings of the full Board. The Executive Committee shall have and exercise the full authority of the full Board as long as that authority does not circumvent the responsibility of the full Board as vested in it by the Federation By-laws.

2. The Executive Committee shall meet as a group in regular sessions as needed.
3. Their general responsibilities shall be to make recommendations to the full Board concerning policies, programs and goals for the Federation and to bring to the attention of the Board any problems which might otherwise escape action.
4. Specifically the Executive Committee shall have the authority to make adjustments within the budget of up to 10%, excluding salaries and the Indirect Administrative Costs.

C. Elections of the Executive Committee

1. The Chair and the Vice Chair shall be public Library Trustees and shall be elected by a majority vote of the Advisory Board of Trustees members at the spring meeting. However, they must not come from the same group in these three predetermined electoral groups of public libraries divided according to the following formula:

Group A - Large Libraries - Public libraries serving populations of 20,000 and more.

Group B - Medium Libraries - Public libraries serving populations between 2,000 and 19,999.

Group C - Small Libraries - Public libraries serving populations of 1,999 and below.

2. The three remaining non-officer members of the Executive Committee shall be elected at the spring meeting by their respective groups: one from the public Library Trustees; one from the school librarians; and one from the academic and special librarians.
3. In the first year, five Executive Committee members will be elected. In all succeeding years, four Committee members will be elected:

Vice Chair and one member from each of the respective groups.

D. Terms of Office

1. All members of the Executive Committee shall serve one year terms.

2. The Executive Committee members shall be elected at the spring meeting and shall assume their duties July 1.
3. No federation Advisory Board member shall serve more than three consecutive terms on the Executive Committee.

E. Method for Filling Vacancies

Should the office of an Executive Committee member who is not an officer become vacant in the middle of a term, the Chair may appoint an Advisory Board member from the same electoral group as the vacant office to fill the unexpired term.

Article VI - Staff

- A. The Secretary of the Federation Advisory Board shall be the Director of the Lewis & Clark Library who shall serve as a non-voting, ex-officio member of both the Executive Committee and of the full Advisory Board.
- B. The librarian of the headquarters library shall serve as the Coordinator of the Federation and as a non-voting ex-officio member of the Federation Executive Committee and the Advisory Board of Trustees.

Article VII - Meetings

- C. Meetings will be held at least twice a year: fall and spring. The Chairperson may call additional meetings at any time necessary to conduct the business of the Board. Meetings shall be open to any interested persons.
- B. A legal quorum shall consist of 40% of the public Library Trustees of the Federation Advisory Board of Trustees.
- C. The most current edition of *Robert's Rules of Order* shall govern the parliamentary procedure of the 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.

Article VIII - Committees

A. Standing Committees

The Broad Valleys Federation Advisory Board of Trustees shall have Standing Committees

which shall be advisory to the Board. The Chairperson of the Board may designate Standing Committees.

The Chairperson shall assign their responsibilities, method of operation and provide for periodic review.

As part of the duties that he or she shall assume on July 1st, the Chairperson of the Federation Advisory Board shall appoint the chairpersons of the respective Standing Committees who shall be members of the Federation Advisory Board. Existing Standing Committee Chairpersons may be reappointed. The Committee Chair shall recruit persons to serve on the Standing Committees. Membership on Standing Committees shall be open to all interested persons with the provision that members must indicate their interest and attend meetings regularly.

Standing Committee Chairs may appoint subcommittees to study specific problems. Reports and recommendations from subcommittees must be submitted to and acted upon by Standing Committees.

B. Other Committees

The mode of operation of ad hoc committees shall be identical to that of the Standing Committees unless otherwise specified by the Federation Advisory Board.

The Committees of the Federation Advisory Board of Trustees shall work with the Federation Administrative Staff in the discharge of the committees' duties

Article IX - Amendments

These By-laws may be amended or revised by a two thirds vote of the Broad Valleys Federation Advisory Board of Trustees provided that:

1. At least thirty days notice in writing is given to the members of the Advisory Board in advance of the meeting at which such amendment or revision is proposed or,
2. Oral notice is provided at the previous meeting of the Advisory Board. Such notices must contain a statement of the intent of the amendment or revision.

October 1986
Amended October 1989
Amended April 1990

Amended March 2001