

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

ARTICLE I – GENERAL

- A.. The name of the organization shall be the ***South Central Federation of Libraries Advisory Board.***
- B. The purpose of this Advisory Board shall be to:
 - 1. Adopt an annual Plan of Service
 - 2. Collaborate with 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.
- C. The South Central Federation 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.
- D. The Federation Coordinator implements programs and goals adopted by the Federation.
- E. The Federation Coordinator shall be a non-voting member of the Advisory Board.

ARTICLE II – MEMBERSHIP

- A. Any legally established school, academic, special or public library in the South Central Federation geographic area may be apart of the South Central Federation of Libraries Advisory Board.
- B. One member from each legal public library board of trustees shall serve on the South Central Federation Library Advisory Board. Any participating entity without a duly appointed library board shall name a layperson to represent that entity. Each public library member shall exercise only one 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 laypersons representing the entities.
- D. The voting members of the South Central Federation Library Advisory Board shall consist of one public library trustee from each legally recognized SOC public library, two representatives who will represent all of the SOC public schools, one representative who will represent all of the SOC academic libraries and one representative who will represent all of the SOC special libraries.

- E. The Public Library Directors of the South Central Federation and the South Central Federation Coordinator shall be ex-officio non-voting members of the Advisory Board and should be present at federation meetings.
- F. A Library representative of each member library within the Federation is expected to attend 50% of the yearly meetings. A public library that is not represented at 50% of the years meetings is not eligible for individual grant monies the next year. This would not hold true for federation wide purchases.

ARTICLE III – COMPOSITION

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 a one year term.
4. The Vice-Chair shall automatically succeed to the office of Chair July 1 of the next fiscal year. In the event that this is a problem, the Board will elect a suitable replacement.
5. The Chair shall appoint a Secretary for each meeting. The Secretary will take meeting notes and send them to the Coordinator shortly after the 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.

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 the 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 of the fiscal year.

3. In each succeeding year, the 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 and Vice Chair/Chair Elect shall serve a one year term.
2. The Vice Chair shall automatically succeed to the office of Chair.
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.
2. The Coordinator shall attend the Montana State Library Commission meetings 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, ie: materials, meals, physical arrangements, etc.

H. Committees

1. Committees shall be appointed by the Chair as needed to implement the Plan of Service and other decisions of the Advisory Board.

ARTICLE IV – MEETINGS

- A. The South Central Federation Advisory Board shall meet at least two times each year; usually to coincide with Participating Libraries (PALs) meetings. The fall meeting will occur at least 3 weeks before MEA conference and the spring meeting at least 3 weeks before MLA conference.
- 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. Roberts Rules of Order shall govern the parliamentary procedure of the South Central Federation 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 Advisory Board members, a majority of which must be public library trustees. Proxy votes may be accepted if in written form and signed by the designated appointee.

ARTICLE V – REPORTS

- A. Each public library member and their Advisory Board member and the voting representatives of the school, academic and special libraries will be sent copies of the Plan of Service (Fall) and Narrative Report (Spring). They may indicate their approval, changes or revisions by mail, email or by phone by the published deadline.
- B. Agendas and minutes will be sent out in a timely manner by email to the public libraries and the Advisory Board voting representatives and as requested.

ARTICLE VI - 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 By-law amendment . The revised By-laws may become effective immediately after a simple majority vote. Any of the foregoing rules may be temporarily suspended by the unanimous vote of all members present at any meeting.
- C. The By-laws governing the Advisory Board may be reviewed and evaluated every five years before June 1 or as needed

ARTICLE VII – DUTIES

- 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. The Federation Advisory Board Members will attend all meetings that are required.

ARTICLE VII – REIMBURSEMENTS AND FUNDING CONSIDERATIONS

A. The Federation may pay the designated rates for lodging and meals and the mileage for Federation related expenses for the Advisory Board members and Library representatives attending Federation or Advisory meetings. An expense sheet for meals and mileage and receipt for lodging should be kept by the represented library for audit purposes for five years.

- B. Each public library is allowed Federation funding according to the Plan of Service.
- C. Multi-type libraries within the designated Federation area are non-funded by base grant funding but can participate and receive compensation as may be budgeted and included within the Plan of Service at the discretion of the FAB.

ARTICLE VIII – CONFLICT OF INTEREST

- A. Any possible conflict of interest relating to the South Central Federation of Libraries on the part of a member of the 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 that item/s at which Board action is to be taken on the interest.
- B. The Board member may, however, briefly state a position on the matter and answer pertinent questions of the Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.