

BY-LAWS
of the
Tamarack Federation Advisory Board

Article I. General

- A. The name of this organization is the Tamarack Federation Advisory Board.
- B. The purpose of this organization is to:
 - 1. Collaborate with all types of libraries to develop programs and goals of the Federation
 - 2. Adopt and submit a Plan of Service and an annual report to the State Library Commission
 - 3. Communicate programs and goals to Federation member libraries and the public.
 - 4. Advocate for Montana Libraries
- C. The Tamarack Federation Advisory Board has advisory powers only. Responsibility for fiscal and administrative matters is vested in the Montana State Library Commission and the governing boards of member libraries.
- D. The Coordinator implements programs and goals adopted by the Federation.
- E. The term “meeting” throughout this document refers to an interactive communication among all or part of the Tamarack Federation membership, Advisory Board, or designated committees. Such meetings may occur via a variety of formats including in-person or via regular mail, E-mail, telephone or other acceptable electronic means of communication. Official Federation meetings will be conducted in accord with the requirements of Montana’s Open Meeting Laws (MCA 2-3-201 through 2-3-203).

Article II. Membership

- A. Any legally established school, academic, special or public library in the Tamarack Federation geographic area may be a part of the Tamarack Federation of Libraries Advisory Board.
- B. One member from each legal public library board of trustees shall serve on the Tamarack 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 one vote.
- C. Two representatives from the participating school libraries, one representative from the academic libraries 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 Tamarack Federation Advisory Board shall consist of one public library trustee from each legally recognized Tamarack Federation public library, two representatives who will represent all of the Tamarack Federation public schools, one representative who will represent all of the Tamarack Federation academic libraries, and one representative who will represent all of the Tamarack Federation special libraries.
- E. The Public Library Directors of the Tamarack Federation and the Tamarack Federation Coordinator shall be ex-officio non-voting members of the Advisory Board and should be present at federation meetings

Article III. Composition/Officers, Duties, Committees

A. Officers

1. The officers of this organization shall consist of a Chairperson and Vice Chairperson/Chair elect.
2. The officers of the Advisory Board shall be elected from the Board membership during the last meeting each fiscal year, and shall assume office on July 1 of the next fiscal year.
3. The Chair shall appoint a Secretary to serve for one year.

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 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 fiscal meeting of the year.

D. Terms of Office

1. The Chair and Vice Chair/Chair Elect shall serve one-year terms.
2. The Vice Chair shall automatically succeed to the office of Chair.
3. Filling a partial term because of a 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, e-mail, telephone, in person or other acceptable electronic communication means.

F. Coordinator

1. The Coordinator may be the director of any library that is represented on the Advisory Board.
2. The Coordinator shall hold office for two years and at that time is 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.

G. Duties of the Coordinator

1. The Coordinator shall submit the Advisory Board adopted Plan of Service and Annual Report to the Montana State Library.
2. The Chair, Vice Chair, and Coordinator shall set the agenda of the meetings.

H. Executive Committee

1. The Executive Committee consisting of the Chair, Vice Chair, and three other members of the Advisory Board shall be elected at the last meeting of the fiscal year by a majority of members in attendance. Their terms shall begin on July 1st of the next fiscal year. Of the five members, three must be public library trustees
2. The Executive Committee shall be responsible for carrying the decisions of the full Advisory Board in emergencies.
3. The Coordinator is an ex-officio, non-voting member of the Executive Committee and should attempt to attend all Executive Committee meetings.
4. Should the office of an Executive Committee member who is not an officer become vacant during a term, the Chair shall appoint with approval of the Executive Committee an Advisory Board member to fill the unexpired term.
5. A quorum of the Executive Committee shall be three for conducting business.
6. Proxies will not be recognized on this committee.

I. Committees

1. Committees shall be appointed by the Chair as needed to implement the Plan of Service and other decisions of the Advisory Board.
2. Standing committees are: nominating, executive, and by-laws.

Article IV. Meetings

A. Advisory Board Meetings

1. Meetings of the full Advisory Board shall be held semi-annually in the fall and spring and on the call of the Chair, Vice Chair and Coordinator as necessary to conduct the business of the Board.
2. Meetings shall be open to interested persons.
3. A conference telephone call may be substituted for a meeting at the discretion of the Chair, Vice Chair, and Coordinator.
4. *Robert's Rules of Order* shall govern the parliamentary procedure of the meeting 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.
5. A quorum for conducting business will be the members present at each meeting.
6. A designated trustee may appoint a proxy to vote. Documentation of the appointment is needed prior to or at the meeting.

Article V. Revision of Bylaws

A. Revision of Bylaws

1. The bylaws will be adopted by a two-thirds vote of those present at a meeting.
2. The bylaws may be amended at any regular meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.

B. Review of the Bylaws

1. Bylaws will be reviewed every two years.

C. Suspension of the Bylaws

1. Any of the foregoing bylaws may temporarily be suspended by a unanimous vote of all voting members present at any meeting.

Adopted: April 7, 2006 in Libby, Montana