



LLC BYLAWS ARTICLE II ADVISORY COUNCIL

Section II-1.

The Advisory Council shall be established pursuant to the Plan of Service.

Section II-2.

The Advisory Council will elect the following officers:

1. Chairperson - The Chairperson shall preside at all meetings of the Council. The Chairperson shall appoint ad hoc committee members, authorize calls for special meetings, cancel scheduled meetings and generally perform the duties of a presiding officer. The chairperson shall be an ex-officio member of all committees.
2. Vice-Chairperson - The Vice-Chairperson shall assume the duties of the Chairperson in case of absence or disability.
3. Secretary - The Secretary shall assume the duties of the Vice-Chairperson in case of absence or disability. The Secretary shall keep the minutes of all meetings of the Council; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct correspondence, unless otherwise provided. Minutes of each meeting shall be distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.
4. The officers shall be elected at the Advisory Council annual meeting from the members of the Advisory Council. The new officers shall take office on October 1 and serve for one year. No officer shall serve more than two consecutive terms in the same office.

Section II-3.

Regular meetings of the Advisory Council will generally be scheduled a minimum of six (6) times a year. A tentative schedule of meeting dates and locations for the coming year will be presented at the Advisory Council annual meeting. The annual meeting of the Advisory Council shall be held in September.

Section II-4.

Special meetings may be called by the Chairperson or upon request of a majority of the member libraries of the Lakeland Library Cooperative. The purpose of the meeting shall be stated in the call.

Section II-5.

Fifteen (15) of the member libraries must have a representative present to constitute a quorum. Each member library represented that is present shall receive one vote. If a quorum is not present, the meeting may still be held, but no official votes taken.

Section II-6.

ROBERT'S RULES OF ORDER, REVISED, shall be the parliamentary authority on all matters not covered by these BYLAWS.

Section II-7.

The order of business may be, but is not necessarily limited to, the following:

- Call to Order and Roll Call
- Public Comment
- Approval of Minutes
- Financial Report
- Correspondence
- Cooperative Library Report
- Unfinished Business
- New Business
- Adjournment

Section II-8.

The Advisory Council will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all libraries may attend all meetings and may be given a voice by recognition from the Chairperson.

Section II-9.

The role of the Advisory Council includes:

- Annually review the proposed budget with a recommendation to the Lakeland Library Cooperative Board for the coming year occurring prior to the September Cooperative Board meeting
- Define, discuss and prepare recommendations for solutions to problems
- Periodically review and recommend modifications to the Plan of Service
- Periodically review and recommend revisions to the BYLAWS

**LLC BYLAWS ARTICLE VII
AMENDMENT OF BY LAWS**

Section VII-1.

Proposed amendments to the BYLAWS must first be submitted to the Advisory Council for discussion and review. Such proposed amendments shall be distributed to all member libraries at least 30 days prior to the Advisory Council review. Amending of the BYLAWS may occur at any regular meeting of the Lakeland Library Cooperative Board by a two-thirds (six) majority of the Lakeland Library Cooperative Board after the proposed amendments have been reviewed by the Advisory Council.