



## LLC BYLAWS ARTICLE III INTEGRATED LIBRARY SYSTEM COUNCIL

### **Section III-1. Members**

The Director of each library participating in the Lakeland Library Cooperative shared ILS shall represent that Library and appoint one substitute representative. Either the director or substitute shall have full authority to vote on that library's behalf for the full Lakeland Library Cooperative fiscal year.

The Lakeland Library Cooperative Director, ILS Manager and IT Manager are the designated staff members to represent Lakeland Library Cooperative and attend the Lakeland Library Cooperative Integrated Library System Council (hereafter referred to as the ILS Council) meetings as non-voting members. At least one Lakeland staff representative shall be present at all meetings.

### **Section III-2. Officers**

The Lakeland Library Cooperative ILS Council will elect the following officers:

- Chairperson- The Chairperson shall:
  - Preside at all meetings of the ILS Council,
  - Shall appoint committees that can include ad hoc members,
  - Shall be an ex-officio non-voting member of all ad hoc committees,
  - Authorize calls for any special meetings,
  - Cancel scheduled meetings and
  - Generally perform the duties of a presiding officer.

The ILS Council Chairperson or other designated officer shall serve as liaison to the Lakeland Library Cooperative Board and shall be responsible for attending Lakeland Library Cooperative Board meetings and as needed Personnel Committee and Finance Committee meetings. The Chairperson may designate another officer to attend any necessary Lakeland Library Board or Committee meeting. If a quorum of the Board is established at a Committee meeting due to the presence of the ILS Chair they must designate another ILS Council officer that is not on the Board to attend the Committee meeting.

- Vice-Chairperson- The Vice-Chairperson shall:
  - Assume the duties of the Chairperson in case of absence or disability.
- Secretary-

The Cooperative Director, or his/her designee, shall keep the Minutes of all meetings of the ILS Council; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct all correspondence of the ILS Council, unless otherwise provided; and distribute minutes of each meeting to the full Lakeland Library Cooperative membership.

The ILS Council Nominating Committee shall be a standing committee of the ILS Council established to prepare a slate of officers for presentation to the ILS Council and distributed in writing to the ILS Council no later than one week prior to the August meeting. Each of the respective library letter Groups shall caucus to select a representative at the June meeting. It shall consist of:

- one representative from library Groups D;
  - one representative from Group C; and
  - one representative from either library Groups A or B.
1. The officers shall be elected at the Lakeland Library Cooperative ILS Council August meeting from the members of the Lakeland Library Cooperative ILS Council.
  2. The new officers shall take office on October 1 and serve for one (1) year. No officer shall serve more than two consecutive terms in the same office.
  3. Vacancies in office will be filled at the next regularly scheduled meeting with nominations presented by the current year standing Nominating Committee who will reconvene to prepare a slate of candidate(s) prior to the meeting in which the election will occur. The Chairperson will appoint any vacant position on the Nominating Committee during the year.

### **Section III-3. Meetings**

1. Regular meetings of the Lakeland Library Cooperative ILS Council shall be scheduled six (6) times a year. Meetings will be held in October, December, February, April, June and August. In the event the Chairperson lacks a sufficient agenda, he/she may cancel any meeting. Meetings will be rescheduled, as necessary, so as to not conflict with public holidays or other meetings, etc.
2. Special meetings may be called by the Chairperson or upon request of three (3) of the participating member libraries of Lakeland Library Cooperative ILS Council. The purpose of the meeting shall be stated in the call.
3. A tentative schedule of meeting dates and locations for the coming year will be presented at the Lakeland Library Cooperative ILS Council August meeting for approval.
4. The following items will constitute the agenda for regular meetings:
  - Call to Order
  - Public Comment
  - Approval of Agenda
  - Approval of Minutes
  - ILS System Update
  - Committee Reports
  - Unfinished Business
  - New Business
  - Public Comment
  - Adjournment
5. Thirty percent (30%) of the participating member libraries present must have a representative present to constitute a quorum.
6. ROBERT'S RULES OF ORDER, REVISED, shall be the parliamentary authority on all matters not covered by these BYLAWS.
7. The Lakeland Library Cooperative ILS Council will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all Lakeland Library Cooperative libraries may attend all meetings and may be given a voice by recognition from the Chairperson.

### **Section III-4. Voting**

1. Those present from each library Group A, B, C, and D will vote the total weighted vote for

their group and within a Group the distribution of yes and no votes will be applied to each group's weighted percentage and calculated into the total vote.

2. The outcome of all votes, whether informal or written, shall be determined by a simple majority of the weighted votes cast.

**Section III-5. Amendments to the ILS Council Bylaws**

1. Proposed amendments to the Bylaws must first be submitted to the ILS Council for discussion and review. Such proposed amendments shall be distributed to all participating ILS member libraries at least 30 days prior to the ILS Council meeting.
2. Any and all Bylaws amendments to the ILS Council Section in the Lakeland Library Cooperative Bylaws will be voted on at an ILS Council meeting decided by a two-thirds vote.
3. Proposed amendments to the Bylaws will be recommended to the Cooperative Board for consideration and approval.