

# **Maine Library Advisory Council By-Laws**

## **ARTICLE I: Name**

The name of this organization shall be the **Maine Library Advisory Council (MLAC)**.

## **ARTICLE II: Purpose**

The Purpose of the Council shall be to improve communications of regional library needs and recommendations between the Maine State Library (MSL), the Maine Library Commission (MLC) and local libraries.

## **ARTICLE III: Membership**

### *Section 1: Composition*

The Council shall be composed of nine (9) representatives, one elected from each established library region and affiliated with a Maine Regional Library System (MRLS) library. One (1) additional member will be appointed by the Governor to serve as a liaison with the Maine Library Commission. Ex officio to the council will include the State Librarian, Director of Library Development, MASL appointee and an academic library representative and MSL Regional Liaisons. The Council will endeavor to ensure all library types (public, school, special, and academic) are represented to reflect the diverse nature of the Maine library community.

Representatives from ARRC libraries, Maine InfoNet, MLA, the Maine SIG of NAHSL, local library trustees, and library patrons are invited to all meetings to ensure wide communication.

### *Section 2: Selection of Representatives*

Nominees for council vacancies shall be solicited from each region by the MSL Liaison for the region. The regions shall have a two week period to elect their representatives from the list of nominees via electronic ballot in September. Existing region representatives interested in remaining on the council must be put on the ballot to be voted on again. There will be only one vote per library in the voting regions. Voting needs to be completed by September 30th and new Council members and officers will be announced by November 1st.

A list of Council members with their contact information will be maintained at the MLAC webpage of the Maine State Library website.

A Council member may be removed by a simple majority vote when a quorum is present.

### *Section 3: Duties of Representatives*

Council representatives are expected to:

- Attend all Maine Library Advisory Council quarterly meetings including the statewide Council meetings (Fall and Spring)
- Attend meetings held in their respective regions (1-2 times per year)
- Be informed about the MSL's mission, strategic objectives, and services
- Review agenda and supporting materials prior to Maine Library Advisory Council meetings
- Evaluate regional library services and advise the MSL and MLC regarding services that encourage cooperative activity among all types of libraries, including area reference and resource centers (ARRCs)
- Serve on committees and offer to take on special assignments
- Work with MSL Staff Liaisons to convene meetings in the region and act as communications liaisons
- Keep current on developments in Maine libraries, especially their respective regions

### *Section 4: Terms of Office*

Terms of office shall be three (3) years, beginning and ending November 1st. No member shall serve more than two (2) successive full terms. In case of a vacancy, the Council shall appoint a replacement to serve until the next scheduled election for that position.

### *Section 5: Attendance*

When a Council member misses three (3) consecutive meetings a vacancy may be declared.

## **ARTICLE IV: Officers**

### *Section 1: Composition*

The officers of the Council shall be a Chair, a Vice Chair, and a Secretary.

### *Section 2: Terms of Office*

The Chair and Vice-Chair shall serve a one-year term. The Secretary shall serve on a rotating basis. No individual shall be eligible to serve more than two (2) consecutive terms as Chair or Vice-Chair. Chair or Vice-Chair for the following term shall be determined at the Summer meeting to be ready to begin their duties at the Fall Council meeting.

### *Section 3: Vacancies*

The Council shall appoint new members as vacancies occur in consultation with the regional libraries and/or the MSL regional liaison.

### *Section 4: Duties of the Officers*

#### Council Chair:

- Provides leadership to the Council
- Chairs meetings of the Council after developing the agenda with the MSL staff and/or regional libraries
- Appoints committee chairs as needed by and in consultation with the Council
- Ensures Council reports are submitted to the Maine Library Commission in the absence of the MLC liaison
- Notifies regional liaisons when vacancies need to be filled

#### Council Vice-Chair

- Performs Chair responsibilities in the absence of the Chair
- Prepares to take over as Chair once the current Chair's term is finished

#### Secretary

- Takes meeting minutes
- Distributes minutes to council Chair to be sent out with meeting agendas
- Shall be chosen by vote at the top of each meeting.
- Maintains a record of all council votes

## **ARTICLE V: Meetings**

### *Section 1: Regular Meetings*

Meetings of the Council may be called by the Chair or any three (3) council members. The Council shall meet at least four (4) times per calendar year. Meetings should be held at the Fall and Spring Council venues. Council members may attend regular meetings

virtually except for the Spring and Fall Councils when attendance is required unless those events are held only in a virtual format. All minutes will be taken by the Secretary and provided to the Council Chair and MSL to be posted to the MLAC webpage.

### *Section 2: Voting*

Six (6) elected members, including the officers, shall constitute a quorum. Recommendations are passed by simple majority. In the absence of a quorum, formal recommendations will be tabled or put out for a vote via e-mail.

Members may vote virtually when attending a meeting virtually. Voting by e-mail is also allowed for emergency votes that cannot wait until a regular meeting.

## **ARTICLE VI: Committees**

### *Section 1: Committee Formation*

The Chair shall create committees as are necessary with the advice and consent of the Council.

### *Section 2: Composition*

The Council Chair shall appoint the chair of any committee at any meeting. Committee chairs shall select individuals to serve on their committees for one year. Members of committees may be Council members or library staff from MRLS regions.

### *Section 3: Duties of Committee Chairs*

- Ensure that committee members have the information needed to complete their tasks
- Report to the Council
- Assign work to committee members, set the agenda, and run the meetings
- Oversee the logistics of the committee's work
- Ensure the distribution of committee communications

## **ARTICLE VII: Parliamentary Authority**

Meetings shall be conducted in accordance with Robert's Rules of Order, Basic Procedures.

## **ARTICLE VIII: Amendments**

These Bylaws may be amended by a simple majority vote when a quorum is present, provided the amendment has been submitted in writing to the Council at least two (2) weeks prior to the meeting.

Approved: September 20, 2017

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