

# Northland Library Cooperative Advisory Council By-Laws

## I. **Advisory Council**

The Advisory Council of the Northland Library Cooperative is a representative body of the member public libraries of the Cooperative. The Council shall recommend to the Cooperative Board programs and services needed by the members, and review and make recommendation on the programs and budget proposed by the Director of the Cooperative.

1. Each public library is entitled to one voting member on the Advisory Council.
2. This member may be the Director or a member of the staff designated by the Director. The Chair of the Advisory Council must be notified of any changes in representation,
3. The Council may establish committees to study and plan programs and issue pertinent to the needs of the Library Cooperative.
4. In order to provide equal access to the meetings, it is recommended that the Northland Library Cooperative budget an amount to cover mileage for members attending the Council meetings.

## II. **Officers:**

Election of the officers for the Advisory Council shall be done at the August meeting and officers are elected for a two year term. Officers for the Council shall include: Chair, Vice-Chair and Secretary.

1. Duties: The duties of the officers shall be such as are specified by custom and usual parliamentary rules. The minutes shall consist of roll-call, motions and their disposition, directives to the governing officers, and establishment of committees and duties.
2. Vacancies in office shall be filled by appointment by the Chair prior to the next regular meeting, after the vacancy occurs.
3. Term limitation: Officers shall not be elected to fill the same office for more than two consecutive terms.

## III. **Meetings:**

There shall be a minimum of four (4) meetings a year. The annual meeting will be held in October. All meetings of the Advisory Council are open to the public.

1. Notice of the meeting dates and locations shall be determined prior to the annual meeting (October).

2. Special meetings may be called by the Chair or upon the request of two members in writing to the Chair. Membership shall be notified two (2) weeks in advance of the special meeting.
3. Quorum: The attendance of library representatives (one per library) in the meeting shall define quorum.
4. All meetings are joint meetings (NLC Board and NLC Advisory Council).

**IV. Communication to the NLC Board:**

1. The Chair of the Advisory Council shall serve as the liaison to the Northland Library Cooperative Board and should attend all Northland Library Cooperative Board meetings.
2. Alternate liaison: In the event that the Chair is unable to attend the Board Meeting, the Vice-Chair or Secretary shall assume this duty.
3. The Chair of the Advisory Council shall be available to clarify any recommendations forwarded to the Board.

**V. Amendments:**

The By-Laws may be changed at any regularly scheduled meeting of the Council by a simple majority of the membership, provided that the proposed change was posted in the call for the meeting. In the event that it is necessary, a vote on the change in the By-Laws may be taken by mail.

**Revised and Adopted: September 15, 2016**