

SAGEBRUSH FEDERATION LIBRARIES

Advisory Board By-Laws

Article 1 – General

A. Name

The name of this organization shall be the Sagebrush Federation of Libraries Advisory Board.

B. Purpose

The purpose of this organization shall be as follows:

1. To establish policy for the Federation.
2. To develop the program and goals of the Federation.
3. To communicate those policies and goals to the public and to the Federation member libraries.
4. To consider and recommend Federation grant applications and contracts.
5. To review and approve the Annual Plan of Service for the expenditure of State funds allocated by the Montana State Library Commission.
6. To review and approve the Annual Narrative Report concerning the progress of projects for which funding was received and an accounting for all state funds received.
7. To advocate for libraries.

C. Powers

The Sagebrush Federation Advisory Board shall have advisory powers only for the participating libraries and their boards of trustees. The responsibility for fiscal and administrative matters shall be vested in the Coordinator of the Federation.

D. Implementation of Policies, Programs and Goals

The Coordinator, Director of the Federation Headquarters Library, shall implement the Policies, programs and goals adopted by the Federation Advisory Board.

Article II – Membership

Any legally established school, academic, special or public library in the Sagebrush Federation Geographic area may become a part of the Sagebrush Federation of Libraries.

Membership on the Advisory Board shall consist of the following.

- A. One (1) member from each legal public library board of trustees in the designated Sagebrush area. Any participating library without a duly appointed library board will name a layperson as representative. Each public library representative shall exercise one vote.
- B. Two (2) members from participating school libraries in the designated Sagebrush area. These representatives will be chosen by vote in even years from attendees of the Sagebrush Federation fall meeting. Each school library representative shall exercise one vote. Those elected will serve a two (2) year term beginning July 1st of the fiscal year.
- C. One (1) member from an academic or special library in the designated Sagebrush area. This representative shall be chosen by vote in even years from attendees of the fall Sagebrush Federation meeting. Each academic or special library representative shall exercise one vote. Those elected will serve a two (2) year term beginning July 1st of the fiscal year.
- D. In the event a school, academic or special library elects not to participate, membership to the Advisory Board from that entity will remain vacant.
- E. The public library directors of the Sagebrush Federation shall be ex-officio, non-voting Members of the Advisory Board and should be present at all Federation meetings.
- F. All Advisory Board members are encouraged to attend meetings regularly and actively participate.
- G. All other librarians and/or employees of all types of libraries in the Federation are encouraged to attend meetings and participate in discussion, but shall not vote.
- H. Advisory Board membership and the benefit of state funding is a privilege based on participation. Therefore membership may be revoked for the following reasons:
 - 1. Failure to attend at least one meeting per year, or
 - 2. Failure to vote on Federation business, or
 - 3. In the event of his/her absence from a Federation meeting, failure to appoint a proxy with written voting authority.

Revocation of membership shall be determined by the Executive Committee of the Advisory Board.

Article III – Executive Committee

The executive committee consists of the Officers and Federation Coordinator.

- A. Officers:

1. Officers shall consist of the following: a Chair, a Vice-Chair/Chair-elect and a Secretary
2. The officers of the Advisory Board shall be elected from the board membership during the last meeting (spring) of each fiscal year and shall assume office upon adjournment of the meeting.

B. Duties of Officers:

1. The duties of the Chair shall include the following: convene all meetings of the Advisory Board; call additional meetings as necessary to conduct Board business; appoint members of committees; and perform other duties as assigned by the Advisory Board.
2. The duties of the Vice Chair/Chair-elect shall include the following: assist the Chair in the discharge of the Chair's duties; serve as Chair in the absence of the Chair; and perform other duties as assigned by the Advisory board. The Vice Chair/Chair-elect will assume the Chair position upon completion of the current Chair's term.
3. The duties of the secretary shall include the following: record minutes of all Advisory Board meetings, send them to the Coordinator for distribution to membership; and perform other duties as designated by the Advisory Board.

C. Election and Terms of Officers:

1. Term of office shall be two years.
2. Nominations for officers of the Advisory Board will come from the members from the floor at the spring meeting in odd years.
3. The Chair, the Vice Chair/Chair-elect, and the Secretary shall be elected by a majority vote of the membership in attendance at the spring meeting.
4. In each succeeding election, the Vice Chair and Secretary shall be elected by a majority vote of the membership in attendance at the spring meeting. The Vice Chair/Chair-elect shall succeed the Chair.
5. Newly elected officers shall assume their duties July 1st of the next fiscal year.

D. Method 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 un-expired term.

- 3.If both offices become vacant during the same term, the Advisory Board will hold a special election for both offices by mail, phone, in person, or by electronic vote.
- 4.If the office of Secretary should become vacant during a term, the Chair of the Advisory Board shall appoint a replacement from the membership.

E. Coordinator

1. The Coordinator may be the director of any library that is represented on the Advisory Board.
2. The Advisory Board shall elect the Coordinator at the spring meeting in even years And the Coordinator shall assume duties on July 1st.
3. The Coordinator shall hold office for two years and at that time is eligible for re-election.
4. The Federation Headquarters shall rotate with the Federation Coordinator.
5. A coordinator may serve no more than two consecutive terms.
6. Duties of the Coordinator:
 - a. Shall submit the Advisory Board adopted Plan of Service and Annual Report to the Montana State Library and attend appropriate Commission meetings for those presentation.
 - b. Shall set the agenda of the meetings in consultation with the Officers.
 - c. Shall be responsible along with the Officers for all Sagebrush Federation funds.
 - d. Shall attend Sagebrush Federation and Executive Committee meetings as a non-voting participant.
 - e. Shall keep control of other federation documents.

Article IV – Meetings

- A. The Sagebrush Advisory Board shall meet (2) times a year, one meeting in the fall and one in the spring. Meetings shall be open to all interested persons following the guidelines of the Montana open meeting laws.
- B. The Chair may call additional Sagebrush Federation meetings as necessary to conduct the business of the Board. Two weeks (14 days) notice prior to additional meetings shall be given to all members.
- C. The Executive Committee shall make and carry out decisions of the full board in an emergency by holding interim meetings via conference call, in person, or be electronic means.

- D. Robert's Rules of Order shall govern the parliamentary procedure of all Federation meetings when not inconsistent with these bylaws. Any rules of order may be suspended temporarily by a unanimous vote of all members present.

Specifically:

1. **Quorum**

A quorum is a minimum of three voting representatives from public libraries.

2. **Vote**

- a. Majority Vote: 51% of all votes, excluding abstentions
- b. Majority Vote on all action **except** amendment of the bylaws.
- c. In the event a representative is unable to attend in person, he or she shall appoint a proxy to take his or her place at the Federation meeting. Proxy should be given to public library representatives.
 - 1) Official Federation Form must be used for all proxy votes.
 - 2) Written permission for proxy votes must be obtained before the meeting at which the proxy vote will be cast.
- d. In the event of an emergency, a representative may contact the host library director and give his or her proxy to a member of the Executive Committee or other Advisory Board member. This emergency proxy must be followed with a written proxy form and reason for non-attendance.
- e. If the Executive Committee determines that a vote of all members is needed at any time the Alternative Vote shall be used. The Alternative Vote may be cast via:
 - 1) U. S. Mail
 - 2) Electronic means

3. **Order of Business** shall be as follows:

- a. Roll Call (determine quorum)
- b. Disposition of the minutes of the last meeting
- c. Committee and Other Reports
- d. Old Business
- e. New Business
- f. Announcements

Article V – Reports

Each Advisory Board member, including the voting representatives of the school, academic and special libraries, will be sent copies of the Plan of Service (spring) and Narrative Report (fall). They shall indicate their approval, changes or revisions by mail, phone, or electronic means by the published deadline. Each member of the Advisory Board shall be required to vote on the annual Plan of Service. This vote may be cast in person or by alternative vote.

Article VI – Reimbursements

The Federation may pay the designated rates for lodging and meals and the mileage for Federation related expenses for the Advisory Board members. The request for reimbursement for lodging, meals and mileage must be completed and submitted to the Federation Coordinator.

Article VII – Conflict of Interest

- A. Amendments to these bylaws may be proposed at any regular meeting.
- B. Two (2) weeks advance notice must be given to all members of the Advisory Board prior to any vote on proposed changes to the bylaws.
- C. The bylaws shall become effective immediately upon a two-thirds majority vote of all Advisory Board members in attendance.
- D. The bylaws shall be reviewed every three (3) years by a committee appointed by the Chair.

Article VIII – Conflict of Interest

- A. Any possible conflict of interest relating to the Sagebrush Federation of Libraries on the part of a member of the Federation Advisory Board shall be disclosed to the Board. When any such interest becomes a matter of Board action, such Board member shall not vote or use personal influence on the matter, and shall not be counted in the quorum for the disputed issue.
- B. The Board member may, however, briefly state a position on the matter and answer pertinent questions of the Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

All bylaws based on Montana Code Annotated, 2005

Adopted October 20, 1979

Revised October 18, 1996

Revised January, 2002

Revised September 20, 2003

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