

Maine Library Advisory Council By-Laws

ARTICLE I: Name

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

ARTICLE II: Purpose

The Purpose of the Council shall be to:

1. Communicate regional needs and opportunities for enhanced services and training
2. Represent the needs of Maine libraries to the Maine Library Commission and the Maine State Librarian and the Director of Library Development.
3. Provide a communications network between the Maine State Library, the Maine Library Commission and the libraries in each region

ARTICLE III: Membership

Section 1: Composition

The Council shall be composed of 13 representatives, one from each region (9) - one of these nine representatives will be a member of the Maine Library Commission; one member who is a public library patron (1), plus three (3) At-Large representatives to ensure that the council reflects all Maine library types (public, school, academic and special). Ex-Officio to the council will be the State Librarian, Director of Library Development, and MSL Regional Liaisons.

Representatives from ARRC libraries, Maine InfoNet, MLA, MASL, HSLIC, 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 region shall elect their representatives from the list of nominees. The Council will utilize the three at-large positions to recruit additional librarians to ensure an equitable representation of library types. The Council will designate a member as their liaison. The Council will determine the selection of the patron representative through a selection process the council determines.

Regional Representatives will attend the statewide Spring and Fall Council Meetings as well as their region's meetings and the Maine Library Advisory Council meetings.

Commitment is likely for up to 7 meetings in one year.

Section 3: Duties of Representatives

- Attend all Maine Library Advisory Council meetings (Quarterly)
- Statewide Council meetings (Fall during MLA 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
- Serve on committees and offer to take on special assignments
- Work with MSL Staff Liaisons to convene meetings in the region and act as a communications liaison
- Keep current on developments in Maine libraries, especially their respective region

Section 4: Terms of Office

- Terms of office shall be three years, beginning and ending with the Fall Council Meeting. No member shall serve more than two successive full terms. In case of a vacancy, the region or Council shall appoint a replacement to serve until the next scheduled election for that position.
 - Appointments to the initial council will be for 1,2 and 3 years so terms will not expire all at once.

Section 5: Attendance

- When a Council member misses three consecutive meetings a vacancy may be declared.

ARTICLE IV: Officers

Section 1: Composition

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

Section 2: Terms of Office

Officers shall serve a one year term. No individual shall be eligible to serve more than two consecutive terms in the same office. Officers shall be determined at the Fall Council Meeting.

Section 3: Vacancies

The Council may appoint new members as vacancies occur upon recommendation by the regional libraries and/or MSL liaisons.

Section 4: Duties of the Officers

Executive Council Chair:

- Provides leadership to the Council
- Chairs meetings of the Council after developing the agenda with the MSL staff and/or regional libraries
- Calls for volunteers to serve as chairpersons of any needed committees, in consultation with w the Council
- Coordinates Council reports to the Maine Library Commission

Executive Council Vice Chair

- Performs Chair responsibilities in the absence of the Chair
- Participates closely with the Chair to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Council

ARTICLE V: Meetings

Section 1: Regular Meetings

Meetings of the Council may be called by the Chair or any three council members. The Council shall meet at least four times per calendar year. Meetings should be held in conjunction with Fall and Spring Council meetings.

Section 2: Quorum and MSL and MLC recommendations

Six voting members constitute a quorum. In the absence of a quorum, formal recommendations must be tabled or put out for a vote via email. Council members may attend meetings virtually and vote virtually during the meeting. Recommendations are passed by simple majority.

ARTICLE VI: Committees

Section 1: Composition

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

Section 2: 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, sets the agenda, and runs the meetings.
- Oversee the logistics of the committee's work
- Ensure the distribution of committee communications

Section 3: Committee Formation

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

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 simple majority vote of those members present and voting provided the amendment has been submitted in writing to the Council at least two weeks prior to the meeting.

Approved: September 20, 2017