

LONG ISLAND LIBRARY RESOURCES COUNCIL

BYLAWS

ARTICLE I: OFFICERS

Section 1. The trustees shall elect from among their group a President, a Vice President, a Treasurer, and a Secretary.

Section 2. The President shall preside at meetings of the Board and shall appoint the members of all unelected committees and shall be a member ex-officio of all committees.

Section 3. The Vice President shall perform all duties of the President in his/her absence. The Vice President shall chair the Budget-Personnel Committee.

Section 4. The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings and he/she shall sign all approved minutes of the Board. In the absence of the President and the Vice President, the Secretary shall preside over meetings and perform all the duties of the President. The Secretary shall chair the Constitution and Bylaws Committee.

Section 5. The Treasurer shall see that LILRC maintains adequate and appropriate financial records.

Section 6. The term of office shall be one year. No officer shall hold the same office for more than two consecutive terms.

ARTICLE II: FISCAL YEAR

Section 1. The fiscal year of the Council will be July 1 through June 30.

Section 2. Notification for payment of dues shall be mailed to all members by October 1. Members whose dues remain unpaid at the end of March shall be dropped from membership effective with the first day of April.

Section 3. Dues for new memberships, paid on or after October 1, will be credited for the following calendar year beginning January 1st.

ARTICLE III: COMMITTEES

Section 1. There shall be four standing committees of the Board: Budget-Personnel, Constitution and Bylaws, Nominating, and Strategic Planning. There shall be committees of the Council as deemed appropriate by the Board.

Section 2. There shall be a Budget-Personnel Committee which will work with the Executive Director and his/her designees in preparing the annual budget. This committee will be chaired by the Vice President. The other members of the committee shall be the President, the Treasurer, the Secretary, and one other board member appointed by the President, and the LILRC Director or his/her designee ex-officio. The Budget-Personnel Committee shall be responsible for making recommendations to the Board about salaries and benefits of council employees, and, as part of that process will evaluate the Director and make a recommendation to the Board.

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Section 3. The President shall appoint a Constitution and Bylaws Committee. The Committee shall, on an ongoing basis, review actions taken by the Board and make recommendations for amending the Bylaws or Constitution.

Section 4. By June 30, the President shall appoint a Nominating Committee.

- a) The Committee shall (1) solicit from the Council membership names of candidates for vacancies on the Board of Trustees; (2) determine the constituency which the nominees represent in accordance with Article V, Section 4, of the Long Island Library Resources Council Constitution; (3) confirm the willingness of the nominees to serve if elected by having the nominee return the Nomination Acceptance Form; and (4) recommend candidates particularly where there are no qualified nominees from the membership.

At the September meeting of the Board, the committee shall offer the slate of candidates for trustee positions. At the conclusion of the September meeting, nominations for trustee positions shall be declared "closed." The election of trustees shall be by mail ballot which will be mailed to the membership by October 1. Each institutional member of the Council shall have one vote for each vacancy. Candidates receiving a plurality of the votes cast will be elected.

The Nominating Committee shall tally votes cast and returned by November 1 in the election of trustees. Results of the election will be announced at the annual meeting.

- b) The Nominating Committee shall select a slate of candidates from the Board membership for President, Vice-President, Treasurer and Secretary. Elections for these officers will occur at the December meeting of the Board. Candidates receiving a majority of the votes cast will be elected. Each Board member will have one vote for each office in these elections."

Section 5. The Council shall have a Strategic Planning Committee that shall meet at least once a year to evaluate the Council's Plan of Service and recommend new service initiatives and long-range goals to the Board. There shall be four Board members of the Committee appointed by the President and the President shall serve as a member. The Director shall serve in an ex-officio capacity.

Section 6. With the exception of the Nominating Committee, the President shall be a member of all committees, ex-officio.

Section 7. The President shall appoint all special and advisory committees as required.

Section 8. Committee appointments shall terminate either at the conclusion of the business of the committee or at the end of the term designated for the appointed committee member, whichever shall occur first.

Section 9. Any committee member who shall fail to attend three consecutive duly called meetings shall be deemed to have resigned, and the vacancy may be filled by the President. The committee chair reserves the right to grant a waiver to a committee member who has missed more than three meetings because of illness or other extenuating circumstances and has been an active member of the committee.

ARTICLE IV: QUORUMS

Section 1. Twenty percent of the paid membership shall constitute a quorum at any duly called meeting of the Council.

Section 2. Recommendations to the LILRC Board from LILRC committees must be endorsed by a majority vote of the committee as constituted.

ARTICLE V: TRUSTEE MEETINGS

Section 1. The trustees shall meet upon the call of the President, and written notice shall be sent to each trustee not less than five nor more than ten days prior to the meeting stating the time and place of the meeting.

Section 2. Additional meetings may be called by the President or upon written request of at least three trustees addressed to the President and stating the nature of the business to be discussed.

Section 3. Any trustee who shall fail to attend three consecutive duly called meetings shall be deemed to have resigned, and the vacancy shall be filled as provided in Article V, Section 6, of the Constitution. The Board reserves the right to grant a waiver to a trustee who has missed more than three meetings because of illness or other extenuating circumstances and has been an active member of the Board.”

Section 4. Fifty percent of the members of the trustees shall constitute a quorum at any duly called meeting of the trustees. At any meeting of the Board any motions made must receive a majority of “yea” votes equal to a majority of the Board as constituted.

Section 5. The Chairs of all Council committees shall be asked to attend a special meeting once a year where they will be called upon to report on their committee's activities for the past year and plans for the coming year. Members of the LILRC Board will be invited to attend.

ARTICLE VI: PROCEDURES AT MEETINGS

Section 1. At all LILRC meetings, including the annual meeting, the most recent edition of *Roberts Rules of Order* shall be used to resolve any procedural disputes, except in all cases where provision has been made by the Constitution or the Bylaws.

Section 2. Amendments to these bylaws may be made by majority vote of the Board at any regular meeting of the Board provided that the changes shall have been submitted at the preceding meeting and that a copy of the proposed changes is part of the meeting notice.

Approved: February 17, 1970

Amended: September 9, 1982, September 15, 1983, May 16, 1991, October 15, 1992, June 17, 1993, May 19, 1994, February 20, 1997, December 20, 2001, September 18, 2003, October 12, 2006