

# BY-LAWS FOR CENTRAL LIBRARY ADVISORY COMMITTEE

## Article I. Name

The name of this organization shall be the Central Library Advisory Committee or CLAC.

## Article II. Purpose

The intent of CLAC is to recommend, promote, review and evaluate Central Library services regulated under Title 8, Section 90.4, funded by Central Book Aid (CBA) and Central Library Development Aid (CLDA) and described in the Plan of Service. The committee is advisory in nature, reporting to the North Country Library System Directors' Organization (DO) with the final authority to implement its recommendations residing with the Board of Trustees of the two Central Libraries and with the approval of the North Country Library System Board of Trustees.

## Article III. Membership

- CLAC is comprised of seven seats. One seat is reserved for a member of the North Country Library System staff and one for the Directors of each of the Central Library staff. The remaining seats are reserved for representatives from the member libraries of the library system.
- The North Country Library System Director is an ex-officio member of the committee.
- The DO will appoint representatives of member libraries from each of the four counties. Priority will be given to recruiting members from libraries of differing size.
- The terms for the representatives of member libraries shall commence in January.
- Representatives from member libraries shall serve on the committee for a two-year period and may serve two successive terms.
- For the purpose of staggering terms, in January 2012, two of the representatives from the member libraries shall serve one year terms.

## Article IV. Meetings

- The North Country Library System staff member will schedule the meetings of the committee, develop agendas, prepare and arrange for the preparation of reports, and arrange for minutes of the committee's meetings to be taken and distributed.
- CLAC will meet twice a year, spring and fall.
- Agendas will be distributed to members and the President of the DO in advance of meetings, as well as the minutes of previous meetings.
- Guidelines for meetings:
  - Spring Meeting
    - Review Central Library Guidelines
    - Review Central Library Plan of Service
    - Review Central Library Budget Application
    - Review year-end budget report
    - Review year-end Central Library Services statistics
    - Assess progress toward meeting Plan of Service goals
    - Discuss new initiatives and means of promoting existing services
    - Review expenditures and budget report
    - Review statistical reports

- Fall Meeting Quarter
  - Assess progress toward meeting Plan of Service goals
  - Discuss new initiatives and means of promoting existing services
  - Review expenditures and budget report
  - Review statistical reports
  - Recommend continuations and changes to Central Library Services for upcoming year
  - Nominations for new committee members

## **Article V. Quorum**

- A quorum is required for a CLAC meeting to take place.
- A quorum is reached when four of the seven members are present.

## **Article VI. Voting**

- Each member of CLAC will cast one vote.
- A simple majority of those present and voting is required to pass a motion.
- Motions receiving tie votes shall fail.

## **Article VII. Representatives**

### **Selection**

- New representatives from member libraries shall be recruited by September of each year to replace outgoing representatives.

### **Duties**

- Review, evaluate, recommend, and promote Central Library collections and services.
- Review Central Library expenditures and budget.

### **Attendance**

- Members shall be excused if they notify the NCLS staff member or designee at least 24 hours in advance or, in case of emergency, as soon as practicable.
- If a member is unable to attend a meeting, she or he may send a representative to serve as her or his proxy by notifying the NCLS staff member prior to the meeting. The proxy is empowered to vote on behalf of the member. A proxy cannot be another member of the committee.
- A replacement representative will be recruited if a member has two unexcused absences.

## **Article VIII. Review and/or Revision of By-laws**

Amendments to these By-Laws may be proposed at any meeting but shall be voted upon at the next meeting. Written notice of the proposed amendment or amendments shall be sent to all members and the President of the DO at least ten days prior to the meeting at which the voting will occur. A majority of the Committee is needed for the approval amendments.