

# **BYLAWS OF NORTHERN LIGHTS LIBRARY MANAGERS' ADVISORY COUNCIL**

## ***Mission Statement***

To provide feedback to the Northern Lights Library System Director regarding library issues.

To provide library managers with a forum to discuss library policies and issues.

To facilitate communication between libraries in the Northern Lights Library System.

## ***Vision Statement***

To be a leader in co-operative library service in the province.

## ***Goals***

To foster a sense of community within the Northern Lights Library System.

To maintain and build strong communication between public library managers.

To provide advice to the Northern Lights Library System Director through the Chair of Library Managers' Advisory Council.

To inform and educate the residents of North Central Alberta, including the expansion area, to the benefits of System membership.

## ***Officers***

1. Chair
2. First Vice-Chair
3. Second Vice-Chair
4. Secretary
5. Past Chairperson

## ***Membership***

Each member library has a voice on Library Managers' Advisory Council.

One library / service point = One vote [Voting rights depend on if the library is paid up (levies).]  
One library staff shall be in attendance to vote.

Under special circumstances a proxy vote may be accepted written or electronically and submitted to the Executive prior to the Library Managers Council Meeting. Special circumstances would be determined at the discretion of the Executive.

Northern Lights staff and staff representing Public Library Services Branch: non-voting members.

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### ***Election of Officers***

Election of officers, and review of bylaws, will take place at the Annual General Meeting (AGM) in February.

Positions are elected for a two (2) year term, with terms being staggered.

All positions will be up for re-election; it will not follow that a Vice-chair will automatically become Chair.

Sitting officers may let their name stand for another executive position. If successful, the vacated position shall be filled for remainder of that position's term. If unsuccessful, candidate retains the right to return to current position until the end of that position's term.

Eligibility for Executive Council – must have attended a majority of meetings in the past two years.

Staggered elections – First year – Chair and Second Vice-Chair shall be (re)elected.  
- Second year – First Vice-Chair and Secretary shall be (re)elected.

Persons receiving employment compensation from Northern Lights Library System cannot assume an executive position.

### ***Job Descriptions***

#### Chair

Chairs meetings of Library Managers' Advisory Council.

Prepares agenda for meetings.

Act as a liaison between Library Managers' Advisory Council and the Northern Lights Library System Board through the Director of the Northern Lights Library System, and shall attend Northern Lights Library System Board meetings and executive board meetings as requested with updates on Library Managers' Advisory Council.

Represents the Northern Lights Library System Library Managers as required at regional activities.

Represents Northern Lights Library System Library Managers at TRAC Advisory Council.

Board Chair shall report to Library Managers' Advisory Council on any Chair activities.

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### First Vice – Chair

Chairs meetings in the absence of the Chair.

Shall attend all meetings in absence of Chair, and shall report to Library Managers' Advisory Council.

Represents Northern Lights Library System Library Managers at TRAC Advisory Council.

### Second Vice-Chair

Assumes duties of First Vice-chair in absence of First Vice-chair.

### Secretary

Responsible for recording, distribution of minutes.

Retain minutes for a minimum of two (2) years, then archived. (Minutes shall be archived at Northern Lights Library System headquarters).

Acts as alternate to attend meetings in absence of other executive members.

### Past Chair

Non elected position; Chair person automatically becomes Past Chair once new Chair has been elected. Past Chair will retain position until there is a Chair change.

Advises and assists Chair as necessary.

Acts as an alternate to attend meetings in absence of all other executive members.

### ***Replacement of Officers***

Officers must be replaced upon cessation of employment.

### ***Quorum***

Quorum consists of all voting members in attendance.

Motions require a minimum of two thirds (2/3) of voting members present to adopt.

Motions do not require a 'second'.

### ***Notice of Meetings***

Notice of meetings shall be sent out two (2) weeks in advance of the meeting; minutes and agenda should be sent out via fax or e-mail.

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### ***Meetings***

May be called at the request of the Chair; by written request of one-third (1/3) of the members; at the request of the Director of Northern Lights Library System or the Consultant from Public Library Services Branch.

Meetings shall be held a minimum of three (3) times per year with one of those meetings being the Annual General (AGM).

The Annual General (AGM) shall occur at the February meeting.

Meetings are generally held in February, May, and October.

### ***Amendment of Bylaws***

Written notice thirty (30) days in advance of meeting.

Special resolution of two-thirds (2/3) of members present and eligible to vote.

### ***Committees***

Conference Committee – may include library managers and Northern Lights Library System staff.

Elections Committee – may be formed with persons who are not running or contemplating running for Executive Council. Committee shall include three (3) people, one of whom will be Northern Lights Library System staff. This committee shall be struck at October meeting, to be dissolved at end of February meeting.

Ad Hoc Committees – will be formed as needed.

Committees shall include members at large, not necessarily executive members.