

# DRAFT 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, with the final authority to implement its recommendations residing with the Director and Board of Trustees of the Central Library and with the approval of the Pioneer Library System Director and Board of Directors.

## Article III. Membership

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

## Article IV. Officers

Central library staff shall serve as the Chair of the committee. The chair will schedule and conduct 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.

## Article V. Meetings

- CLAC will meet four times a year on a quarterly basis.
- Agendas will be distributed in advance of meetings, as well as the minutes of previous meetings.
- Guidelines for quarterly meetings:
  - First Quarter
    - Review Central Library Plan of Service
    - Review Central Library Budget Application
    - Review year end budget report
    - Review year end Central Library Services statistics
  - Second Quarter
    - Assess progress toward meeting Plan of Service goals
    - Discuss new initiatives and means of promoting existing services
    - Review previous quarter expenditures and budget report
    - Review previous quarter statistical reports
  - Third Quarter
    - Review previous quarter expenditures and budget report
    - Review previous quarter statistical reports
  - Fourth Quarter
    - Review previous quarter expenditures and budget report
    - Review previous quarter statistical reports

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- Recommend continuations and changes to Central Library Services for upcoming year
- Nominations for new committee members

### **Article VI. Quorum**

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

### **Article VII. Voting**

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

### **Article VIII. Representatives**

#### **Selection**

- New representatives from member libraries shall be recruited by December 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**

- 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 Chair 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 IX. 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 absent members at least ten days prior to the meeting at which the voting will occur. A super majority of the Committee is needed for the approval amendments.