

## **Onondaga County Public Libraries – Member Council Bylaws**

Approved by the OCPL Member Council – 11/7/17

### **ARTICLE I - NAME**

The name of this organization is the Onondaga County Public Libraries Member Council (MC). It is hereinafter referred to as the MC.

### **ARTICLE II - OBJECTIVE**

The OCPL Member Council shall be organized to provide a platform for Central, Branches, and Suburban Libraries (hereinafter collectively referred to as member libraries or members) to exchange ideas and address system-wide needs and concerns.

### **ARTICLE III - PURPOSE**

The role of the MC is to:

- Assist in developing system-wide policies, standards, and guidelines;
- Serve as a forum to raise issues of system-wide concern;
- Bring issues and concerns to the attention of the System Director and OCPL Board;
- Assist in setting system-wide priorities;
- Assist with system-wide initiatives;
- Assist in creating the OCPL Plan of Service;
- Assist in creating the Memorandum of Understanding.

### **ARTICLE IV - MEMBER AND VOTING**

Section 1. Member is open to any library belonging to Onondaga County Public Library System. The Council shall consist of one representative from each member library, with Central and Branches recognized as two separate entities each having their own vote. The voting representative of each institution shall be the person who directs the Library or their representative in cases where the director cannot attend. The city libraries shall be represented by the Administrator for Central or the Administrator for Branches based on who has a seat on the Executive Committee. All votes in the Council shall be equal in weight.

The Member Council votes on decisions and initiatives that affect the overall system. A majority vote of those in attendance is required to pass a motion. While the member council is the decision-making body for these matters, the budgetary and personnel resources are the purview of the OCPL System Director. The expectation is that the Member Council will work closely with the System Director to identify and negotiate resources to meet Member Council priorities while fulfilling the obligations of the OCPL Plan of Service. If a solution that is agreeable to the Member Council and the System Director cannot be reached, it may be brought to the OCPL Board of Trustees for final resolution.

Section 2. Each director/manager shall have one vote. The director/manager or their representative must be present in order to cast his/her vote. When a library's directorship is vacant, the library may designate a temporary representative, who shall have full voting rights.

Section 3. Quorum - Half the full member plus one (11) shall constitute a quorum for regular business and voting purposes. A simple majority vote is sufficient to pass a motion.

Section 4. Electronic Voting - Electronic voting may be used in connection with both meetings of the Council and the solicitation of written consent as follows:

(i) Meetings - For purposes of soliciting electronic votes in connection with a meeting of the Council at which a quorum was present, the requisite number of votes that would have been required at such meeting to pass an action shall be required to pass an action via this electronic voting provision. Only those members in attendance of the meeting shall be permitted to vote with respect to Section 1. The deadline for receipt of electronic votes with respect to any such vote shall be no sooner than two (2) weeks from the date of the meeting.

(ii) Action Without Meeting. For purposes of taking action without a meeting, solicitation via electronic balloting and voting shall be permitted hereunder. Such procedure shall be initiated by the electronic distribution of ballots and all related materials for consideration by the Council to all of the members at the time of such distribution. Thereafter, such members shall discuss/question and be permitted to cast their votes electronically in response to the distributed ballots/materials. The deadline for receipt of such electronic votes cast by the members shall be no less than two (2) weeks from the date of mailing of the balloting materials, as set forth therein.

Section 5. Guests – Meetings are open to all staff from a member library. Permanent guests consist of the System Executive Director, Coordinator for Member Services, Administrator for Central, Administrator for Branches (with the exception of the Administrator with a seat on the Executive Committee) and Coordinators of the working groups (see attached chart). Guests are non-voting participants.

## **ARTICLE V – MEETINGS**

Section 1. The Member Council shall meet every other month. Member libraries will take turns hosting the meetings. The Executive Committee, Working Group Coordinators, Executive Director, Administrator for Branches, Administrator for Central, and Coordinator for Member Services will meet on the months in between the Member Council meetings to plan the agenda for the MC meeting.

The Executive Committee shall have authority to cancel or postpone meetings. The Chair may set a new date if necessary.

Section 2. Special Meetings may be called by the officers for issues that, due to their nature, cannot wait until the next scheduled meeting. One week notice must be given to all members prior to a Special Meeting.

## **ARTICLE VI – COMMITTEES**

Section 1. Executive Committee - The officers of the Council shall be a Chair, Vice-Chair, and 2 Members at Large. The Executive Committee shall be made up of voting members of the Council; at least one member shall represent the city libraries and one shall represent the suburban libraries. Officers shall serve a two-year term.

The Vice-Chair shall serve as Chair-elect and assume chair responsibilities at the end of the chairs term.

Section 2. Duties of Officers are as follows:

(i) The Chair shall preside at all meetings of the Member Council. Act as liaison between the Member Council and the OCPL Board. Call for agenda items prior to the meeting and send the agenda to the members at least one week prior the meeting.

(ii) The Vice Chair shall have all the responsibilities and perform all the duties of the Chair in the absence of the Chair.

(iii) The Members at Large shall assist the Chair and Vice Chair in achieving System goals and effecting policies and/or decisions made by the Member Council. The Members at Large shall have charge of the records of the Member Council and shall record and disseminate minutes of the MC meetings. The minutes shall be sent to the members at least one week prior to the meeting.

Section 3. Nominating Committee – The purpose of which shall be to nominate one (1) member for each office to serve on the executive committee. The Nominating Committee will consist of four (4) members representing at least one city library and one suburban library. These members shall be appointed by the Member Council for a one (1) year term. The committee shall put forth the slate of officers for approval at the November meeting. New officers shall assume their duties at the January meeting.

Section 4. Working Groups support the priorities set by the MC by sharing professional knowledge and expertise in specific areas. Working Groups may be added and/or disbanded as required to meet system-wide needs. The Working Groups shall make recommendations to the MC for discussion and action. They assist with the implementation of system-wide initiatives and the Plan of Service. The Working Groups report back to the Member Council as necessary with updates and progress reports. Working Groups can submit proposals for new initiatives to the MC by using the OCPL Project Proposal form (see attached). Programs and services that have a system-wide impact must be brought before the MC for discussion and action.

- (i) Coordinators – Each Working Group will have a Coordinator assigned by the Executive Committee as a liaison between the group and the MC (see chart on last page). The Coordinator is responsible for reporting back to the MC with Working Group updates and status reports. The Coordinator is there to support the group and assist in acquiring resources when needed.

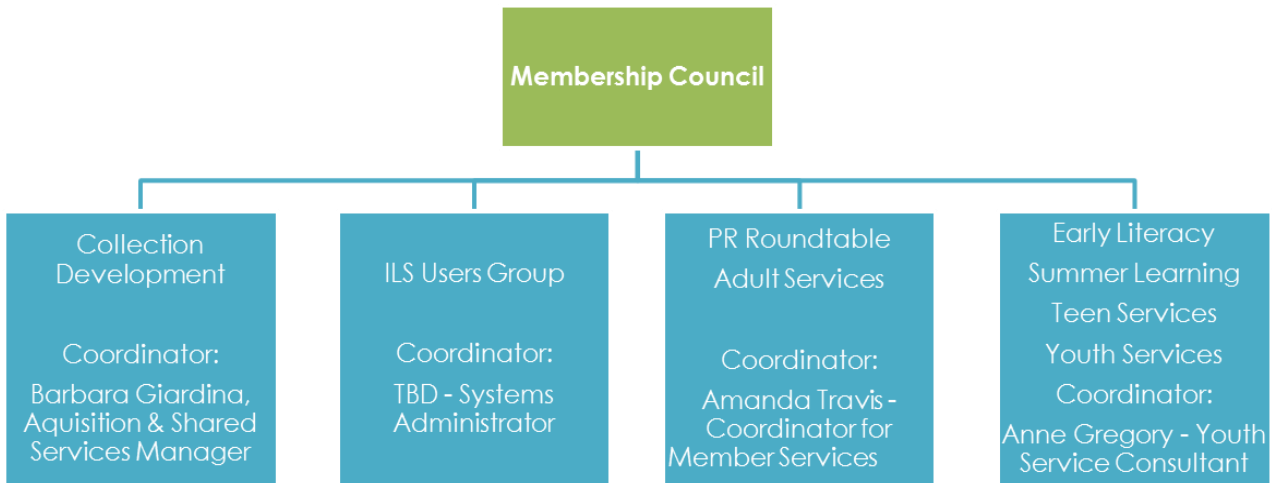
From time to time the MC may appoint Ad hoc committees from among its members to work on specific system-wide initiatives and/or priorities that don't fall under one of the Working Groups.

## **ARTICLE VII - AMENDMENTS**

These bylaws may be amended at any meeting where a quorum is present by a majority vote of the MC present and voting. Proposed amendments shall be submitted at least ten days before the meeting at which they are to be discussed.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order newly revised shall govern the Council in all cases to which they are applicable.



<b>Committee Name:</b>	<b><u>Member Council (MC)</u></b>
<b>Objective:</b>	The Member Council provides a platform for Members to exchange ideas and address system-wide needs and concerns. Members being defined as Central, Branches, and Suburban Libraries.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ Assist in developing system-wide policies, standards, and guidelines;</li> <li>▪ Serve as a forum to raise issues of system-wide concern;</li> <li>▪ Assist in setting system-wide priorities;</li> <li>▪ Assist with system-wide initiatives;</li> <li>▪ Assist in developing the OCPL Plan of Service;</li> <li>▪ Assist in developing the Memorandum of Understanding;</li> <li>▪ Bring issues and concerns to the attention of the System Director and OCPL Board</li> </ul>
<b>Member participation:</b>	One representative from each Member Library, with Central and Branches recognized as one entity. The City Libraries will be represented by the Administrator for Central or the Administrator for Branches based on who holds a seat on the Executive Committee.