BYLAWS
CIRCULATION SERVICES COMMITTEEE

ARTICLE I. **Name**

The name of this committee shall be the Circulation Services Committee.

ARTICLE II **Purpose**

Section 1. To provide a forum for problem solving and exchange of information between committee members.

Section 2. To work toward a uniformity of circulation procedures among member libraries where they do not conflict with local library board policy, and in conjunction with other staff development committees.

Section 3. To create an informal network to help members with situations occurring in our own libraries.

ARTICLE III. **Membership**

Section 1. Membership is open to any person within TLN who works in a circulation or related position.

Section 2. Each library may send more than one representative to a committee meeting, but only one vote per library will be allowed.

Section 3. TLN administration shall designate one staff person to attend the meetings. This person shall be a non-voting member and act as TLN liaison to this committee.

ARTICLE IV **Officers**

Section 1. The officers of this committee shall be Chairperson, Chair-elect, and Secretary. These officers shall perform the duties prescribed by these by-laws.

Section 2. Nominations and elections will be held in September for the position of Chair-elect and Secretary.

Section 3. Term of office shall be November through September. Officers may choose to serve two consecutive terms in the same office with the approval of the committee.

Section 4. The Chair shall appoint a liaison to the SASUG.

Section 5. No member shall hold more than one office at one time.

Section 6. A special election may be held at any meeting if necessary to fill a vacant office.

Section 7. Terms of office shall run from November until the following September. Outgoing Chair will be responsible for the agenda of the November meeting, and shall bring that meeting to order. The Chair-elect will assume the position of Chair at that time.

Section 8. Duties of the individual officers are:

A. Chair: prepare and distribute agendas in advance of meetings, conduct meetings
B. Chair-elect: assist the Chair, act as Chair in the event of his/her absence, assume the office of Chair for the next term.
C. Secretary: record and maintain minutes of the meetings, arrange for distribution of minutes to the TLN membership within one month of the meeting, handle official correspondence of the committee.

ARTICLE V. **Meetings**

Section 1. Meetings will be held on the second Thursday of January, March, May, September and November. All meetings begin at 9:30 am and run until 12:00 pm.

Section 2. The first Thursday of July will be reserved as a brainstorming session for officers and any other interested parties. The purpose of this session is to come up with ideas for the coming year.

Section 3. A special meeting may be called as necessary.

ARTICLE VI. **Subcommittees**

Section 1. Committee business (involving policy or procedures) requiring action by the members may be discussed and voted on at the same meeting.

Section 2. Issues affecting a particular function will be voted upon ONLY by the libraries using that function.

ARTICLE VII. **Subcommittees**

Subcommittees may be established and dissolved as necessary.

ARTICLE VIII. **Amendment of bylaws**

Bylaws may be amended by a simple majority of voting members present at any committee meeting, provided that written notification of the intent to amend bylaws has been sent to all TLN member libraries in advance of the meeting.

Article V. Meeting was amended 1/6/94 to change meeting dates to first Thursday.

Bylaws were amended on 11/6/03 as follows:

1. Article II, Section 2 was removed.
2. Article II, Section 4 (voices on the phone become faces and friends) – was removed
3. TLN replaced WOLF in Article III, Sections 1 & 3, Article IV, Section 8, C., and Article VIII.
4. Automation Operations Committee was replaced by SASUG in Article IV, Section 4.
5. Vice-chair was removed from Article IV, Section 1, & Section 8, B.

Bylaws were amended on 3/7/13 as follows:
ARTICLE V, Section 1 was amended to change meeting dates to the second Thursday.

Bylaws were amended on 1/12/17 as follows:
ARTICLE IV, Section 3 was amended to allow officers to serve two consecutive terms.