BYLAWS OF THE LIBRARY NETWORK STEERING COMMITTEE

ARTICLE I. NAME

The name of this committee shall be The Library Network (TLN) Steering Committee.

ARTICLE II. PURPOSE

Section 1. The purpose of the Committee is to provide a forum for the discussion of library matters by representatives of member libraries. Such matters may originate with TLN administration, individual libraries, membership committees, or the Committee itself, as well as the membership as a whole.

Section 2 The Committee shall work with TLN Director to evaluate and recommend policies, procedures, and services for TLN, and forward such recommendations to TLN Board, Director, or membership in compliance with the Cooperative Plan.

Section 3 The Committee shall review the cooperative plan annually. If necessary, the Committee shall recommend revision to TLN Board.

Section 4. The Committee will review the budget each year and, if necessary, recommend changes to TLN Board.

Section 5. The Committee will review all committee workshop proposals for financial feasibility only.

ARTICLE III. MEMBERS

Section 1A. The Steering Committee shall consist of seven (7) members. All members of the Steering Committee shall be directors of full member libraries. Members of the Steering Committee shall serve staggered two-year terms in an ascending alphabetical order (A-Z) according to the following formula:

One representative from Class VI, V, IV and I-III

Two at large representatives

Wayne County Library shall have one member.

B. If libraries join or leave the cooperative, the composition of the Steering Committee will be reviewed and adjusted accordingly at the end of the fiscal year.

C. If a library changes class size based on a federal or special census recognized by the Library of Michigan, that adjustment will be made at the end of the fiscal year.

Section 2. Steering Committee members shall be appointed by a rotation using ascending alphabetical order by name of the municipality for libraries within each class size.

Section 3. Positions on the Steering Committee will be held by directors of the libraries as long as they remain employed by their libraries. Should a director leave the library, the position will be filled by the designated acting director of the library. When a new director is appointed for the library, that person will assume the seat on the Committee.

Section 4. Libraries may choose to pass when their turn comes in the rotation. In such cases, the director of the library that wishes to pass should notify the Chairperson of the Steering Committee of the decision in writing at least forty-five (45) days prior to the Committee's Annual Meeting. In the event a director wishes to pass, the position will proceed to the next library in the rotation. The library which passes retains its place in the rotation and is eligible to serve on the Steering Committee during the next rotation cycle.

Section 5. Members of the Steering Committee shall not hold office as Chair or Chair-Elect of membership committees during their term of office.

ARTICLE IV. OFFICERS

Section 1. The officers of the Committee shall be a Chair, a Chair-Elect, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Committee.

Section 2. At the regular meeting held each September, nominations will be taken from the floor for the offices needing to be filled. Election of officers will be held at the Annual Meeting each October. The Chair-Elect will assume the office of Chair at the October meeting. Nominations will be submitted by a Nominating Committee for the offices needing to be filled.

Section 3. The officers shall be elected by ballot to serve for one year or until their successors are elected.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve consecutive elective terms as Chair or Chair-Elect.

Section 5. The Steering Committee Chair or designee shall have an ex-officio non-voting position on the TLN Board.

Section 6. If an officer resigns or is unable to perform the duties of his or her office, the Committee shall, at the next meeting, elect by majority vote a replacement to complete his or her term.

ARTICLE V. MEETINGS

Section 1. The regular meetings of the Committee shall be held eight (8) times per year or at such other times as it shall determine. The Steering Committee meetings shall be open to the boards and staff of all TLN member libraries (whether full or associate members).

Section 2. The regular meeting in October shall be known as the Annual Meeting and shall be for the purpose of receiving reports of officers and committees, and for any other business that may arise.

Section 3*.* Special meetings may be called by the Chair and shall be called upon the written request of 3 members of the Committee. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 4*.* Four (4) members of the Committee shall constitute a quorum.

ARTICLE VI. ATTENDANCE

Section 1*.* The attendance policy applies only to regular meetings of the Committee.

Section 2*.* Upon absence from two regular meetings of the Committee within the Committee calendar year (October through September) the absentee shall be contacted by the Chair and referred to Article VI of the bylaws.

Section 3. Upon absence from three regular meetings of the Committee within the Committee calendar year the absentee shall be notified by the Chair that they are dismissed forthwith from the Committee.

Section 4*.* The Chair shall then notify the next library in the rotation for that class size to serve the rest of the term. Members appointed in this manner retain the right to serve a full term following their appointment to the unexpired term.

Section 5*.* Resignations from the Committee shall be filled by the same procedure as stated in Section 4.

Section 6*.* In case of inclement weather the Chair shall notify The Library Network reception area by no later than 2 hours before the scheduled meeting time that the meeting is cancelled. Cancelled meetings shall not be counted as absences.

ARTICLE VII. COMMITTEES

Section 1. Committees, standing or special, shall be appointed by the Chair from time to time as deemed necessary to carry on the work of the Committee.

Section 2. Committees may also be created at the request of the membership.

Section 3. All committees, those of the Committee and the membership committees, shall report to the Committee on a regular basis. The Chair shall be an ex-officio member of all committees.

Section 4. All committees, when planning workshops which require expenditures by the committee, shall submit the "Continuing Education/Workshop Proposal" form to the Steering Committee for approval. Such proposals shall be submitted before any workshop is finalized and publicity implemented.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular TLN membership meeting by two-thirds vote of the members present, provided that the proposed amendment has been sent to each member library thirty (30) days before any meeting to consider that amendment.

Approved July 1, 1989
Amended 5/4/90
Amended 2/1/91
Amended 7/9/92
Amended 2/24/2012

Amended 2/11/94 Quarterly Meeting
Adopted 8/5/94 Quarterly Meeting
Adopted "proposed change" 5/5/95 Membership Meeting
Adopted amendments 10/16/98 Membership Meeting
Adopted amendments 10/20/00 Membership Meeting