

Shared Automation System Technical Services Committee Bylaws

ARTICLE I. Name

Section 1. The name of this committee shall be the Shared Automation System Technical Services Committee.

ARTICLE II. Purpose

Section 1. To provide a forum for problem solving and create an informal network to help members with situations occurring in their own libraries.

Section 2. To facilitate the exchange of information between TLN staff and Shared Automation System member libraries.

ARTICLE III. Membership

Section 1. Membership is open to any person within the Shared Automation System member libraries who works in a Technical Services or related position. Membership is determined on a per building basis of those participating libraries.

Section 2. Each library may send more than one representative to a committee meeting. However, only one vote will be allowed for each building.

Section 3. TLN administration shall designate one staff person to 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 October through September. Officers may not succeed themselves.

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

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

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

Section 7. Outgoing Chair will be responsible for the agenda of the October 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 third Wednesday of each month. In the event the Chairperson lacks a sufficient agenda, he/she may cancel any meeting.

Section 2. A special meeting may be called as necessary.

ARTICLE VI. Procedures

Section 1. Committee business (involving policy or procedures) requiring action by the members may be discussed and voted on at the same meeting. A simple majority of those present will determine Committee action

ARTICLE VII. Subcommittees

Section 1. Subcommittees may be established and dissolved as necessary.

ARTICLE VIII. Amendment of bylaws

Section 1. 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 Shared Automation System member libraries in advance of the meeting.

Bylaws were accepted on: