

# **E-CONTENT USERS GROUP BYLAWS**

## **ARTICLE I. Name**

Section 1. The name of this body shall be the E-Content Users Group.

## **ARTICLE II. Purpose**

Section 1. The purpose of the E-Content Users Group is to set policies governing, and manage the resources of downloadable materials delivery services offered by libraries within The Library Network (TLN) and using TLN for administrative services.

## **ARTICLE III. Members**

Section 1. The director of each participating library will designate one staff representative to the Users Group.

Section 2. Representatives are eligible to vote only on matters pertaining to services in which their library participates.

Section 3. TLN shall designate at least one staff member to represent TLN as a non-voting ex-officio member.

## **ARTICLE IV. Officers**

Section 1. The officers of the E-Content Users Group shall be Chairperson and Secretary, who will serve for terms of one year.

Section 2. Nominations for the offices of Chairperson and Secretary will be taken from the floor at the fall meeting.

Section 3. Elections will be held at that same meeting and a simple majority of members present will determine the results.

Section 4. Officers will assume office during the fall meeting.

Section 5. Vacancies in office will be filled at the next regularly scheduled meeting for terms extending to the next fall Users Group meeting.

## **ARTICLE V. Meetings**

Section 1. Meetings will be held quarterly.

Section 2. The following items will constitute the agenda for regular meetings.

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Financial Review
- Unfinished Business
- New Business
- Adjournment

Section 3. Any items requiring a vote will be printed in bold type on the Agenda.

Section 4. Meetings will be conducted according to Robert's Rules of Order.

Section 5. The Secretary will be responsible for having meeting minutes posted on the TLN web site within one month of approval.

## **ARTICLE VI. Voting**

Section 1. For all motions before the Users Group, one vote will be allowed for each participating library. If more than one representative from a participating library attends a meeting where a vote is taken, only one representative may vote.

Section 2. The Chairperson may authorize a written ballot at any time. One ballot will be sent to each participating library.

Section 3. Valid ballots will be those ballots returned to the place and by the date and time specified on the distributed ballot.

Section 4. The outcome of all votes will be determined by a simple majority of votes cast.

## **ARTICLE VII. Policy Committee**

Section 1. The E-Content Users Group will form a Policy Committee that will be responsible for overseeing the budget, evaluating and optimizing services, and recommending policies to the Users Group.

Section 2. The Policy Committee may also take action on matters that require resolution before the next scheduled meeting of the Users Group. Such actions must be reported to and ratified by the Users Group at its next meeting.

Section 3. The Policy Committee will consist of seven voting members with terms of one year, including the Chairperson and Secretary of the Users Group, one of the selectors for the current term, and four at-large members. The TLN ex-officio member of the Users Group will also be a non-voting member of the Committee.

Section 4. Nominations for the selector and at-large members will be taken from the floor at the fall meeting of the Users Group, following election of the Chairperson and Secretary.

Section 5. Elections will be held at that same meeting and a simple majority of members present will determine the results. Newly elected Policy Committee members will immediately assume their duties.

Section 6. Vacancies in the Policy Committee will be filled at the next regularly scheduled meeting of the Users Group with terms extending to the next fall Users Group meeting.

#### **ARTICLE VIII. Amendments to the Bylaws**

Section 1. Any and all amendments to these Bylaws will be decided by written ballot, using the procedure for written ballots in Article VI.

Section 2. Amendments will be decided by a simple majority of returned valid ballots.

Adopted September 30, 2011

Amended March 12, 2012