

SHARED AUTOMATION SYSTEM USERS' GROUP EXECUTIVE COMMITTEE BYLAWS

ARTICLE I. Name

Section 1. This Committee of the Shared Automation System Users' Group shall be called the SAS Users' Group Executive Committee.

ARTICLE II. Membership

Section 1. The Executive Committee shall consist of nine members. All members shall be library directors or library employees nominated by their director. Each member, except as noted in Section 4, will serve a two (2) year term. Election of members shall coincide with the election of SAS User's Group officers.

Section 2. Four (4) members will be elected by the combined voting membership of SAS Users' Group to serve on the Executive Committee.

Section 3. Four (4) members will be selected by a formula that effectively divides the SAS member libraries into 4 equal or nearly equal divisions. The division of member libraries will be based on one of the following formulas selected by the Users' Group, a) geography, b) circulation, c) library class size, or d) amount of library's shared automation spending. The voting membership of each division will elect one (1) member from their division to serve on the Executive Committee.

Section 4. Terms of members will be staggered so that two (2) members from each group will be elected each year.

Section 5. The SAS Users' Group will have one appointment to the Executive Committee to serve a term of one (1) year.

Section 6. The Library Network (TLN) will appoint one (1) ex-officio member to the Executive Committee.

Section 7. Vacancies will be filled by election from their representative group within 60 days of a vacancy's occurrence.

ARTICLE III. Powers of the Executive Committee

Section 1. The Executive Committee may exercise any and all of the powers granted to it by the SAS Users' Group.

- Section 2. The Executive Committee shall have the authority to make recommendations concerning fiscal/budget matters involving the shared system on behalf of the SAS Users' Group. This Committee will work with TLN to develop the annual automation operations budget which is presented at an annual meeting of shared automation system users for adoption.
- Section 3. The Executive Committee shall have the authority to set policies for the shared automation system that are consistent with cooperative policies.
- Section 4. The Executive Committee shall have the authority to make recommendations on behalf of the SAS Users' Group regarding technology issues related to the shared automation system including but not limited to purchase, upgrade and future directions on computer software and hardware.
- Section 5. The Executive Committee shall have the authority to make recommendations on behalf of the SAS Users' Group regarding automation service contracts.
- Section 6. The Executive Committee shall have the authority to make recommendations on behalf of the SAS Users' Group regarding applications for new participants in the shared automation system.
- Section 7. The Executive Committee consistent with the cooperative Plan of Service shall elect from its membership one (1) person to serve on or as liaison to the cooperative board of directors.

ARTICLE IV. Officers

- Section 1. Officers of the Executive Committee shall be Chair and Secretary to be elected from/by the elected members of the Executive Committee.
- Section 2. The officers shall be elected for a term of one year. Officers are permitted to serve consecutive terms in the same office.
- Section 3. Vacancies in office shall be filled by the Executive Committee at the next regular meeting of the Committee following the occurrence of a vacancy.

ARTICLE V. Duties of the Officers

- Section 1. The Chair shall preside at all meetings, appoint committees that can include ad hoc members, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- Section 2. The Secretary of the Committee shall see that a true and accurate account of all proceedings of the Committee meetings is kept and shall have custody of the minutes and other records of the Executive Committee.

ARTICLE VI. Meetings

- Section 1. Meetings of the Executive Committee shall be held on a regular basis but not less than quarterly.
- Section 2. The Annual Meeting of the Executive Committee shall be the first regular meeting following election of members, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.
- Section 3. A quorum for the transaction of business shall consist of six (6) members of the Committee.
- Section 4. Any Committee action, to be official, must be approved at an official Committee meeting by a majority of the Committee members present.
- Section 5. Meetings shall follow Roberts Rules of Order.
- Section 6. Members are allowed to miss no more than 25% of the regularly scheduled meetings in order to retain membership on the Committee.

ARTICLE VII. Relationship of the Executive Committee to the Shared Automation System Users' Group

- Section 1. It is the responsibility of this Committee to report on all Committee activities to SAS Users' Group at regularly scheduled meetings.
- Section 2. The Executive Committee will consider and act on any and all automation issues presented to the Committee from or by SAS Users' Group or the cooperative.

ARTICLE VIII. Amendments to the Bylaws

- Section 1. Any and all amendments to the bylaws of the Committee will be decided by written ballot of the SAS Users' Group.
- Section 2. Voting is determined by the criteria set forth in the SAS Users' Group Bylaws.