

# **SHARED AUTOMATION SYSTEM USERS' GROUP BYLAWS**

## **ARTICLE I. Name**

Section 1. The name of this body shall be the Shared Automation System Users' Group (SASUG).

## **ARTICLE II. Purpose**

Section 1. SASUG is meant to be the primary communication channel between the shared automation system (SAS) staff of The Library Network and participating Libraries. Its purpose is to optimize operation of the SAS by providing a forum for problem solving and information exchange. SASUG will deal with automation issues relating to effective interactions among both shared and stand- alone system libraries, and will collaborate with The Library Network automation staff in the development of system wide SAS operational policies and procedures.

## **ARTICLE III. Governance**

Section 1. SASUG will elect an Executive Committee, which will be responsible for decisions regarding future technology planning, fiscal/budget matters, and policies as defined in the Executive Committee Bylaws.

Section 2. The Executive Committee is accountable to SASUG and will report to it a minimum of four times a year.

## **ARTICLE IV. Members**

Section 1. Participating Library Representation. Directors of each SAS Library shall designate one person from their library to participate in SASUG. Each participating Library is expected to send at least one representative to all meetings.

Section 2. The Library Network Representation. TLN shall designate at least one staff member to represent TLN and attend all meetings as an ad hoc member.

## **ARTICLE V. Officers**

Section 1. The officers of SASUG shall be Chairperson, Chairperson-elect, Technology Coordinator, and Secretary. All officers will serve for one year and may not serve consecutive terms.

Section 2. Nominations for the offices of Chairperson-elect, Secretary, and Technology Coordinator will be taken from the floor at the August meeting.

Section 3. Elections will be by written ballot, sent to all SASUG directors during the month of September. In the case there is only one nomination for an office, the written ballot will be waived.

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

Section 5. Vacancies in office will be filled before the next regularly scheduled meeting, if at all possible. The Chairperson-elect will fill vacancy of the Chair immediately. A nominee selected by the remaining officers will fill vacancies in Secretary and Technology Coordinator. Vacancy in Chairperson-elect will be filled by nomination from the floor at the next regularly scheduled meeting and ballot, if necessary.

Section 6. The Chair will appoint an officer of SASUG to serve as the member of the SAS Executive Committee as defined in the Executive Committee Bylaws.

## **ARTICLE VI. Meetings**

Section 1. Meetings will be held on the fourth Thursday of each month. In the event the Chairperson lacks a sufficient agenda, he/she may cancel any meeting. Meetings will be rescheduled, as necessary, so as to not conflict with public holidays.

Section 2. The following items will constitute the agenda for regular meetings. In the event there is not a report, the Chairperson may remove the item from the agenda.

- Call to Order
- Approval of Agenda
- Approval of Minutes
- System Update
- Committee Reports
- 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. All meetings will be broadcast for representatives to attend and participate in the meeting remotely.

Section 6. In the event of technical difficulties, the meeting will continue and not be postponed.

## **ARTICLE VII. Voting**

- Section 1. One vote will be allowed for each library. If more than one representative from a participating entity attends a meeting where a vote is taken, only one representative per library may vote. SAS representatives in attendance will come prepared to vote.
- Section 2. In the event of remote attendees, all votes under Unfinished Business and New Business will be determined by a roll call vote.
- Section 3. In the event of technical difficulties, votes will not be postponed and only those physically attending will be permitted to vote.
- Section 4. The outcome of all votes, whether informal or written, shall be determined by a simple majority of votes cast.
- Section 5. The Chairperson may authorize a written ballot at any time. Ballots will be sent to all SASUG directors.

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

- Section 1. Any and all amendments to the Bylaws of this committee will be decided by written ballot.
- Section 2. The number of written ballots distributed will be based on the number of libraries participating in the SAS. All ballots will be sent to the directors of 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. Amendments will be decided by a simple majority of returned valid ballots.