

STANDING RULES OF THE ADMINISTRATIVE COUNCIL, NorthNet Library System

Section 1. Standing Rules Definition

The Standing Rules supplement the By-Laws to clarify how NorthNet Library System (NLS) should be managed and operated. Article 4, Section 5 of the By-Laws empowers the Steering Committee to change these Standing Rules without a vote by the general membership.

Section 2. Principal Office

The principal office for the transaction of business of the System is located at 55 E Street, City of Santa Rosa, County of Sonoma, State of California 95404-4728.

Section 3. Seal

The Administrative Council shall adopt by resolution an official seal, which shall clearly show, when embossed, stamped, impressed or affixed to a document, the name of the System and the date of its organization.

Section 4. Waiver or reduction of membership fees

The waiver or reduction of membership fees may be requested by a constituent library when it has experienced a significant reduction in operating funds through the reduction of budget allocation from the local funding authority, the automatic termination of a local special tax or benefit assessment, or catastrophic loss such as flood, earthquake damage or fire.

Section 5. Committees

5.1 Upon the recommendation of a committee chair and the approval of Council Chair, a committee member may be removed from a committee for lack of attendance and participation.

5.2 Standing Committees established in the bylaws

5.2.1 Nominating Committee meets annually or as needed to fulfill the responsibilities as defined in the Bylaws.

5.2.2 Finance and Personnel Committee: The Finance Committee meets quarterly or as needed to fulfill the responsibilities established in the bylaws.

5.2.3 Steering Committee: The Steering Committee meets quarterly and special meetings may also be called as needed by the Chair of the Council to fulfill the responsibilities established in the bylaws.

5.3 Ad Hoc Committees

5.3.1 All committees shall be established with a charge and in the case of Ad Hoc Committees, a sunset date will be designated

5.3.2 The Chair may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Council. Ad Hoc committees must include members of the Council, and no constituent library can have more than two members on any individual Ad Hoc committee.

5.4 Communities of Practice

5.4.1 **Information Services Community:** The Information Services Community is composed of three representatives from each of the cooperative library systems. One of the three members

must be a library director and a member of the NLS Council. The System Administrator or designated NLS Staff serve as ex-officio members. The committee meets at least twice year. Additional meetings may be scheduled as needed. Meetings may be conducted electronically as allowed under the Ralph M. Brown Act. The Community shall assist in the preparation and evaluation of the Plan of Service for Reference, planning staff development workshops and other training opportunities, and evaluating and recommending purchase of shared databases with California Library Services Act funds.

5.4.2 Resource Sharing and Technology Community: The Resource Sharing and Technology Community is composed of three representatives from each of the Member cooperative library systems; one of the three must be a library director and a member of the NLS Council. The System Administrator or designated NLS Staff serve as ex-officio members. The committee meets at least twice year. Additional meetings may be scheduled as needed. Meetings may be conducted electronically as allowed under the Ralph M. Brown Act. The Community shall assist in the preparation and evaluation of the Plan of Service for Resource Sharing, planning staff development workshops and other training opportunities, and evaluating and recommending purchase of shared collections and resource sharing utility software.

5.4.3 Youth Services Community: The Youth Services Community is composed of three representatives from each of the Member cooperative library systems; one of the three must be a library director and a member of the NLS Council. The System Administrator or designated NLS Staff serve as ex-officio members. The committee meets at least twice year. Additional meetings may be scheduled as needed. Meetings may be conducted electronically as allowed under the Ralph M. Brown Act. The Community shall assist in the preparation and evaluation of the Plan of Service for Youth Services, planning staff development workshops and other training opportunities

5.4.4 Staff support of Communities of Interest

NLS staff will support the efforts of the Communities of Interest through electronic distribution of agenda, minutes, and online discussions via blogs, wikis, listservs and a consolidated website. Staff will also assist in workshops and training by securing presenters, speakers, meeting rooms and managing registration. Staff will provide electronic and virtual meeting opportunities through a variety of technologies.

5.5.0 Website: A consolidated website composed of the merged content of all three cooperative library systems will be created and maintained.

Adopted by the NorthNet Council of Librarians 5/8/09