

## **MOUNTAIN-VALLEY LIBRARY SYSTEM BYLAWS**

### **NAME**

The name of the System shall be the Mountain-Valley Library System (MVLS).

### **PURPOSE**

The purpose of the System shall be to provide residents of each Member library jurisdiction or institution with the opportunity to obtain through their libraries needed materials and information services by facilitating access to the resources of other libraries in the System, and resources of all libraries in this State, pursuant to the California Library Services Act (California Education Code [hereafter referred to as "Educ. Code"], Sections. 18700 et. seq.) the California Library Services Act Regulations (Code of California Regulations, Title 5, Division A, Chapter 2) [hereafter referred to as "CLSA Regs."], and the Library of California Act (Educ. Code, Secs. 18870 et. seq.) and the annual priorities set by the Administrative Council.

### **MEMBERSHIP**

Those public libraries in the System area which meet conditions set forth by the CLSA Regs. Sec. 20105 et. seq. and all libraries which meet the conditions of Educ. Code, 18830 ("Regional Library Network Members"), and who qualify by action of their governing bodies shall be Members of the System and shall have representation on the Administrative Council.

### **FEES, DUES AND ASSESSMENTS**

The dues payable per fiscal year to the System by Members shall be in such amount as determined annually by resolution of Administrative Council. The fiscal year is defined as July 1 to June 30.

### **WITHDRAWAL OF MEMBERSHIP**

The Membership of a Member shall terminate upon the occurrence of any of the following events:

(a) Upon failure to pay dues on or before January 31 of the fiscal year for which the dues are assessed. Such termination is to be effective thirty (30) days after a written notification of delinquency is given personally or mailed to the chief officer of the jurisdiction or institution by the Chair of the System. A Member may avoid such termination by paying the amount of delinquent dues within a thirty (30)-day period following the Member's receipt of the written notification of delinquency.

(b) Upon receipt of a notice of termination from the chief officer of the jurisdiction or institution to the Chair of the System, provided that such notice is received between July 1 and September 1 of any year. In the event that a notice of termination is received, the termination shall take place effective July 1 of the succeeding year.

(c) Any member may change System membership pursuant to CLSA Regs. Sec. 20195. The governing body of the jurisdiction and the administrative body of the System it proposes to

joint shall file a joint notice of intent with the State Board. The notice shall be filed by September 1 of the year proceeding July 1 of the first full fiscal year for which state funds pursuant to the new membership are requested.

## **GOVERNING AUTHORITY**

### **Administrative Council**

#### **Roles and Responsibilities**

Pursuant to Educ. Code, Sec. 18747 (a) and CSLA Regs. Sec. 20135, it shall be the responsibility of the Administrative Council to: Generally administer MVLS; Adopt an annual Plan of Service; Adopt annual budget; Ensure that a report to the CLSA State Board regarding accomplishments and expenditures for the past year is issued; Adopt annual member fees, dues, and assessments; Adopt changes to the by-laws; Adopt System membership policies and approve new or remove members; Perform any and all duties imposed by law or by the bylaws.

Effective July 1, 2006, the MVLS Administrative Council will contract with the North Bay Cooperative Library System (NBC) to provide services as described in the MVLS CLSA Plan of Service, administrative services, and other services as needed under the direction of the MVLS Administrative Council. It is the responsibility of the MVLS Administrative Council to annually evaluate the administrative and other services performed by NBC.

#### **Composition and Voting**

Pursuant to Educ. Code, Sec. 18747 (a), and CSLA Regs., Sec. 20140, the Administrative Council shall be composed of the head librarian or delegate of each member jurisdiction or member institution in MVLS. A quorum shall consist of more than 25% of the members. Each member jurisdiction shall have one vote to be cast by its representative.

Only public library members shall vote on issues related to the California Library Services Act (CLSA). All members shall vote on issues that do not relate to CLSA, including annual fees, dues and assessments. Decisions shall be made by a majority vote of the members present at Administrative Council, except as provided herein.

#### **Meetings**

The Administrative Council shall meet a minimum of four (4) times per year. Special meetings may be called by the Chair or by petition of four Members of the Administrative Council.

#### **Executive Committee**

The Executive Committee shall consist of the Past Council Chair, Current Council Chair, Council Chair elect, other Standing Committee Liaisons, and a representative from the Sacramento Public Library. Executive Committee will meet prior to the Council meeting to review System programs and budgets for their fiscal and program impact; recommend Proposed and Final Budgets to the Council; recommend changes to the Bylaws; recommend annual administrative services issue and set the Agenda for Council Meetings. Each Committee member shall have one vote, and simple majority of those

present passes motions. The Council Chair, or a member of the Executive Committee appointed by the Council Chair, shall prepare a summary of Committee actions and recommendations for presentation to the Administrative Council at its next meeting.

The Council Chair shall preside at all meetings. The Vice- Chair shall preside in the absence of the Chair and the immediate past Chair shall preside in the absence of both the Chair and the Vice-Chair.

The last meeting of the fiscal year of the Administrative Council shall be the annual meeting at which officers (Chair and Chair-Elect) and Standing Committee Chairs shall be elected for the following year. The fiscal year is defined as July 1 to June 30. Officers may not serve consecutive terms, except as defined in these Bylaws. Officers shall assume their positions on July 1. In the event that the Council Chair can no longer serve, the Vice-Chair shall assume the position of Chair for the remainder of the term. In the event that the Vice- Chair can no longer serve, the Administrative Council shall elect a new Chair and Vice-Chair to serve out the remainder of the term. The Vice-Chair succeeds the Chair in July. Should the Past Chair be unable to serve out their term, the Past Chair shall assume the position of Past Chair on the Executive Committee.

Each year the final budget shall be adopted at the next Council Meeting following the adoption of the State Budget.

The Administrative Council and Executive Committee may meet via electronic means such as telephone conference call, videoconference, or online meeting as long as the meeting is announced and conducted in accordance with the Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator. The Council Chair and Administrative Coordinator shall develop the Executive Committee Agenda. The Administrative Council and Executive Committee agenda shall be developed by the Administrative Council Chair and the NBC Coordinator. The agendas and packets are to be distributed by the NBC Coordinator not less than seven days before a meeting. A copy of the Administrative Council agenda will be sent to the NBC Chair. Recording of the minutes is the responsibility of the NBC Coordinator or their representative. Minutes of each meeting are adopted and/or revised by motion at the next meeting.

### **SYSTEM STAFF**

There shall be no staff employed by MVLS. NBC shall staff and supervise the operation of the System, provide information, prepare reports, evaluate services and resources, make suggestions and provide general guidance to the Administrative Council in performing its policy making functions.

### **SYSTEM ADVISORY BOARD (SAB)**

#### **Roles and Responsibilities**

Pursuant to Educ. Code, Sec. 18747 (b) and Sec. 18749-18750, and CSLA Regs. Sec. 20145 it shall be the duties of the System Advisory Board to Assist Administrative Council in the

development of the System Plan of Service; Advise the Council on the need for services and programs; and Assist in the evaluation of System services.

### **Composition and Voting**

The governing body of each public library member appoints one member. Each member jurisdiction shall have one vote to be cast by its representative.

### **Meetings**

The System Advisory Board generally meets on the same day and location as the Council meeting. A report is to be given by the SAB Chair at the Council meeting. The SAB shall establish its own agenda, elect its own officers and record its own minutes. Minutes are to be distributed with the Council/SAB agenda packet

## **COMMITTEES**

The NBC Coordinator shall maintain the membership roster of all Committees.

### **General (For all committees excepting Executive)**

The Administrative Council shall establish standing and special committees. Committees shall prepare recommendations and reports for consideration and action by the Administrative Council. The Administrative Council Chair shall appoint a liaison from Council to each Committee for a two (2) year term. The liaison shall be responsible for carrying the directives of the Administrative Council to the standing committee, seeing that the standing committee follows the MVLS by-laws and procedures, acting as a mentor to the committee in guiding its activities and decisions and interpreting System policies, and reporting and/or presenting the Committee recommendation(s) at each Administrative Council meeting. The liaison serves in an ex-officio capacity to the Committee.

The Chair of each standing committee shall be chosen by the committee members at the first meeting of each fiscal year. The Administrative Council shall approve committee chairs at its first meeting following such selection of a committee chair. Member library staff and SAB members are encouraged to serve as members on standing committees.

The Administrative Council and Executive Committee may meet via electronic means such as telephone conference call, videoconference, or online meeting as long as the meeting is announced and conducted in accordance with the Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator. The Council Chair and Administrative Coordinator shall develop the Executive Committee Agenda. The Administrative Council and Executive Committee agenda shall be developed by the Administrative Council Chair and the NBC Coordinator. The agendas and packets are to be distributed by the NBC Coordinator not less than seven days before a meeting. A copy of the Administrative Council agenda will be sent to the NBC Chair. Recording of the minutes is the responsibility of the NBC Coordinator or their representative. Minutes of each meeting are adopted and/or revised by motion at the next meeting.

## **STANDING COMMITTEES**

### **Children's Committee**

#### **Roles and Responsibilities**

The Children's Committee shall plan and carry out regional programming for children's activities, and appoint sub-committees to plan workshops and the Summer Reading Program.

#### **Composition and Voting**

Council members, SAB members and designated staff may serve on this committee. It is recommended that children's services staff of System member libraries be appointed. Each Committee member shall have one vote and a simple majority passes motions.

#### **Meetings**

The Children's Committee shall meet at least two times annually. The agenda shall be developed and sent out by the Chair. Minutes are recorded by an attending member and distributed by the Chair.

### **ILL Committee**

#### **Roles and Responsibilities**

The ILL Committee shall recommend ILL procedure and policy to the Administrative council, and evaluate effectiveness of ILL services among members.

#### **Composition and Voting**

Council members, SAB members and designated System member library staff may serve on this committee. It is recommended that ILL staff of System member libraries be appointed. Each Committee member shall have one vote and a simple majority passes motions.

#### **Meetings**

The ILL Committee shall meet at least once annually or as needed and shall report via its liaison to the Council. The agenda shall be developed by the Chair. The agenda and supporting documents shall be sent out by the Committee Chair. Minutes are to be recorded by an attending member and distributed by the Committee Chair.

### **Reference Committee**

#### **Roles and Responsibilities**

The Reference Committee shall review all aspects of the System reference program and provide input and recommendations regarding reference-related issues to the Administrative Council. This committee will also work closely with its Administrative Council liaison to evaluate current programs and services and to plan new programs and services.

A "Forum" subcommittee will assist in planning for reference workshops.

The Reference Committee will review and develop the Reference Plan of Service.

### **Composition and Voting**

Administrative Council members, SAB members and designated System member library staff are eligible for this committee. Each Committee member shall have one vote and motions are passed by a simple majority.

### **Meetings**

The Reference Committee shall meet—at least twice annually and reports—to Administrative Council via its liaison. The agenda shall be developed by the Chair and the Committee's Administrative Council liaison. The agenda and supporting documents shall be sent out by the Committee Chair. Minutes are recorded by a Committee member and distributed by the Committee Chair.

### **PROCEDURAL MANUAL**

A *Procedural Manual* for MVLS shall be developed by the Administrative Council and maintained and promulgated by the NBC Coordinator. The purpose the *Manual* shall be to comply with CSLA Regs., .Sec. 20136 and to enact these by-laws. The *Procedural Manual* shall be reviewed by Administrative Council. MVLS BYLAWS 9/10/1999 rev 6/2/2006 Page 5

### **AMENDMENTS**

These bylaws may be amended at any regular meeting of the Administrative Council provided that the proposed amendments were on the agenda and discussed by the Executive Committee.

Approved by Administrative Council, January 24, 2008