

THE LAKELAND LIBRARY
COOPERATIVE
BYLAWS
APPROVED BY THE BOARD
ON SEPTEMBER 8TH, 2022

LLC BOARD APPROVED REVISIONS
ON SEPTEMBER 14th, 2023

<u>TABLE OF CONTENTS:</u>	<u>PAGE</u>
ARTICLE I -- NAME, AUTHORITY AND PURPOSE	1
ARTICLE II -- COOPERATIVE BOARD	2-3
ARTICLE III -- ADVISORY COUNCIL	3-4
ARTICLE IV -- COOPERATIVE DIRECTOR	4-5
ARTICLE V -- COMMITTEES	5-6
ARTICLE VI -- AMENDMENTS OF BYLAWS	6

LAKELAND LIBRARY COOPERATIVE BYLAWS

ARTICLE I: NAME, AUTHORITY AND PURPOSE

1. The name of this organization shall be Lakeland Library Cooperative (LLC).
2. The authority for LLC is provided in the Plan of Service as set up under Public Act 89 of 1977, as amended.
3. The mission of LLC is to strengthen member libraries providing the means to share resources, services, and expertise for the benefit of individuals and communities.
4. The Plan of Service provides fundamental information regarding LLC's organization, membership, and services. These Bylaws should be viewed only within the context of the approved Plan of Service and the laws referenced within.
5. These Bylaws supersede all previous Bylaws.

ARTICLE II: COOPERATIVE BOARD

1. The Board shall be established pursuant to the Plan of Service.
2. The Board will elect officers at its annual meeting:
 - The officers shall be elected from the members of the Board at the beginning of the annual meeting. The previous fiscal year's President will conduct the election.
 - The new officers will immediately take office upon election and shall serve for one year.
 - No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same individual can serve in the same office again following their last term whether it be one or two years.
3. The Board officers will perform the following duties:
 - The President presides at all board meetings, appoints members to standing, ad-hoc and special committees, may serve as chair or as an ex-officio member (non-voting) of committees and performs all other such duties as may be assigned by the Board.
 - The Vice-President in the absence of the President, shall assume all duties of the President and perform such other duties as the President or Board may direct.
 - The Secretary insures a true and accurate record of all meetings of the Board and performs other duties as generally associated with the office.
 - The Treasurer certifies invoices, is a signatory on investment and banking activity, serves as the chair of the finance Committee, review the annual audit and submit it to the Board and performs such other duties as the President or Board may direct.
4. Meetings of the Board
 - Regular Meetings
 - Will be scheduled a minimum of eight (8) times a year.
 - Will be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant.
 - A tentative schedule of meeting dates, times and locations for the

coming year will be presented no later than at the September meeting.

- Special meetings
 - May be called by the President or upon request of a simple majority of the members of LLC Board.
 - The purpose of the meeting shall be stated in the communication.
- 5. Quorum and Adherence
 - A simple majority of LLC Board constitutes a quorum for the transaction of business.
 - Robert's Rules of Order, Revised shall be the parliamentary authority on all matters not covered by these Bylaws.
 - The Board will adhere to Open Meetings Act 267, 1976 as amended.
- 6. The order of business may be, but is not necessarily limited to, the following:
 - Call to Order and Roll Call
 - Approval of Agenda
 - Public Comment
 - Approval of Minutes
 - Correspondence
 - Financial Report
 - Cooperative Report
 - Committee Reports
 - Continuing Business
 - New Business
 - Public Comment
 - Board Member Comments
 - Next Meeting
 - Adjournment

ARTICLE III: ADVISORY COUNCIL

1. The Council shall be established pursuant to the Plan of Service.
2. The Council will elect officers at its annual meeting:
 - The officers shall be elected by the LLC member libraries at the beginning of the annual meeting. The previous fiscal year's Chair will conduct the election.
 - The new officers will immediately take office upon election and shall serve for one year.
 - No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same individual can serve in the same office again following their last term whether it be one or two years.
3. The Advisory officers will perform the following duties:
 - The Chairperson presides at all Council meetings, establishes and appoints members to standing, ad-hoc and special committees, serve as an ex-officio member of committees and performs all other such duties as may be assigned by the Board.
 - The Vice-Chairperson in the absence of the Chairperson, shall assume all

- duties of the Chairperson and perform such other duties as the Chairperson or Board may direct.
- The Secretary insures a true and accurate record of all meetings of the Board and performs other duties as generally associated with the office.
4. Meetings of the Council:
 - Regular Meetings
 - Will be scheduled a minimum of eight (8) times a year.
 - Will be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant.
 - A tentative schedule of meeting dates, times and locations for the coming year will be presented no later than at the September meeting.
 5. Special meetings
 - May be called by the Chairperson or upon request of a simple majority of the members of Council.
 - The purpose of the meeting shall be stated in the communication.
 6. Quorum and Adherence
 - Fifteen (15) of the member libraries must have a representative present to constitute a quorum. Each member library represented that is present shall receive one vote. If a quorum is not present, the meeting may still be held, but no official votes taken.
 - Robert's Rules of Order, Revised shall be the parliamentary authority on all matters not covered by these Bylaws.
 - The Council will adhere to Open Meetings Act 267, 1976 as amended.
 7. The order of business may be, but is not necessarily limited to, the following:
 - Call to Order and Roll Call
 - Approval of Agenda
 - Public Comment
 - Approval of Minutes
 - Correspondence
 - Cooperative Report
 - Committee Reports
 - Continuing Business
 - New Business
 - Public Comment
 - Next Meeting
 - Adjournment

ARTICLE IV: COOPERATIVE DIRECTOR

1. The Director shall be hired by the Board with the advice of the Advisory Council.
2. The Director shall administer LLC in accordance with these Bylaws, the Plan of Service and Board policies.
3. The Cooperative Director or designee shall be an ex-officio, non-voting member of LLC Board, the Advisory Council and all committees. He/she shall prepare all agendas with the advice of the President or Chairpersons.
4. The Cooperative Director, or his/her designee, shall keep the minutes of all meetings; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct all correspondence of the Board and Council,

unless otherwise provided, and distribute the official minutes of each meeting to the Board, Council and the full LLC membership.

ARTICLE V: COMMITTEES

1. Board Committees:

- All committees are composed of members from various Class libraries (I-VI). A simple majority of committee constitutes a quorum. All committees shall have advisory powers only unless specific power to act with the prior consensus of the Board has been granted.
- Standing committees shall be assigned at the designated Annual Meeting with members appointed by the Board President. Additional standing committees not listed below can be formed with approval of the Board.
 - The Finance Committee is comprised of the President (ex-officio) and three additional board members, one of whom is the Treasurer and the chair. The committee reviews budgetary, investment and banking matters.
 - The Personnel Committee is comprised of the President who is the chair and three additional board members, The committee coordinates the hiring of a new Cooperative Director, developing annual objectives and conducting an annual review for the Director, reviewing the establishment or abolishment of staff positions, personnel policies and benefits.
- Ad-Hoc or Special Committees with limited scope and duration may be formed at any time with appointments made by the President with approval of the Board.

2. Council Committees

- All committees are composed of volunteer members from various Class libraries (I-VI). Membership is not term limited. Each committee must have at least 8 members. A simple majority of committee constitutes a quorum. Officers are elected by a majority of the committee in attendance. Officers shall hold a two-year term. No officer shall serve more than two consecutive terms in the same office. The role of secretary will rotate between committee members or provided by LLC staff. Minutes of each meeting shall be recorded and distributed to the full Lakeland Library Cooperative membership by the Committee Secretary. Membership is open to any paid staff at a member library. Each committee works to promote, educate and support the focus of the group for the member libraries and the cooperative as a whole. All committees shall only have advisory powers.
- Standing committees shall be reviewed at the designated Annual Meeting(s) with chairpersons approved or appointed by the Council Chairperson. Additional standing committees can be formed with approval of the Council membership. The following are existing Advisory Council Standing Committees:
 - Adult Services
 - Circulation
 - Continuing Education
 - Lakeland Digital Library (Overdrive and other vendors)
 - Youth Services

- Ad-Hoc or Special Committees with limited scope and duration may be formed at any time with appointments made by the Chairperson with approval of the Council.

ARTICLE IV: AMENDMENTS

1. Amendments to these Bylaws may be proposed as part of the agenda for any regular meeting of the Board and will become effective if approved by a 2/3 majority of the Board members present.

ADOPTION DATE

As approved by The Lakeland Library Cooperative Board:

Date: **September 8, 2022**
Revised: September 14, 2023

APPROVED