

## BY-LAWS

for the

### NORTH STATE COOPERATIVE LIBRARY SYSTEM

#### PREAMBLE:

The free and independent public libraries of California's twelve northern counties, having formed an Association by Joint Resolution called the North State Cooperative Library System under the terms of the California Library Services Act (Education Code Section 18700 et seq.), April 20, 1979, do hereby reassociate as North State Cooperative Library System under the terms of the Library of California Act (education Code Section 18800 et seq.), as the successor to the California Library Services Act under which this Association was formed.

North State Cooperative Library System is an Information Agency as said term is defined in Education Code Section 18810(f) and is a Special Library as such term is defined in Education Code Section 18810 (v). North State Cooperative Library System meets each of the requirements set forth in Education Code Section 18830 (a).

#### ARTICLE I: NAME

The name of this organization shall be the "North State Cooperative Library System", hereinafter called the "System".

#### ARTICLE II: PURPOSE

The objectives of this organization shall be to implement and accomplish the purposes described in the Plan of Service agreed upon by the member libraries consistent with the provisions of the California Government Code, Sections 6500-6578 (Joint Exercise of Powers), formed under the terms of the California Library Services Act and continues under successor acts.

#### ARTICLE III: MEMBERSHIP

##### Section 1. Members

The following public agencies have entered into a written agreement to implement a Plan of Service and shall be designated members of the System: Butte County, Del Norte County Library District, Humboldt County, Lassen Library District, Modoc County, Plumas County, Shasta County, Siskiyou County, Tehama County, Trinity County, and the cities of Orland and Willows (Education Code Section 18810 (q), as successor to Education Code Section 18710 (i) ).

##### Section 2. Withdrawal from Membership

Any participating agency may withdraw from membership in the System by resolution of its governing body. Notices of withdrawal of any member of the System will be given in writing to the Council of Librarians on or before February 1 of the current fiscal year according to the provisions of Section 14, paragraph (c) of the Plan of Service for the System.

#### ARTICLE IV: COUNCIL OF LIBRARIANS

##### Section 1. Governing Body

The System shall be governed by a Council of Librarians composed of the head librarian of each public agency participating as a member of the System.

##### Section 2. Voting Member

Each public member library shall have one vote. In the case of unavoidable absence from a meeting, the head librarian may designate an alternate to attend the meeting and cast a vote. No proxies will be allowed.

##### Section 3. Administrative Council

The System's Council of Librarians shall serve as the "Administrative Council" for the System under the Library of California Act as it was established by the predecessor statute (Education Code Section 18747 (a)).

##### Section 4. Policy and Duties

The Council of Librarians shall establish policy and prepare plans for the continued development and growth of the System within the regulations of the Education Code Section 18700 et.seq. and within the rules and regulations adopted by the California Library Services Board. In the event that the California Library Services Act sunsets, the Council of Librarians shall establish policies consistent with the Library of California Act. The Council of Librarians shall direct, and through System personnel, administer the program stipulated by the Plan of Service. The Council of Librarians shall be responsible for the allocation and through the Fiscal Agent for the System, the disbursement of monies received from federal, state and/or local sources. The Council of Librarians shall determine, if and when necessary for the continued operation of the System, the frequency and amount of any assessment required of its members. The Council of Librarians shall select and appoint System personnel.

#### ARTICLE V: OFFICERS AND DUTIES

##### Section 1. Officers

1. A Chairman and Vice-Chairman shall be elected from the Council of Librarians.
2. The Council of Librarians shall contract for a Fiscal Agent.
3. The Council of Librarians shall appoint a Fiscal Agent Liaison.

4. The Council of Librarians shall appoint a Secretary for the Council of Librarians.

Section 2. Duties

1. The Chairman shall preside at all meetings of the Council of Librarians.
2. The Chairman shall appoint members to committees authorized by the Council of Librarians.
3. The Chairman shall be the authorized representative of the Council of Librarians.
4. The Vice-Chairman shall act in the absence of the Chairman.
5. The Fiscal Agent Liaison shall maintain communication with the Fiscal Agent.
6. The Fiscal Agent shall receive and disburse System funds as required by law.
7. The Secretary shall be responsible for minutes of the meetings, reports, and correspondence.

Section 3. Nominations and Elections

1. At the regular meeting in March or at a time designated by the Council of Librarians, a Nominating Committee of three members shall be appointed by the current Chairman. It shall be the duty of the committee to nominate candidates for the offices of Chairman and Vice-Chairman. The Nominating Committee shall report to the Council of Librarians by April 15. Additional nominations may be made in writing by Members of the Council of Librarians to the Chairman of the Nomination Committee no later than May 1.
2. The officers shall be elected at the meeting in My or at a time designated by the Council of Librarians, by a majority of the members present at the meeting, to serve from July 1 to June 30 or until their successors have been elected.

Section 4. Succession

No Chairman or Vice-Chairman shall succeed himself in office.

Section 5. Vacancies

If for any reason the office of Chairman falls vacant, the Vice-Chairman shall serve as Chairman for the remainder of that term. If the office of Vice-Chairman becomes vacant, a special election shall be held to fill the office of the unexpired term.

## ARTICLE VI: MEETINGS

Section 1. Regular Meetings

Meetings shall be held at least four (4) times yearly.

Section 2. Determination of Meetings

The power to determine the date and place of Council of Librarians meetings shall be vested in the Council of Librarians. The Council of Librarians may also meet upon the call of the Chairman, or upon petition of the majority of the members. The purpose of the meeting shall be stated in the call. In cases of emergency, at least three days' notice shall be given.

Section 3. Notice

Notice and agenda of each regular meeting of the Council of Librarians shall be in writing and transmitted at least ten (10) days prior to each meeting. In cases of emergency of at least three days' notice shall be given. The members, at their option, may in writing waive the requirements of notice for meetings.

Section 4. Quorum

At any regular meeting of the Council of Librarians, a simple majority of the total membership shall constitute a quorum.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

The Council of Librarians shall establish standing committees, indicating their objectives and responsibilities.

Section 2. Ad Hoc Committees

The Council of Librarians shall authorize such ad hoc committees as it deems necessary.

Section 3. Ex Officio Committee Members

The Chairman shall serve as an ex-officio member of all committees. System employees may serve as ex-officio members of committees.

ARTICLE VIII: ADVISORY BOARD

Section 1. Representatives

There shall be an Advisory Board to the Council of Librarians made up of lay representatives for each jurisdiction.

Section 2. Appointments

One Advisory Board member shall be appointed by the governing body of each jurisdiction. An alternate may be appointed.

### Section 3. Term of Office

The term of any member of the Advisory Board shall be for two years, and each member shall serve no more than two consecutive terms. Staggered terms have been established by drawing of lots at the first meeting of the Advisory Board so that a simple majority of the members initially served a two-year term, and the remainder initially a one-year term.

### Section 4. Qualifications

The appointing jurisdiction shall ensure that members of the Advisory Board are representatives of the public-at-larges and of the underserved residents in the system service area.

### Section 5. Duties

The duties of each system advisory board member shall include, but are not limited to the following:

1. Assisting the Council of Librarians in the development of the system plan of service.
2. Advising the Council of Librarians on the need for services and programs.
3. Assisting in the evaluation of the services provided by the System.

### Section 6. Library Employees

No library employee of a member jurisdiction shall serve on the Advisory Board.

### Section 7. Meetings

The Advisory Board shall meet at least twice annually.

## ARTICLE IX: SYSTEM STRUCTURE AND ORGANIZATION

### Section 1. System Personnel

The System personnel shall consist of the System Administrator and such other professional, clerical and operating staff as are stipulated in the Plan of Service. When a vacancy exists, the Chairman shall assume the duties usually assigned to the System Administrator. System personnel shall be selected according to job description and recruitment announcements approved by the Council of Librarians. Appointment of personnel to positions shall be approved by the Council of Librarians.

### Section 2. Personnel Manual

The Council of Librarians shall establish and maintain a personnel manual which shall contain a record of the policies concerning dismissal, resignation, salaries and benefits and such other personnel policies as the Council of Librarians shall deem necessary.

Section 3. Travel Expenses.

The Council of Librarians shall establish and maintain a schedule of reimbursements for authorized travel expenses for the Council of Librarians, system personnel, and the Advisory Board Members. The Council Chairman and members of the Council of Librarians may receive reimbursement for extraordinary expenses incurred in the fulfillment of System responsibilities at the discretion of the Council of Librarians.

Section 4. Inventory

An inventory of equipment under System jurisdiction shall be maintained at the System Headquarters. The inventory will be available for inspection during regular business hours at the System Headquarters by members of the Council of Librarians by the System Administrator or his designee.

Section 5. Ownership and Distribution

Any materials and equipment purchased for a member library with System funds shall remain the property of that library. System property shall be distributed on an equitable basis as determined and agreed to by the Council of Librarians. This determination shall be recorded in the minutes of the Council of Librarians.

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Law

The Council of Librarians shall be governed in all its meetings by parliamentary law as contained in *Robert's Rules of Order* (current edition).

Section 2. Higher Authority

Should these bylaws conflict with applicable laws of the member jurisdictions or the State of California, those of the higher authority shall prevail.

ARTICLE XI: AMENDMENTS

These By-laws can be amended by any regular meeting of the System by a two-thirds vote of the total membership of the Council of Librarians, provided that the amendment has been submitted in writing to the members through the Secretary at least three weeks before the time to vote, and is a part of the call for the meeting.

Adopted by the Council of Librarians 4/20/79

Revised and Adopted by the Council of Librarians 3/18/88

Revised and Adopted by the Council of Librarians 9/21/01