

North Central Kansas Libraries System Bylaws

Purpose. The purpose of this organization shall be to provide through a system of cooperating libraries, improved library service to all citizens in the North Central Kansas Area, and to otherwise promote the library interests of the State of Kansas.

Article 1.: Name

- A. The name of this regional system of cooperating libraries shall be the North Central Kansas Libraries System.

Article 2. Membership

- A. Membership of each participating library is established by petition to the State Library Advisory Commission in the original petition for System designation or by amendment to that petition, with prior approval of the System's governing body. Three types of membership are possible. Those counties that levy the System tax shall be called taxing counties. Those counties without the ability to levy the System tax shall be called contracting counties. Affiliated members are libraries other than public libraries in System member counties.
- B. A participating library may withdraw from membership in the System by submitting written notification to the System's governing body one year prior to the adoption of the annual budget, subject to the approval of the State Library Advisory Commission.
- C. The participating libraries of a county, when in unanimous agreement, may withdraw that county from the System by submitting written notification to the System's governing body one year prior to the adoption of the annual budget, subject to the approval of the State Library Advisory Commission.
- D. In the event of the withdrawal of a participating library from the System, all System assets and all property purchased with System funds shall become the property of, and will be returned to, the System.

Article 3. Governing Board

- A. The governing body of the System shall be the System Board, consisting of one Library Representative or her/his alternate elected by the Trustees of each participating library and one representative from each county appointed by the Governor to represent territory not within the district of any participating library, but within the tax district of the System.

- B Each Library Representative is eligible to serve on the System Board until a replacement is appointed by the Board of Trustees of the library represented, but shall not exceed two four-year terms. The Governor's appointees serve at the pleasure of the Governor.
- C. The System Board shall have authority, as identified in K.S.A. 75-2550, to pass on the policies and philosophy of operation of the System as set by the Executive Committee, to approve the annual budget and program of services, and to elect board officials which shall constitute the Executive Committee.
- D. Meeting of the System Board:
 - 1. There shall be one regular meeting for the System Board to be held the first week of August for the purpose of approving the budget and program of operations for the following year and also for the purpose of electing members to positions on the Executive Committee for terms which expire in January of the following year and for transacting any other business placed before it.
 - 2. Special meetings may be called by the President should the need arise.
 - 3. Notification of meetings of the System Board shall be by letter to all official members at least thirty days prior to the meeting, and shall state the purpose, time, and place of the meeting; however, a meeting may be held at any time or place whenever all members shall consent in written waiver to the holding thereof.
 - 4. A quorum shall consist of twelve qualified members of the System Board.
 - 5. Amendments to the By-Laws are governed by Article 8.

Article 4. Executive Committee

- A. The Executive Committee shall consist of a total of fourteen (14) members, one member elected from each of the 8 counties which levy the System tax, one member elected from each of the contracting counties, and two elected from those appointed by the Governor.

The standard term of office for a member of the Executive Committee shall be for four years. A System Board member shall be eligible to be elected to the Executive Committee for a maximum of two consecutive four-year terms, except that the Governor Appointees shall serve for four years concurrent with their appointment by the Governor.

At the time of the adoption of this revision of Article 4 of the By-Laws, the newly created seat shall be for a two-year term, 1985 to 1986, followed by a regular four-year term beginning in 1987.

Members elected to the Executive Committee at the Annual meeting shall begin serving their term in January of the next calendar year.

- B. The members of the Executive Committee shall elect a President, Vice-President, Secretary, and Treasurer during their January meeting following the annual election of the officials of the System Board, and who shall then serve as the officers of the System Board.
- C. The Executive Committee shall be empowered to conduct the business and affairs of the System Boards between regular or special meetings of the Board, and shall set policies for the System Librarian for the administration of the System.
- D. The System Librarian shall be the administrative officer for the System with responsibility for the state of library service within the System. He/she shall report to the Executive Committee on the operation of the System and shall employ and direct such employees as are provided for by the annual budget and are necessary for the operation of the System. He/she shall also prepare agendas of meetings, issue bulletins, call meetings and poll committees.
- E. The Executive Committee shall meet bimonthly at a date to be agreed upon by that committee, and shall approve payment of bills and carry on such business as shall be delegated to them by the System Board. A majority shall constitute a quorum of the Executive Committee.
- F. In the event of a vacancy on the Executive Committee, the President, with the approval of the other members of the Executive Committee, shall be authorized to fill the vacancy from the members of the System Board, until the next regular meeting of the System Board.
- G. The President may appoint other committees with the approval of the Executive Committee.

Article 5. Voting

- A. Each member of the System Board, or her/his proxy, shall have one vote in the government of the System at System Board meetings.
- B. System Board meetings are open to all library trustees, librarians and other interested persons, but only the Library Representative or his/her

alternate from each participating library and the representatives appointed by the Governor shall be eligible to vote in the proceedings of the System Board. The contracting libraries shall have voting power on all matters not related to budgeting of the regional tax funds. Affiliate members voting power is defined in Article 9, Section A.

- C. Twelve qualified representatives present at any legally called System Board meeting shall constitute a quorum.

Article 6. Reimbursements

- A. Provision is authorized for the professional staff members and System Board members to attend System, State, and other meetings which may be of interest and value to the System. Expenses for such meetings are to be budgeted and paid from the System Funds as authorized by the Executive Committee.

Article 7. Parliamentary Procedure

- A. All business shall be conducted according to ROBERT'S RULES OF ORDER where these are not in conflict with these By-Laws.

Article 8. Amendments

- A. Amendments to these By-Laws require a majority vote of the qualified members of the System Board, subject to the approval of the State Library Advisory Commission, and providing the proposed amendment was stated in the call for the meeting.

Article 9. Affiliate Membership

- A. An affiliate library is defined as a school, college, junior college, university or other library excluding law libraries as provided in K.S.A. 75-2547, whose application for system membership is approved by the System Board and further approved by the State Library Advisory Commission. Agreement for such affiliation shall be subject to the following conditions:
 1. Affiliates will share in services and use of System resource materials including information delivery services of all types, i.e., computer services, telecommunications services, interlibrary services, and reference and referral services, and will reciprocate such services and materials to supplement System resources as determined and approved by the System Executive Committee and the administrative head of the affiliate library.

2. The operational, funding, governance, and service patterns of the affiliate library are not included in the program budgeting for the public libraries of the System nor will the affiliate library be included in the program budgeting for the public libraries of the System.

No transfer of funds from the regional public library system will be made to an affiliate nor will funds be transferred from an affiliate to the regional system of public libraries, except for actual costs of photo-reproduction or other contracted service programs.

3. Each affiliate library shall have one representative on the System Board, and shall have voting power on all matters not related to budgeting of System, regional tax funds, and budgeting of state aid to the System provided under K.S.A. 75-2555 as passed in 1974.

Affiliates shall be considered a major resource component in planning, experimentation and development of multi-type regional and state networking.