BYLAWS

NORTHEAST KANSAS LIBRARY SYSTEM

ARTICLE I. NAME

The name of this Regional System of Cooperating Libraries is NORTHEAST KANSAS LIBRARY SYSTEM.

ARTICLE II. AUTHORITY AND PURPOSE

A. Authority. This regional system of cooperating libraries is organized

under K.S.A. 75-2547 et. seq. and subsequent amendments thereto.

B. Purpose. To offer, through a system of cooperating libraries, a

central program which will bring the full range of library services to all

citizens of member counties in the Northeast Kansas Library System area.

ARTICLE III. MEMBERSHIP

Entrance and withdrawal from the System shall be as authorized and described within K.S.A. 75-2547 et. seq. and K.A.R. Article 1. 54-1-1 et. seq. and subsequent amendments or additions thereto.

ARTICLE IV. SYSTEM BOARD

The System Board shall have the authority and power as set forth in K.S.A. 75-

2547 et. seq. and shall adopt such policies, programs and regulations as are necessary to the operation of the library system.

The System Board shall consist of one representative selected by the board or governing body of each library member; one representative from each county in which system taxes are levied, appointed by each taxing county’s commission to represent territory being taxed directly to support the System; and the members of the System Executive Board.

Representatives to the Board shall be selected by each local board or governing body for yearly terms. A representative to the System Board need not be a member of the local public library board or governing body he or she is representing.

Executive Board officers shall serve as System Board officers.

ARTICLE V. EXECUTIVE BOARD

The Executive Board shall be comprised of one member representing each system member county, and up to four at-large members. County representatives may be nominated by any member library within the county, or may be the County Appointee in counties levying a system tax. County Appointees and any person affiliated with a member library may be nominated as at-large representatives. The Executive Board will include at least one County Appointee and representatives of all types of libraries. The term of office on the executive Board shall be three years with no members serving more than two consecutive three-year terms.

Executive Board members shall serve as members of the System Board.

Election to the Executive Board shall take place at the System Board Meeting. Elections shall be for the purpose of filling positions as terms expire.

The Nominating Committee shall solicit nominations for and select candidates for Executive Board approval to fill vacancies on the Board as they occur. Officers of the Executive Board shall be elected by the Executive Board, prior to the System Board Meeting. The Executive Board President shall at that time appoint members to the standing committees.

Elected officers shall consist of President, Vice-President, Secretary, and Treasurer, who shall then serve as officers of the System Board.

It shall be the duty of the President to preside over meetings of the Executive Board, to appoint standing committees, and to serve as a member of the budget committee.

It shall be the duty of the Vice-President to preside over meetings in the absence of the President. If the President resigns from the Executive Board, the Vice-President shall assume that office, and a new Vice-President shall be elected by the Executive Board.

It shall be the duty of the Secretary to ensure that minutes of System Board and Executive Board meetings are recorded.

It shall be the duty of the Treasurer to ensure that accurate financial reports are provided, and to approve warrants for payment of System expenditures*.*

The System Director (Librarian) shall be the administrative officer for the System with responsibility for operation of services from the System Center and development of the total System program as approved by the System Board. The System Director shall employ for the System such employees as are provided for by the budget. The System Director shall report to the Executive Board on the operation of the System, and report annually to the System Board.

ARTICLE VI. COMMITTEES

A Nominating Committee, consisting of not less than four members, shall select a slate of candidates for office as needed and also assist in county nominating procedures when an Executive Board replacement is needed. The System Secretary shall chair the Nominating Committee.

A Budget Committee, consisting of the President, Treasurer, and at least two other Executive Board members, shall be empowered to review annually the proposed budget, annual expenditures, and any revisions necessary during each year. The System President shall chair the Budget Committee.

A Policy Committee, consisting of not less than four members, shall review bylaws and System Policies as needed.

A Personnel Committee, consisting of not less than four members, shall conduct an annual evaluation of the system director and review personnel policies as needed. The System Vice-President shall chair the Personnel Committee.

ARTICLE VII. MEETINGS

A. System Board. The System Board shall meet at least annually. The purpose of the meeting shall be to evaluate the System’s operation, determine projected programs, approve the budget and any bylaw revisions that may be proposed, and elect representatives to the Executive Board. Special meetings may be called by the President if the need arises.

Notification of meetings of the Board shall be sent to all members at least fourteen days prior to the meeting and shall include the time and place of the meeting. A quorum shall consist of at least 20 legally appointed members of the Board.

B. Executive Board. The Executive Board shall meet regularly, at least six times per year, at dates to be agreed upon by Executive Board, and shall approve payment of bills and carry on such business as authorized by the System Board.

A simple majority shall constitute a quorum of the Executive Board.

Executive Board Members who are unable to attend a meeting should inform the System office in advance. Members who miss three consecutive meetings without a valid excuse may be asked to resign from the Executive Board.

ARTICLE VIII. VOTING

A, System Board. Every representative who is a member of the System Board or his proxy shall have one vote in the government of the System at System Board Meetings.

B. Executive Board. Each Executive Board member shall have one vote in motions presented for action at the meetings of the Executive Board.

ARTICLE IX. PROPERTY

Title to property of the System shall be in the name of the System as provided in these bylaws.

ARTICLE X. REIMBURSEMENTS

Executive Board members and System Staff members attending library functions as designated representatives of the System may be reimbursed for expenses.

ARTICLE XI. AMENDMENTS TO BYLAWS

Amendments to the bylaws become effective upon a vote of two-thirds of those present at a System Board Meeting. Proposed amendments to the bylaws shall be sent to Board members at least fourteen days prior to the System Board Meeting.

ARTICLE XII. PARLIAMENTARY PROCEDURE

All business shall be conducted according to the current Revised Edition Robert’s Rules of Order where these are not in conflict with these bylaws.