

**Wisconsin Valley Library Service  
Library Advisory Committee  
By-Laws**

**Article I Name**

The name of this organization shall be the Wisconsin Valley Library Service – Library Advisory Committee (LAC).

**Article II Purpose**

To advise the WVLS staff and Board of Trustees on matters relating to promotion and implementation of programs of cooperation and communication among all libraries and other entities in the counties which have membership in the Wisconsin Valley Library Service, a federated library system, in order to:

1. encourage the most effective use of the resources & services of the area
2. foster the improvement of existing library service activities & communication procedures
3. provide a basis for discovering new areas of cooperation
4. initiate new services and joint programs as needed and/or desired

**Article III Membership**

A. Every library, librarian or information source in the Wisconsin Valley Library Service area is automatically considered a member of this system with full right to provide input to the concerns of intertype activities within the entire system area through appropriate channels. Those channels consist of the following:

1. every county belonging to the Wisconsin Valley Library Service has at least one representative on the system board of Trustees
2. in so far as possible, every county and every type of library in the system will be represented in the membership of the LAC.

B. While it shall be the option of any librarian, library or information source to decide whether or not and to what extent they shall participate in the work of the LAC it is to the advantage of all libraries to participate as actively as possible in the activities of the LAC by attending LAC meetings, and executive and full board meetings of WVLS trustees.

C. Membership on the LAC does not imply an obligation to participate in specific programs or activities which the WVLS sponsors, and no participating library will forfeit its autonomy.

**Article IV Organization of the LAC**

In order to deal with intertype concerns on a system level, a group of fifteen (15) librarians (67% public, 33% nonpublic) will be selected either by appointment or rotation to meet regularly and develop policy recommendations which will be submitted to the system Board of Trustees for approval.

A. The LAC shall consist, in so far as possible, of appointed and elected representatives of all types of libraries from the entire system area. Types of libraries and the maximum number of representatives on the LAC shall be as follows:

1. Large public libraries – 4 members (permanent appointments – Antigo Public Library, T.B. Scott Free Library in Merrill, Rhinelander District Library, and Marathon County Public Library in Wausau)
  2. Small public libraries – 6 members (rotating appointments)
  3. School library/media centers and special libraries – 4 members (rotated)
  4. Academic and technical libraries – 1 member (rotated)
- B. Officers shall be President and Vice-President and Vice-President (president-elect). Duties of the officers shall be:
1. President
    - a. shall with input from WVLS staff and the LAC members formulate the agenda and preside at all meetings of the LAC
    - b. shall appoint all subcommittees
    - c. shall be ex-officio member of all subcommittees except the nominating committee
    - d. the President or his/her appointee shall act as LAC representative to the WVLS Board of Trustees and shall attend and officially report to them at all full Board meetings
    - e. shall verify the LAC meeting minutes as recorded by WVLS staff
  2. Vice-President
    - a. shall assist the President and conduct meetings and verify the minutes in the absence of the President. In case of vacancy in the office of the President, the Vice-President shall assume the duties of the office until the next election.
    - b. shall act as parliamentarian at all LAC meetings.
- C. The President and Vice-President shall be elected for a term of one year during the first meeting of each calendar year.
- D. A slate of officers will be presented by a nominating subcommittee, which shall be appointed by the President. Additional nominations will be accepted from the floor.
- E. Vacancies in office shall be filled by special election at the earliest convenience of the LAC.

#### **Article V Voting Procedures**

Each representative shall have one vote.

#### **Article VI Selection of LAC members**

- A. All LAC members, with the exception of the four permanent public library members, shall be elected or appointed for a term of two years on alternate years with the term defined as calendar year (Jan-Dec.)
- B. Public library members, with the exception of the four permanent members, shall be appointed by the WVLS Board of Trustees
- C. The school and special library representatives on the LAC shall act as the nominating committee for school library media center and special library representatives with the Chair to be appointed by the LAC President. The school and special library representatives nominating committee will recruit school and special library candidates willing to serve on the LAC and report back to the Library Advisory Committee as a whole.

- D. Academic and technical school representation will rotate among the two area technical schools and one area two year UW College starting with Northcentral Technical College in 1995-1996, followed by Nicolet College and then UW-Marathon County. If at the time of their term, a school chooses not to be represented, the next school on the list will be called upon and the same order of rotation will prevail.
- E. If an LAC representative is elected to an office, that individual's term on the LAC will be extended for the length of the term of office.

#### **Article VII Meetings**

- A. The President will call two to three regular meetings of the LAC annually.
- B. Travel expenses for the following will be reimbursed within the limits of the WVLS authorized LAC budget:
  - 1. LAC members attending regular meetings
  - 2. Appointed subcommittee members attending special meetings
  - 3. President or his/her appointee, attending WVLS full board meetings
- C. 51% of the members of the LAC shall constitute a quorum for the transaction of business.
- D. A special meeting of the LAC shall be called by the President at the written request of five (5) LAC members stating the purpose of the meeting.

#### **Article VIII Subcommittees**

Subcommittees to perform duties authorized by the organization or to study and report on special concerns shall be appointed by the President. Subcommittee appointments are not restricted to members of the LAC.

#### **Article IX Amendments**

These by-laws may be amended at any regularly scheduled meeting of the LAC by two thirds vote of those present, providing that the notice of such meeting contain a summary of the proposed amendments(s).

#### **Article X Rules of Order**

Robert's Rules of Order (latest revised edition) shall be the final authority (subject to Wisconsin state open meeting laws) on parliamentary procedure at all meetings of the LAC.

Last amendments passed August 23, 2012.