

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 and 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

To address intertype concerns on a system level, a group of fifteen (15) librarians (67% public, 33% nonpublic) will be selected by appointment 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
 3. School library media centers, special libraries – 4 members
 4. Academic and technical libraries – 1 member
- 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 their 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 when necessary
 - 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, except for 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, January-December).

B. 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-Stevens Point at Wausau. 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.

C. If a 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 with the dates and times to be set by the Committee at the previous meeting.

B. Electronic Meetings. Members, not present in person, shall have the right to participate by electronic means. The technology used shall allow for roll call and interactive dialogue, and permit members of the general public and the WVLS membership to participate. A physical location where the public can convene to listen to the electronic meeting, and provide comment where appropriate, will be identified and provided for all electronic meetings.

C. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting; describe how to participate electronically, including type of equipment or software required for participation and contingencies for technical difficulties or malfunctions; and indicate all subject matters intended for consideration at the meeting.

D. Minutes. Minutes of all meetings shall, at a minimum, indicate LAC members physically present and those present via electronic means, all items of business, and motions (except those that were withdrawn), and the result of all votes taken. Current meeting minutes shall be posted on the WVLS website.

E. Meeting Format. A quorum of the LAC must be present, either in person or electronically, to conduct business at a LAC meeting.

F. Quorum. A quorum for the transaction of business at any meeting shall consist of fifty-one percent (51%) or eight (8) members of the LAC attending the meeting.

G. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes sections 19.81 to 19.98).

H. Parliamentary Authority. The rules contained in *Roberts' Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these by-laws and any statutes applicable to this Board.

I. 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 their appointee, attending WVLS full board meetings

J. 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).

Amendments passed April 8, 2021.