

LINCOLN TRAIL LIBRARIES SYSTEM BYLAWS

ADOPTED MAY 17, 1971
(REVISED APRIL, MAY 1972)
(REVISED JANUARY 1985)
(REVISED MARCH 1991)
(REVISED MAY 1995)
(REVISED SEPTEMBER 1995)
(REVISED MAY 2008)

ARTICLE I Name

The name of this organization shall be Lincoln Trail Libraries System, hereafter referred to as the System.

ARTICLE II Authority

The System derives its authority for operation as a cooperative multitype library system from The Illinois Library System Act (Illinois Revised Statutes c. 81Q 111et seq. [1983]) and operates in accordance with the most current Illinois Library System Act administrative rules.

ARTICLE III Vision and Mission

The System is a cooperative multitype library system serving academic, public, school, and special libraries in the East Central Illinois counties of Champaign, Clark, Coles, Douglas, Edgar, Ford, Iroquois, Piatt, and Vermilion. The System envisions a future where collaboration between libraries and organizations results in easy access to information anytime, anywhere (Vision). The System connects the people of East Central Illinois to information through cooperation (Mission).

ARTICLE IV Membership

Section 1. All academic, public, school, and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to apply for membership.

Section 2. There are two levels of membership: Full and Developmental. Full membership status is granted to libraries meeting Illinois Library System Act criteria for developmental membership as well as additional criteria outlined in the LTLS Membership Policy. Developmental membership status is granted on an annual basis, renewable for up to three years, in accordance with the LTLS Membership Policy and Library System Act administrative rules.

Section 3. Libraries applying for Full or Developmental membership in the System are subject to the following minimum eligibility requirements, as defined in the Illinois Library System Act administrative rules, as well as additional requirements adopted by the Board of Directors and found in the Membership Policy:

Libraries must, in accordance with eligibility criteria established by the Illinois State Library, serve the basic information and library needs of their constituents through a bibliographically organized collection of library materials, and must have at least one employee who works at least fifteen hours per week as a librarian. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library.

Section 4. Applications for Full or Developmental membership in the System shall be in writing and in accordance with LTLS Membership Policy requirements.

Section 5. After membership review, if it is determined that an applying library does not meet Full or Developmental eligibility requirements, the library agency governing authority may appeal in writing to the Executive Director and Board of Directors within thirty (30) days for reconsideration of eligibility.

Section 6. A library's Full membership status can be changed to Developmental status in accordance with the LTLS Membership Policy and Illinois Library System Act administrative rules.

Section 7. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the following year (the end of the System's fiscal year) and upon fulfillment of all outstanding obligations to the System.

ARTICLE V Board of Directors

Section 1. The System shall be governed by a Board of Directors of thirteen members.

Section 2. Membership on the Board of Directors shall be apportioned in the following manner:

a. Public Library Trustee Directors

1. At least 7 members of the Board shall be members of boards of Full membership public libraries in the System.
2. The Trustee Director positions should reflect diverse geographic and population representation. Directors shall be representative of each of the following geographic locations and population groupings:
 - Champaign County Libraries
 - Vermilion County Libraries
 - Iroquois, Ford, and Piatt County Libraries
 - Douglas, Coles, Edgar, and Clark County Libraries
 - Libraries over 15,000 population
 - Libraries between 3,000 and up to 15,000 population
 - Libraries under 3,000 population

3. If no persons representing any of the above categories are willing to serve, Public Library Trustee Directors from other geographic or population groups may be elected at-large.
- b. Library Interest Directors
 1. Six Directors, one each representing academic and public library interests and two each representing school and special library interests, shall be elected at large by the System Full member libraries. Each Library Interest Director must be a member of the governing Board of a Full member library or an executive-level employee of the full member library or agency.

Section 3. Election

- a. Directors shall be elected for staggered 3 year terms.
- b. Directors shall be elected by ballot to the official Full member library representatives as defined in the System Standing Rules, from a slate presented by the Board Nominating Committee. All member libraries are eligible to cast one vote. Additional names may also appear on the ballot if representatives of at least ten libraries sign petitions on behalf of a qualified candidate.

Section 4. Terms of Office

- a. System Board of Directors terms are effective from October 1 of the year and continue through September 30 of the third following year.
- b. No more than one Director at a time from any Full member library may serve on the Board.
- c. No Director shall be permitted to serve on the System Board for more than six years unless two years have elapsed since Director's sixth year of service.

Section 5. If a director resigns or for other reasons cannot complete a term, a replacement will be selected in the following manner:

- a. Vacant Library Director positions will be filled by Board Executive Committee appointment if less than one year remains in the three-year term. If more than one year remains in the unexpired term, the Board Executive Committee will appoint a Director to serve until the next election, at which time a Director will be elected by ballot to serve the remainder of the unexpired term.

Section 6. The members of the Board of Directors shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7. No member of the System Board of Directors shall receive compensation or profit directly or indirectly from any business conducted with the System in accordance with the established System Policies.

Section 8. All records and accounts of the System shall be kept in the System office and in the custody of the Executive Director in the System office or in a Board-approved remote storage location. All such records and accounts shall be open to the inspection and use of all members of the Board of Directors at all reasonable times.

Section 9. The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act.

ARTICLE VI Officers

Section 1. The officers of the Board of Directors shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The election of officers shall be held at the September meeting. The officers shall be elected in the following manner:

- a. The Board Nominating Committee shall present its slate of candidates to the Board.
- b. Additional nominations may be made from the floor by any director.
- c. In no case will any person be nominated without the consent of such person.
- d. The directors shall then vote for candidates for the offices of President, Vice-President, Secretary, and Treasurer.

Section 3. In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President, and the Board shall elect one of its members to the office of Vice-President for the remainder of the term. In the event other offices become vacant the Board shall elect one of its members for the remainder of the term.

Section 4. The officers shall be elected for one year, and no officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

Section 5. Unless otherwise specified, the duties of the officers shall comply with those provided in Robert's Rules of Order, latest edition, and as prescribed by the Illinois Library System Act.

ARTICLE VII Meetings

Section 1. At the beginning of each fiscal year, the Board shall determine a regular monthly meeting date and time and give appropriate notice to the membership and the public. A minimum of ten meetings shall be held each year.

Section 2. Special meetings may be called by the President or upon the request of three members of the Board of Directors. Notice will be given of the purpose of such meetings and no other business shall be conducted at such meetings.

Section 3. A majority of the Directors shall constitute a quorum for the conduct of business of the Board.

Section 4. Non-attendance of a member of the Board of Directors for three (3) consecutive regular meetings without an acceptable reason shall be regarded as a resignation of that Director.

Section 5. All meetings shall be conducted in compliance with the Illinois Open Meetings Act.

ARTICLE VIII Committees

Section 1. The President, Vice-President, Secretary, and Treasurer shall constitute the Executive Committee to consider business between regularly scheduled meetings and shall be prepared to bring the findings and recommendations to the Board of Directors.

Section 2. A Nominating Committee to nominate members of the Board according to Article V, Section 2. shall be appointed by the President to be ratified by the Board of Directors.

Section 3. The business of all committees shall be concerned with the formulation of policy for the System. The implementation of policy shall be the responsibility of the Executive Director of the System.

ARTICLE IX Administration

There shall be an Executive Director of the System who shall be responsible for the administration of the System. The Executive Director shall be considered the chief executive officer of the System to implement the established System Policies.

ARTICLE X Parliamentary Authority

The rules contained in Robert's Rules of Order, latest edition, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A Parliamentary Advisor may be appointed by the President.

ARTICLE XI Amendments

These bylaws may be amended by a vote of two-thirds (2/3) of the entire Board members at a regular meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with notice to all member libraries.