

## **Library District Bylaws**

### **ARTICLE I. NAME**

This organization shall be known as the Library District Advisory Committee (LDAC).

### **ARTICLE II. PURPOSE**

As the recognized advisory board to the Clackamas County Library District Board the LDAC adopts the following purposes consistent with the policies and procedures of Clackamas County and/or the District for Advisory Committees: (IGA Section 1.2)

Section 1. To consider the evaluation reports of district libraries. (Section 2.3)

Section 2. To consider any proposed changes to the Intergovernmental Agreement (IGA) establishing the District between the County and member Cities. (Section 3.3)

Section 3. To consider any impact of the annexation or withdrawal of territory from the District. (Section 3.4 and 3.5)

Section 4. After consideration of changes to the District, to review service area maps and the distribution formula and to recommend any amendments to the IGA adjusting to such changes.

Section 5. To determine whether a newly-incorporated city qualifies as a service provider and to what extent the formula should be adjusted to allow for a distribution to such new service provider.

### **ARTICLE III. MEMBERSHIP**

Section 1. The voting membership of LDAC shall consist of one representative or alternate nominated by the Library Service Provider and appointed by the District Board. The term of office shall be determined by the Provider.

Section 2. Non-voting participants may include the Network Manager and the chair of the Director's Group (DG) who act as liaisons. Non-voting participants may not hold office and may be excluded from executive session of the LDAC.

Section 3. Three consecutive unexcused absences by a Library Service Provider representative from regularly scheduled LDAC meetings will result in a request to that jurisdiction to appoint a new representative and alternate.

### **ARTICLE IV. OFFICERS**

Section 1. The elected officers of LDAC shall be a Chair and Vice Chair who shall be voting members of LDAC. Secretarial support shall be provided by the Network Manager's staff.

Section 2. The Chair shall establish the agenda with the assistance of the Network Manager and shall preside over meetings, select committee members and be responsible for all other business of the organization. The Vice Chair shall preside in the absence of the Chair.

Section 3. The officers shall hold office for a term of one year or until their successors are elected with the term commencing immediately after their election at the annual meeting.

Section 4. An officer may be removed for any reason by a two-thirds (2/3) vote of the LDAC representatives.

Section 5. In the event of a vacancy in the office of Chair the Vice Chair shall assume this office. A vacancy in the officer of Vice Chair shall be filled by LDAC election.

#### **ARTICLE V. ELECTION OF OFFICERS**

Section 1. The election of officers shall be held as the first order of business following the reading of the minutes at the annual meeting.

Section 2. The officer of Chair may rotate among the representatives from the Library Service Providers.

#### **ARTICLE VI. MEETINGS**

Section 1. The LDAC shall meet at least annually (1.2).

Section 2. The LDAC membership may establish a meeting schedule to meet its needs.

Section 3. The District Board shall be invited to attend at least one meeting annually.

Section 4. Special meetings or executive sessions may be called by the Chair as needed or may be called upon written request of three (3) voting members; the purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten (10) days notice shall be given. All meetings shall be conducted in conformance with the State of Oregon's Public Meeting Laws. (ORS 192.610-690)

Section 5. A quorum shall consist of a majority of the voting members.

#### **ARTICLE VII. COMMITTEES**

Section 1. The Chair shall select members for all committees standing and special as deemed necessary.

Section 2. The Chair shall be an ex-officio member of all committees.

#### **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LDAC in all matters in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the LDAC may adopt.

**ARTICLE IX. AMENDMENT**

These bylaws may be amended at any regular meeting of LDAC by a two-thirds (2/3) vote of those present and voting, provided notice of such amendment has been given in writing to all members at least ten (10) days prior to the meeting.

**ARTICLE X. DISSOLUTION**

Dissolution of LDAC shall be governed by the IGA between Clackamas County and Library Cities.