

MHLS Directors Association Bylaws

ARTICLE I: NAME:

The name of this organization shall be the DIRECTORS ASSOCIATION OF THE MID-HUDSON LIBRARY SYSTEM.

ARTICLE II: PURPOSE:

The purpose shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the Mid-Hudson Library System; and forward recommendations to the Mid-Hudson Library System Board of Trustees on issues pertaining to the management of services provided by the Mid-Hudson Library System including, but not limited to, collective agreements and cost sharing for services.

The Directors Association has the ultimate responsibility for establishment, review, and modification of the policies and procedures for system automation.

ARTICLE III: MEMBERSHIP:

The association shall consist of the designated **director/manager** of each member library as defined by **NYCRR TITLE 8 – EDUCATION §90.8**. Administrators and consultants of the Mid-Hudson Library System and member libraries are welcome to attend as non-voting members.

ARTICLE IV: ~~STEERING~~ SYSTEM SERVICES ADVISORY COMMITTEE:

Sec. 1 Objectives

The ~~Steering~~ System Services Advisory Committee (SSAC) shall be responsible for planning programs and for conducting the affairs of the Association between meetings of the membership and chairing and recording the business proceedings of regular and special meetings.

Sec. 2 Number and Representation

A ~~five (5)~~ **ten (10)** member ~~Steering Committee~~ SSAC will be composed of ~~one~~ **two** members from each county, ~~if possible, and no more than two (2) from any one county.~~

SSAC membership is chosen by each county's directors association.

SSAC membership terms are 4 years. To ensure leadership is present, terms are staggered so the entire SSAC will not roll over at one time.

Sec. 3 ~~SSAC~~ Executive Committee

A five (5) member Executive Committee will be composed of one SSAC member from each county.

Sec. 3 ——— *Nomination and Election*

Members of the Steering Committee shall be nominated at the October meeting. If more than one candidate is nominated for any one position at the September meeting, election shall be by ballot distributed by MHLS delivery to all MHLS member libraries, and returned by same to the nominating Committee chairperson, prior to the November meeting. If only one candidate is nominated for any one position at the October meeting, election shall be held by vote of those members present at the November meeting.

Sec. 4 ——— *Terms of Office*

Members of the Steering Committee shall be elected for a two (2) year term. Representatives from Columbia, Dutchess, and Greene Counties shall be elected during even numbered years and begin serving their term in an odd numbered year. Representatives from Putnam and Ulster Counties shall be elected during odd numbered years and begin serving their term in an even numbered year. Any member of the Association may serve an unlimited number of terms, no more than two of which may be consecutive.

Sec. 4 *Liaison Members to MHLS Board of Trustees*

The SSAC will provide a Liaison at each MHLS Board of Trustees Meeting. One member of the Directors Association shall be liaison to the Board of Trustees of the Mid-Hudson Library System. This person shall be: The Liaison is responsible for preparing a written report to the MHLS Board of Trustees and submitting it in advance of regularly scheduled DA meetings. The Liaison is also responsible for preparing a written report to the DA after regularly scheduled MHLS Board of Trustees meeting.

1. Elected by the membership of the Directors Association at its annual election for a one (1) year term with unlimited renewal.
2. An ex-officio member of the Steering Committee SSAC.
3. Responsible for preparing a written report to the Mid-Hudson Library System Board of Trustees and submitting it to the chair of the Steering Committee in advance of the regularly scheduled meetings of the board.

Article V: SSAC EXECUTIVE COMMITTEE OFFICERS:Sec. 1 *The Officers and their Duties shall be as follows:*

- a. The Chair shall preside at all meetings of the Directors Association. The Chair will have the agenda sent to member libraries no less than 5 days prior to meeting.
- b. The First Vice- Chair shall have all the responsibilities and perform all the duties of the Chair in case of absence or disability of the Chair.
- c. The Second Vice-Chair shall have all the responsibilities and perform all the duties of the Chair in case of absence or disability of the First Vice-Chair, or take minutes in the absence of the secretary
- d. The Secretary shall have charge of the records of the Directors Association and shall record and disseminate the minutes of all meetings of the Directors

Association. The secretary shall have the minutes sent to member libraries no less than 5 days prior to meeting.

Sec. 2 Election:

Annually prior to the Association's first meeting of the calendar year, the members of the ~~Steering Committee~~ **SSAC** shall choose officers.

Sec. 3 Term of Office:

No member shall hold any one office for more than one (1) full term.

~~Sec. 4 Filling of Vacancies:~~

~~In the event of a mid-term vacancy, nomination(s) and election shall take place at the first meeting which follows the formal acceptance of the vacancy.~~

ARTICLE VI: MEETINGS:

Five (5) or more regularly scheduled meetings a year will be held at the discretion of the ~~Steering Committee~~ **SSAC**. A calendar of meeting dates and times will be announced in January.

Chair of the Association **SSAC** in collaboration with another member of the ~~Steering Committee~~ **SSAC** and the Executive Director of the System shall have authority to cancel or postpone meetings. Steering Committee and Executive Director will set new date if necessary. Special Meetings may be called by ~~Steering Committee~~ **SSAC** for issues that due to their nature cannot wait until next scheduled meeting. One week notice must be given to all members prior to Special Meeting.

Sec. 1 Quorum:

Twenty (20) members of the Directors Association must be present at a meeting to be considered a quorum.

Sec. 2 Voting:

1. The individuals as defined in Article III shall comprise the voting membership of the Association. The voting representative is vested with full and complete authority to vote and take any other action deemed appropriate at any Association meeting. This vote shall be cast at Association meetings in person by the authorized representative or designee who is appointed by the Manager/Director and is a staff or board member of the library. There is no proxy voting.
2. Decisions of the Director's Association require a minimum of twenty (20) or a simple majority whichever is greater.
3. Issues that arise at meetings shall be tabled and placed on agenda for a vote at the next Association meeting
4. Roll call of opposition may be requested by any member when unanimous consent was not reached.
5. Any item requiring a vote must be on the published agenda of the meeting that it

will be voted on, no less than 5 days prior to the meeting. This includes, but is not limited to, action items referred to the Director's Association by committee.

ARTICLE VII: COMMITTEES:

Sec. 1 — Nominating Committee:

~~The nominating Committee shall be chosen at the September meeting, one representative from each county that has an upcoming vacancy. Each committee member shall poll her/his own county for nominees to be presented to the Association at the October meeting.~~

Sec. 2 Ad hoc Committees:

From time to time the Directors Association may appoint Ad hoc committees from among its members to research, report, and/or draft statements on issues of relevance.

ARTICLE VIII: GUIDANCE:

The Association shall conduct meetings according to Robert's Rules.

The Association shall endorse The Library Bill of Rights and the most current The Librarian's Code of Ethics as published by the American Library Association.

Procedures pertaining to business meetings shall be reviewed not less than bi-annually.

ARTICLE IX: AMENDMENTS:

Amendments to these Bylaws may be made by a majority vote at any regular meeting provided that the proposed changes shall have been submitted at an earlier regular meeting and that a copy of the proposed change is a part of the call of the meeting.

Adopted: 11/13/1986

Went in effect 1/1987

Amended: 3/10/89, 5/17/89, 5/16/94, 5/11/95, 10/29/02, 4/2/09, 3/5/14