

Bylaws of the Directors Association of the Mid-Hudson Library System

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 Directors 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.

Section 1. Objectives: The Steering System Services Advisory Committee (SSAC) shall be responsible for conducting the affairs of and planning programs for the Directors Association between meetings of the membership and for chairing and recording the business proceedings of regular and special meetings.

Section 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 continuity, terms are staggered so the entire SSAC will not roll over at one time.

~~Section 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.~~

~~Section 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.~~

~~Section 3. MHLS Board of Trustees Liaison Members: One member of the Directors Association shall be liaison to the Board of Trustees of the Mid Hudson Library System. This person shall be:~~

~~Elected by the membership of the Directors Association at its annual election for a one (1) year term with unlimited renewal.~~

~~An ex-officio member of the Steering Committee.~~

~~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.~~

~~There shall be an SSAC representative at each meeting of the MHLS Board of Trustees. The representative will have the responsibility of providing a written report of activities and concerns of the Directors Association to the Board of Trustees and to provide a written report back to the Association of the activities and concerns of the Trustees.~~

Article V: OFFICERS:

~~Section 4. The Officers and their Duties shall be as follows:~~ **The SSAC officers and their duties are as follows:**

Chair: The Chair shall preside at all meetings of the Directors Association. The Chair will have the agenda sent to member libraries at least one week prior to meeting.

First Vice-Chair: 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. **The First Vice-Chair shall also chair the meetings of the SSAC.**

Second Vice-Chair: 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

Secretary: 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 at least one week prior to meeting **of the Association.**

Assistant Secretary: The Assistant Secretary shall have charge of the records of the SSAC and shall record and disseminate the minutes of all meetings of the SSAC. The Assistant Secretary shall have the minutes sent to the members of the SSAC at least one week prior to the meeting of the Committee.

Section 5. Election: Annually prior to the Directors Association's first meeting of the calendar year, the members of the ~~Steering Committee~~ **SSAC** shall choose officers.

Section 6. Term of Office: No member shall hold any one office for more than ~~one (1)~~ **two (2) full term(s), neither being consecutive.**

~~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

Section 1. Frequency: 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.

The Chair of the Association 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. **SSAC** 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.

Section 2. Quorum: Twenty (20) members of the Directors Association must be present at a meeting to be considered a quorum.

Section 3. Voting: The individuals as defined in Article III shall comprise the voting membership of the Directors 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.

Decisions of the Director's Association require a minimum of twenty (20) or a simple majority whichever is greater.

Issues that arise at meetings shall be tabled and placed on agenda for a vote at the next Association meeting

Roll call of opposition may be requested by any member when unanimous consent was not reached.

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: 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.

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