

## By-Laws of the Directors' Advisory Council of the Southern Tier Library System

### Article I–Name

The name of this organization is the Directors' Advisory Council of the Southern Tier Library System.

### Article II–Purpose

The Directors' Advisory Council provides member libraries with an opportunity to participate in the development of Southern Tier Library System services that are reflective of both New York State requirements and of local needs. The Council addresses matters raised by the Southern Tier Library System Director and/or by representatives of the libraries. The Directors' Advisory Council may advise concerning procedures affecting services to libraries, and may make recommendations to the Southern Tier Library System Board of Trustees concerning issues of system policy.

### Article III–Membership

The Directors' Advisory Council consists of 13 member library directors or their designated representatives, from the following groups:

*Libraries chartered to serve:*

15,000 and over population Includes Corning, Penn Yan and CCLD	3 representatives
5,000 – 14,999 population Includes Alfred, Bath, Fillmore, Dundee, Hornell, Watkins Glen, Wellsville	2 representatives
2,000 – 4,999 population Includes Addison, Avoca, Belfast, Canisteo, Cuba, Friendship, Hammondsport, Odessa, Prattsburgh, Scio, Wayland	2 representatives
0 – 1,999 population Includes Almond, Andover, Angelica, Atlanta, Belmont, Bolivar, Branchport, Canaseraga, Cohocton, Howard, Jasper, Little Genesee, Pulteney, Montour Falls, Richburg, Rushford, Savona, Whitesville	3 representatives
At Large Includes all Southern Tier Library System Libraries	2 representatives

*Additional Representatives*

Central Library (CCLD)

1 representative

Southern Tier Library System Liaisons

2 representatives

The Southern Tier Library System Executive Director and the President of the Board of Trustees or their designees shall be considered liaisons to the Directors' Advisory Council.

The liaisons shall:

- be kept informed concerning all Directors' Advisory Council proceedings;
- bring council concerns to the attention of the Southern Tier Library System Board of Trustees;
- bring Southern Tier Library System matters to the attention of the Directors' Advisory Council.

### **Article V-Appointments and Terms of Representatives**

Population groups shall choose their representatives for a term of three years. Terms shall be staggered within population groups.

### **Article VI-Representative Responsibilities**

Representatives are responsible for attending Southern Tier Library System's Directors Advisory Council meetings and gathering input from other Directors in their population groups.

### **Article VII-Officers**

A. The Council will be headed by the Chair. Responsibilities of the Chair will include:

- presiding at all meetings,
- authorizing calls for special meetings,
- appointing committees and or taskforces, all of which are ad hoc including the nominating committee,
- preparing and distributing an agenda at least two weeks prior to a meeting and distributing supporting documents at least one week prior to a meeting to representatives,
- notifying population groups of representative vacancies.

B. The Vice-Chair will serve in the absence of the Chair.

C. The Secretary will:

- record and distribute, within two weeks, the minutes of all meetings,
- be responsible for any written correspondence with the Southern Tier Library System Executive Director or Board of Trustees.

## **Article VIII—Appointments and Election of Officers**

All terms of office will be one year from January 1st to December 31st, not to exceed three consecutive terms. The Chair will fill mid-term officer vacancies by appointment.

The Nominating Committee will present a slate of officers annually at the final scheduled meeting of the year.

## **Article IX—Meetings and Governance**

- Meetings of the Council will be held a minimum of three times a year.
- A quorum for voting will consist of a majority of representatives.
- Council bylaws amendments brought forward for approval must be presented one meeting prior to that at which they are then to be voted on.
- Only the Southern Tier Library System’s Directors Advisory Council may amend the bylaws.
- All meetings are open for all Member Library Directors or their designated representatives to attend.