

BYLAWS

Broad Valleys Federation of Libraries Advisory Board

Article I- Name

The name of this organization is the Broad Valleys Federation of Libraries Advisory Board.

Article II- Purpose

The purpose of the federation advisory board is to:

- A. Collaborate with all types of libraries and establish programs to strengthen member libraries in the Broad Valleys Federation region.
- B. Broad Valleys Federation (BVF) of Libraries Advisory Board adopts a Plan-of- Service to disburse monies to qualifying member libraries received by the Montana State Library Commission coal severance tax money the is specified for federations. The Montana State Library Commission approves the Plan-of-Service through the federation coordinator.
- C. BVF Advisory Board assists in planning services available through the federation, but Montana law stipulates the boards are advisory only.
- D. Provide a link for member libraries to communicate with the Montana State Library.
- E. Advocate for Montana Libraries

Article III- Membership

- A. Members will be a representation of an established school, academic, special, or public library in the Broad Valleys Federation geographic area.
- B. One member from each legal public library board of trustees shall serve on the Advisory Board. Each public library shall exercise one vote by the trustee representative.
- C. Librarians and/or employees of public libraries in the Federation shall be non-voting members. They are encouraged to attend meetings and to participate in discussions.
- D. One representative from participating school, academic, or special libraries shall be non-voting member of the Advisory Board.
- E. Each member library shall attend meetings regularly and participate in an advisory capacity.
- F. Any member may leave the Broad Valleys Federation by notifying the Federation, the Montana State Library, and the Montana State Library Commission. Once a library has taken these steps, their

membership will be withdrawn. There will be a two-year period before said library is able to rejoin and will be determined by Advisory Board vote.

Article IV- Officers

Officers shall consist of a Coordinator, Chairperson, and a Vice-Chairperson elected from the members.

- A. Terms of office for the chairperson and vice-chairperson shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in odd years and shall take office upon the adjournment of the meeting. The chairperson and vice-chairperson must be trustees.
- B. Terms of office for the coordinator shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in even years and at that time will be eligible for re-election. The coordinator shall take office upon the adjournment of the meeting. The nominating committee will encourage rotating the coordinator's position. There are no limits on the number of terms a coordinator may serve and the coordinator may be any member of the federation. The coordinator shall serve as secretary or appoint a designee to take minutes for federation meetings. The coordinator shall submit the Plan-of-Service adopted by the federation and the final report to the Montana State Library.
- C. The officers and the coordinator shall set the agenda and notify member libraries by sending the agenda in advance of meetings. The Montana State Library will send the agenda and other meeting notices to member libraries under the direction of the coordinator.

Article V- Meetings

- A. Meetings shall be held semi-annually in the fall and spring and on the call of the chairperson, vice-chairperson, and/or coordinator as necessary to conduct the business of the board.
- B. Meetings shall be open to all interested persons.
- C. Meetings may occur via a variety of formats including in-person, regular mail, e-mail, telephone, or other acceptable electronic means of communication.
- D. A quorum or one-third of the delegates must be present to transact business at any meeting of the Advisory Board, the majority of which must be public library trustees. (Currently Broad Valleys Federation includes 19 eligible libraries.)
- E. In the event a representative is unable to attend in person, he or she shall appoint a proxy to take his or her place at the Federation meeting. Proxy should be given to public library representatives. An official Federation Form must be used for all proxy votes., written permission for proxy votes must be obtained before the meeting at which the proxy vote will be cast, and Federation Voting Proxy form must be submitted to the Federation Coordinator prior to the meeting.
- F. Absenteeism by a member library, which results in lack of representation and participation in attending at least one (1) Federation meeting per year and following the Plan-of-Service will lead to a decrease in available federation monies to that member library. The Director and a library

representative or proxy of each member library within the federation is expected to attend 50% of the yearly meetings. Non-participation at 50% of Federation meetings by member without extenuating circumstances is grounds for a 50% loss of federation funding for that library for that fiscal year. Extenuating circumstances will be considered and voted on at the Spring Meeting. Resumed attendance will reinstate Federation funding for the follow year. Membership in BVF will not be discontinued but will have a status of “inactive”. Inactive member shall remain eligible for Federation-wide purchases and be able to vote on Federation issues.

Article VI- Committees

- A. Committees shall be appointed by the chairperson as needed to implement the Plan-of-Service and other decisions of the Advisory Board.
- B. Standing Committees are: nominating, continuing education, and bylaws. (These can be made up of library staff.)
- C. The Advisory Board may appoint a representative to serve on the Montana Book Award Committee and/or appoint a representative to attend Montana State Library Commission meetings if the Broad Valleys Coordinator is unable to attend the meetings, which are usually held in Helena.

Article VII- Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order that the Advisory Board may adopt.

Article VIII- Revision of Bylaws

The bylaws will be adopted by a two-thirds vote of those present, will be reviewed every three years, and may be amended at any regular or special meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.