

BYLAWS

Pathfinder Federation Advisory Board

Article I — Name

The name of this organization is the Pathfinder Federation of Libraries Advisory Board, henceforth to be known as Advisory Board.

Article II - Purpose

The purpose of a federation advisory board is to collaborate with all types of libraries to develop goals and establish programs to strengthen member libraries in the Pathfinder Federation region. The Montana State Library Commission receives coal severance tax money specified for federations. The Pathfinder Federation of Libraries Advisory Board adopts a plan-of-service to disburse the monies available for member libraries. The Advisory Board assists in planning services available through the federation, but Montana law stipulates the boards are advisory only. The Montana State Library Commission approves of the plans-of-service through the federation coordinator.

Federations provide a link for member libraries to communicate with the Montana State Library. Federations may advocate for Montana libraries.

Article III — Membership

Members will be a representation of any established school, academic, special or public library in the Pathfinder Federation geographic area.

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.

Librarians and/or employees of public libraries in the Federation shall be non-voting members. They shall attend meetings and participate in discussions.

One representative from participating school, academic or special libraries shall be non-voting members. They are encouraged to attend meetings and to participate in discussions.

The Coordinator of the Pathfinder Federation of Libraries shall be an ex-officio non-voting member of the Advisory Board.

Each member library shall attend meetings regularly and participate in an advisory capacity.

Any member may leave the Pathfinder 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 Once a library has taken these steps, their membership will be withdrawn.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 chairperson and a vice-chairperson elected from the members. 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 Advisory Board shall elect the Pathfinder Coordinator at the spring meeting in even years. The Coordinator shall hold office for two years and at that time will be eligible for re-election. 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 Advisory Board. The coordinator shall serve as secretary or appoint a designee to take minutes for the Advisory Board meetings. The coordinator shall submit the plan-of-service adopted by the Advisory Board and the final report to the Montana State Library. 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

Meetings shall be held semi-annually in fall and spring and on call of the chairperson, vice-chairperson and/or coordinator as necessary to conduct the business of the board.

Meetings shall be open to all interested persons.

A conference call or Zoom meeting may be used in case of emergencies; the emergency will be at the discretion of the chairperson, vice-chairperson, and coordinator.

Hybrid meetings with in-person attendance and an on-line attendance option will be provided when needed.

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 Pathfinder Federation includes 15 public libraries.)

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.

- 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.
- Federation Voting Proxy form must be submitted to the Federation Coordinator prior to the meeting.

Absenteeism by a member library, which results in lack of representation and participation in attending at least one (1) Advisory Board meeting per calendar 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 members 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 following year. Membership in the Federation will not be discontinued but will have a status of "inactive". Inactive members shall remain eligible for Federation-wide purchases and be able to vote on Federation issues.

Article VI — Executive Board

Executive Board consisting of the chairperson, vice-chairperson, and three other members of the advisory board shall be elected at the spring meeting each year and shall take office upon the adjournment of the meeting. This committee shall be responsible for carrying the decisions of the full board in emergencies.

Article VII - Committees

Committees shall be appointed by the chairperson as needed to implement the plan-of-service and other decisions of the Advisory Board. Standing committees are: nominating, continuing education, exec board, and bylaws. (These can be made up of trustees or library staff, with the exception of the Executive Board.) 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 Pathfinder Coordinator is unable to attend the meetings, which are usually held in Helena.

Article VIII — 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 IX — Revision of Bylaws

The bylaws will be adopted by a two-thirds vote of those present, will be reviewed every two years and may be amended at any regular 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.

Revised October 2019

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