**Golden Plains Library Federation Advisory Board**

(Revised and adopted by GPLF on 9/28/23)

**Article I – Name**

The official name of this organization is the Golden Plains Library Federation Advisory Board herein referred to as Advisory Board.

**Article II – Purpose**

The purpose of the Advisory Board is to:

1. Collaborate with all types of libraries and establish programs to strengthen member libraries in the Golden Plains Library Federation region. The Golden Plains Library Federation serves the following counties in Northeast Montana: Daniels, Phillips, Roosevelt, Sheridan, and Valley.
2. Work together to provide a broader range of resources and services than each individual library alone can offer. Each local library board retains control over local aspects of its library’s services as set forth in [MCA 22-1-402](http://leg.mt.gov/bills/mca/title_0220/chapter_0010/part_0040/section_0020/0220-0010-0040-0020.html), et. seq.
3. Develop the goals of the Advisory Board which are specified in an annual Plan of Service that is submitted to the Montana State Library for approval prior to implementation.
4. Adopt a plan-of-service to disperse funds to qualifying members received from the coal severance tax funds. Montana Library Federation Advisory Boards receive funding through the Coal Severance Tax monies received by the state.
5. Provide a link for member libraries to communicate with the Montana State Library.
6. Advocate for Montana Libraries

**Article III – Membership**

1. One member from each public library board of trustees shall serve on the Advisory Board. Appointed public library trustee representatives will have one vote each.
2. One member from the area academic library (Fort Peck Community College) and up to two members representing all participating school libraries in the Advisory Board’s service area may serve on the Advisory Board and will have one vote each
3. Library Directors of public libraries in the Advisory Board’s service area shall be non-voting members.
4. The Coordinator of the Advisory Board shall be an ex-officio non-voting member of the Advisory Board.
5. Each member of the Advisory Board shall attend meetings regularly and report to their respective library governing entities on the decisions and activities of the Advisory Board.

**Article IV – Officers**

1. Officers shall consist of a chairperson and a secretary. The chairperson will be a voting member of the Advisory Board and will appoint the secretary. These officers will serve one-year terms and be rotated annually taking office in July of each year.
2. The Advisory Board Coordinator shall be a library director of a Golden Plains Library Federation library and be elected by a majority of voting members. The Coordinator shall hold office for five years and may be re-elected for additional terms. Election of the Coordinator will occur at scheduled meetings when needed.
3. The Coordinator is responsible for leading the Advisory Board and acting as a liaison between the Montana State Library and the federation.
4. The Coordinator sets the agenda for Advisory Board meetings and notifies members by sending the agenda at least two weeks in advance of meetings.
5. The Coordinator submits the plan-of -service adopted by the Advisory Board and the Federation’s final report to the MSL. The Coordinator submits an annual report for the Advisory Board based on the individual reports submitted by libraries in the federation.
6. Each Federation Advisory Board has a MSL consultant assigned to assist the Advisory Board and work with coordinators to organize these various activities.

**Article V – Meetings**

1. Two meetings will be held annually, one in the fall and one in the spring. Regular meetings will be held at the Roosevelt County Library. Additional meetings and/or alternate meeting locations may be arranged by the Coordinator when necessary.
2. Advisory Board members are expected to attend these meetings since they provide an opportunity for communication, continuing education and planning.
3. Participation in meeting may be by electronic means when necessary.
4. In the event an Advisory Board member is unable to attend a meeting the Advisory Board member may appoint a proxy to take the regular members place at the meeting. Proxy voting members must be identified via written communication (including email or text) with the Coordinator prior to the meeting.
5. Roberts Rules of Order shall govern the conduct of Advisory Board meetings.
6. A quorum for conducting official business will be a majority of all voting members.

**Article VI – Committees**

1. Committees shall be appointed by the chairperson as needed to implement the plan-of-service and address other needs identified by the Advisory Board.

**Article VII – Revision of Bylaws**

1. Adoption and revision of these bylaws will require approval of 50% or more of the eligible Advisory Board voting members, not limited to those present at any particular meeting. A draft of the proposed revisions or amendments must be provided to all Advisory Board members at least 14 days prior to the meeting.
2. These bylaws will be reviewed and evaluated at least every 5 years.