

Bylaws

Dakota County Library Advisory Committee

WHEREAS, in August 2014 the Dakota County Board established a Library Advisory Committee; and

WHEREAS, the Dakota County Board appoints members to the Library Advisory Committee; and

WHEREAS, the Dakota County Board requires the Committee return to the County Board with recommended amendments to the Bylaws.

NOW THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the updated Bylaws of the Library Advisory Committee.

Article I

AUTHORIZATION AND NAME

The County Board of Commissioners established a Library Advisory Committee in 2014, hereinafter referred to as the "Advisory Committee". The Advisory Committee shall have such powers and duties as are delegated to it by the Dakota County Board of Commissioners.

Article II

PURPOSE

The purposes of the Advisory Committee are:

- review and with a majority vote make decisions on disputed materials;
- advise the Library Director and County Board on ~~responsibilities in the development of the collection and of public programming for~~ the development of library services;
- develop recommended annual work plans for the Advisory Committee to the County Board;
- review and make recommendations on long-range plans for the Library;
- accept gifts ~~of up to \$500.00 for public library purposes; and for public library purposes~~ according to County Board Policy 1570 and Donation Plan.
- to act as advocates for the library and the county.
- ~~advise the Library Director on guidelines governing library operations~~

Article III

RELATIONSHIP TO THE COUNTY BOARD

The Advisory Committee shall apply the policies and procedures adopted by the Dakota County Board of Commissioners through its recommendations and responses to the County Board.

Article IV

MEMBERSHIP

Members of the Advisory Committee shall be appointed by the Dakota County Board of Commissioners using the Open Appointment Process. Members may serve on the Advisory Committee only as long as they meet, with respect to residence and attendance, County Board Policy 1015.

Qualifications: Members will be chosen from citizens who have broad knowledge of libraries, work in the field of libraries or technology or who demonstrate a strong interest in libraries.

Number of Members and Appointment: The Advisory Committee is appointed by the Board of Commissioners and will consist of one citizen member from each of the seven districts and up to two at-large youth members. In accordance with County Board Policy 1015, if a district specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

Terms of Office: Advisory Committee members shall be appointed for two-year terms. Youth members are appointed for one-year terms.

Maximum Number of Terms: Advisory Committee members shall serve no more than three consecutive terms. At-large Youth Advisory Committee members may serve no more than two consecutive terms.

Removal:

1. For Cause. Any member of the Advisory Committee may be removed from office for conduct detrimental to the accomplishment of the Advisory Committee's purpose or if the member engages in conduct contrary to the County Board Statement of Expectations as expressed in County Board Policy 1015. Removal shall be effective upon a majority vote of the Dakota County Board of Commissioners.
2. For repeated absences. Automatic removal of an Advisory Committee member occurs when the member is absent for 3 consecutive meetings or 50% of the meetings, during any consecutive 12-month period.
3. For change of residency. Automatic removal of an Advisory Committee member occurs when the member fails to maintain a principal residence within the County Commissioner district from which the member was appointed.

Resignation: An Advisory Committee member may resign prior to the expiration of his/her term but such resignation must be provided in writing to the Library Director. The resignation will be forwarded to the County Board of Commissioners.

Article V

COMPENSATION

Members will receive per diem of ~~\$35.00~~ based on County Policy 1015 for attendance at regular and special meetings of this committee.

Article VI

OFFICERS AND STAFF COORDINATORS

Officer Positions and Election of Officers: At the annual organizational meeting (the first meeting of the calendar year), the Advisory Committee shall elect a Chair and a Vice-Chair from among its members. Election of officers shall require a majority vote of all members.

Term of Office: The term of office for all officers will be one year or until successors are elected. Officers may not serve more than two consecutive terms. The terms will begin immediately following election to office.

Duties of the Chair: The duties of the chair are to preside at all meetings, ~~forward all pertinent information to the County Board through the Library Director~~ and maintain order.

Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall act as Chair and shall have all the powers of the Chair. In the event of the Chair's permanent absence due to resignation or other causes, the Vice-Chair shall perform the Chair's duties until such time as the Advisory Committee can elect a new Chair.

Temporary Chair: In case of the temporary absence of both Chair and Vice-Chair at any meeting, the Advisory Committee shall elect a temporary Chair for such meeting.

Committee Coordinators: The Library Director will act as Committee Coordinator and forward all pertinent information to the County Board.

Article VII

MEETINGS

- All meetings shall be open to the public.
- The Advisory Committee will adopt a regular meeting schedule of at least three regular meetings a year. ~~The Chair may schedule special meetings as necessary.~~
- A quorum shall consist of ~~four~~ five members.
- A quorum shall be necessary for any formal action.

- Votes shall be taken and recorded on all formal actions.

Article VIII

CONFLICT OF INTEREST

Any Advisory Committee member, who in the discharge of his/her official duties, believes that he/she would be required to take an action or make a decision which would substantially affect his/her personal financial interests or those of a business with which he/she is associated, in the outcome of a matter which comes before the committee shall abstain from participation in the deliberative and decision-making process and voting with respect to the matter giving rise to the conflict.

Article IX

OFFICIAL MINUTES

Dakota County Library staff shall be responsible for the preparation and maintenance of the minutes of the meetings.

The minutes shall be sent to all members and any interested parties. Minutes must be approved by the Advisory Committee before they are considered final. Unapproved minutes will be posted on the website until after the next meeting at which time the approved minutes will be posted.

Article X

AMENDMENT

Any amendments to these Bylaws must be approved by the Dakota County Board of Commissioners.

Article XI

TERMINATION

The Advisory Committee shall cease to exist upon County Board action.

Article XII

EFFECTIVE DATE

These ~~Operating Rules~~ Bylaws shall take effect immediately upon adoption by the County Board.