LLC BYLAWS ARTICLE IV
COOPERATIVE BOARD

Section IV-1.
The Lakeland Library Cooperative Board shall be established pursuant to the Plan of Service.

Section IV-2.
1. If a Lakeland Library Cooperative Board member is absent three (3) times in a twelve-month period without prior notification to the Lakeland Library Cooperative Board, that member’s position may be declared vacated by vote of the Lakeland Library Cooperative Board.
2. If an A or B or C Group representative to the Lakeland Library Cooperative Board resigns during their term a Special Advisory Council meeting will be scheduled to appoint a Nominating Committee for Board Representation and a second Special Advisory Council meeting shall be called within one month to elect a replacement for the remainder of the term.
3. If the seat is assigned to library Group D or E, the Lakeland Library Cooperative Board may ask the Board of that library to appoint a new Lakeland Library Cooperative Board member.

Section IV-3.
The Lakeland Library Cooperative Board will elect, at its annual meeting, the following officers:
   a) President - The President shall preside at all meetings of the Lakeland Library Cooperative Library Board and shall be an ex-officio non-voting member of all Board committees except the Board Nominating Committee in which the Board President will not serve and the Personnel Committee that shall be chaired by the Board President. The President shall appoint the members of the Finance and Personnel Committees, the chair of the PPS Committee and ad hoc committee members. The President shall authorize calls for any special meetings, cancel scheduled meetings and generally perform the duties of a presiding officer.
   b) Vice-President - The Vice President shall assume the duties of the President in case of absence or disability.
   c) Secretary - The Secretary shall assume the duties of the Vice-President in case of absence or disability.
   d) Treasurer – The Treasurer shall chair the Finance Committee, shall review the financial statements on a regular basis and shall provide reports to the Lakeland Library Cooperative Board.

The officers shall be elected from the members of the Lakeland Library Cooperative Board at the beginning of the annual meeting. The previous fiscal year’s President of the Lakeland Library Cooperative Board will conduct the election. The new officers will immediately take office upon election and shall serve for one year. No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same
individual can serve in the same office again following their last term whether it be one or two years.

The Cooperative Director, or his/her designee, shall keep the Minutes of all meetings of the Lakeland Library Cooperative Board; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct all correspondence of the Board, unless otherwise provided; and distribute minutes of each meeting to the full Lakeland Library Cooperative membership.

Section IV-4.
Regular meetings of the Lakeland Library Cooperative Board will generally be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant. A tentative schedule of meeting dates and locations for the coming year will be presented at the meeting preceding the Lakeland Library Cooperative Board annual meeting. The annual meeting for the Lakeland Library Cooperative Board is October.

Section IV-5.
Special meetings may be called by the President or upon request of a majority of the members of the Lakeland Library Cooperative Board. The purpose of the meeting shall be stated in the call.

Section IV-6.
A simple majority of the Lakeland Library Cooperative Board constitutes a quorum for the transaction of business.

Section IV-7.
ROBERT’S RULES OF ORDER, REVISED shall be the parliamentary authority on all matters not covered by these BYLAWS.

Section IV-8.
The order of business may be, but is not necessarily limited to, the following:

- Call to Order and Roll Call
- Approval of Agenda
- Public Comment
- Approval of Minutes
- Correspondence
- Financial Report
- Cooperative Report
- Committee Reports
- Unfinished Business
- New Business
- Public Comment
- Board Member Comments
- Next Meeting
- Adjournment
Section IV-9.
The Lakeland Library Cooperative Board will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all libraries may attend all meetings and may be given a voice by recognition from the President.

LLC BYLAWS ARTICLE VII
AMENDMENT OF BY LAWS

Section VII-1.
Proposed amendments to the BYLAWS must first be submitted to the Advisory Council for discussion and review. Such proposed amendments shall be distributed to all member libraries at least 30 days prior to the Advisory Council review. Amending of the BYLAWS may occur at any regular meeting of the Lakeland Library Cooperative Board by a two-thirds (six) majority of the Lakeland Library Cooperative Board after the proposed amendments have been reviewed by the Advisory Council.