Bylaws of the

Washington State Community and Technical College Library Leadership Council (LLC)

# Preamble

The Washington State Community and Technical Colleges Library Leadership Council (LLC) is established to develop better library/media services within the community and technical colleges of the State. The Library Leadership Council, under the broad direction of the Washington State Board for Community and Technical Colleges (SBCTC), advises the Instruction Commission (IC) on matters concerning library and media services in community and technical colleges.

# Article I: Purposes

## Section 1. Purpose

The purpose of the Library Leadership Council shall be to facilitate an ongoing dialogue between the library/media sector of the Washington State community and technical college system and the Instruction Commission; to implement initiatives endorsed by the Instruction Commission that pertain to library/media issues; and to communicate matters of significant library/media interest or concern to the Instruction Commission.

## Section 2. Objectives

The objectives of the LLC shall be:

1. To provide leadership in the continuous improvement of effective and properly administered library/media services in the community and technical colleges in the State of Washington.
2. To propose goals, develop and implement programs and procedures that are established by a consensus of the membership, assigned by the IC, or occur as a result of legislative action.
3. To serve as an effective statewide communication medium for information related to library/media services as they effect community and technical colleges.
4. To support the research initiatives of the IC.
5. To advise and make recommendations to the IC on library/media issues.
6. To work with appropriate agencies and organizations to develop and promote an understanding of library/media services and management.
7. To provide mutual exchange of information and ideas for the purpose of increasing the effectiveness of library/media services.
8. To provide opportunities for professional development.

# Article II: Organizational Structure

## Section 1. Membership

1. Voting members of the Council shall be the library/media director, or designee, from each Washington State public community or technical college.
2. Ex-officio members shall be the LLC representative of the SBCTC and the liaison from the IC.
3. Representatives from state agencies, service providers, and other invited guests may contribute as requested in an ex-officio, non-voting status.
4. Regular members and liaisons will pay an annual LLC meetings registration fee.

## Section 2. Officers and Representatives

1. Officers of the Council shall be the Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, and the Past Chair who shall each serve a term of one year.
2. Additional officers of the Council shall be the Webhost and two Webmasters who shall each serve a term of one year.
3. Responsibilities
   1. The Chair shall be the presiding officer of the Council and an ex-officio member of all committees.
   2. The Vice-Chair/Chair-Elect shall assume the duties and powers of the Chair in the absence of that officer, assume the office of the Chair the following year, and provide orientation to new members of LLC.
   3. The Past Chair shall serve as the representative to IC.
   4. The Secretary shall be responsible for the records and correspondence of the Council and shall distribute minutes and related information prior to the next scheduled meeting.
   5. The Treasurer shall establish and maintain financial records and report at regular meetings, and shall provide for the payment of all authorized Council expenses.
   6. The Webhost shall perform all activities relating to online access to and participation in Council meetings.
   7. The Webmasters shall maintain and update the Council’s public website as well as oversee the structure and organization of the Council’s private Google Team Drive.
4. Election of Officers
   1. Election of officers shall be the last order of business at the spring quarterly meeting.
   2. A slate of officers will be presented by the nominating committee.
   3. Election of officers will be by a simple majority of the members present.
   4. Newly elected officers shall assume their duties on July 1 following the spring meeting.

# Article III: Committees

## Section 1. Executive Board

A. The Executive Board shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, and the Past Chair of the Council.

B. The Executive Board shall prepare the agenda for all meetings.

C. The Executive Board may be empowered to act for the Council between scheduled meetings.

## Section 2. Nominating Committee

The Nominating Committee shall consist of the past three active chairs. The Nominating Committee shall be responsible for presenting a slate of officers at the regular spring meeting.

## Section 3. Other Committees

The Chair shall have the authority to appoint other committees as needed. Members of such committees may include persons other than Council members.

# Article IV. Meetings

## Section 1. Schedule

There shall be a minimum of three Council meetings each academic year; the Chair may call other meetings.

## Section 2. Rules of Order

*Robert’s Rules of Order, Revised*, shall be the authority on questions of parliamentary rule.

## Section 3. Voting

1. Each official member shall have one vote.
2. Official members (library/media directors) may designate another individual to act for them at a meeting by providing written notification to the Chair of LLC. One individual may serve as designee for more than one official member and therefore have more than one vote.
3. Official actions may be authorized between scheduled meetings by a majority vote of all official members and may be conducted by electronic or telephonic means.

## Section 4. Quorum

A voting quorum shall consist of a majority of the official members.

## Section 5. Reports

Committees and liaisons shall report at each regular meeting.

# Article V. Amendments

Bylaws may be amended by a two-thirds (2/3) vote of the official members in attendance. Proposed amendments or revisions must be submitted in written form to the entire membership at least two weeks in advance of the meeting at which the action will be taken.