



Prairiелands Library Exchange  
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## **Southwest Area Multicounty Multitype Interlibrary Exchange [Prairiелands]**

### **By-Laws**

#### **Article I. Identification**

The name of this organization is Prairieelands Library Exchange, or Prairieelands. It serves member libraries in the counties of Big Stone, Swift, Lac Qui Parle, Yellow Medicine, Chippewa, Kandiyohi, Meeker, Renville, McLeod, Lincoln, Lyon, Redwood, Pipestone, Murray, Cottonwood, Rock, Nobles, and Jackson.

#### **Article II. Purpose**

To encourage cooperation and the sharing of resources among all types of libraries within the eighteen counties of southwestern Minnesota, resulting in improved services for users of all participating libraries.

#### **Article III. Library Membership**

In order to be eligible for membership, an applicant must have a bibliographically organized collection of print and/or non-print resources, with a staff member assigned to assist the user in the location and retrieval of informational materials. In addition, public library institutions must be an affiliate of a regional public library system to be eligible for participation in Prairieelands.

#### **Article IV. Governing Board**

##### **Section 1. Governing Board Membership**

##### ***Subdivision 1. Number and Qualifications***

Governing Board Approved: 6.3.03; Most Recent Amendment: 5.30.13

The Governing Board of Prairielands is composed of three (3) citizens from the Pioneerland Library System region; two (2) citizens from the Plum Creek Library System region; four (4) library workers, each employed by a different type of member library.

Citizens are appointed by the boards of their respective library systems. They may be members of a regional public library system board or from the public at large, but may not be employed in a library.

The school library representative will be elected by written ballot of school library members. When a vacancy in this position occurs, the Prairielands office will issue an invitation for nominations and then mail a written ballot including all names nominated and willing to serve.

The public library representative will alternate between the Plum Creek and Pioneerland Library Systems. The person will be selected by their Advisory Council or Staff Advisory group respectively. The Prairielands office will notify the appropriate library system when a vacancy occurs.

The special library representative will be selected through written nominations and ballot.

The academic library representative will be selected by the outgoing academic representative contacting the other academic institutions and all agreeing on the next person to serve.

If a representative cannot be identified for one of the member library types on the Board, a representative from another type of library can fill that position for the current Board term. Candidates for the position will be identified by Prairielands staff and approved by the Governing Board at their next Board meeting.

The selection of alternates will be determined by the Governing Board when/if the need arises.

#### *Subdivision 2. Term of Office*

The term of office shall be two (2) years. No board member shall serve more than three (3) consecutive terms (a total of 6 years). A former board member can be reappointed after a lapse of two (2) years.

#### *Subdivision 3. Disqualifications*

When any board member fails to attend three (3) consecutive meetings of the board, the board shall declare the position vacant. It shall be the duty of the President to notify the appointing body of a vacancy.

Vacancies will be filled by the appointing Regional Public Library Boards for their own representatives or the member library representatives serving on the board for like vacancies.

## Section 2. Governing Board Officers

### *Subdivision 1. Selection of Officers*

The elected officers of the Board shall be President, Vice-President and Executive Committee Member-at-large. Officers shall be elected annually at the first meeting of the fiscal year. An Officer may succeed himself/herself. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs.

### *Subdivision 2. Duties of Officers*

The President shall preside at meetings, review checks for disbursement from the system funds and perform such other duties as custom and law devolve upon the President. Serve on and preside over the Executive Committee.

The Vice-President shall assume the duties of the President in the event of the absence or disability of the President. Serve on the Executive Committee.

The Executive Committee Member-at-large will serve on the Executive Committee.

## Section 3. Meetings of Governing Board

### *Subdivision 1. Regular Meetings*

The Prairielands Governing Board shall meet at least once a quarter. Regularly scheduled meetings are on the first Thursday of September and June and the first Saturday of December and March at a location in the service area designated at the preceding meeting.

### *Subdivision 2. Special Meetings*

Special meetings of the Board may be called by the President, or upon written request of five members of the Governing Board, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be made public and given to each member of the Governing Board at the earliest expedient time in advance of the meeting.

*Subdivision 3. Quorum*

A quorum for the transaction of business shall consist of a simple majority of the Board seats filled at the time of the meeting.

*Subdivision 4. Business at regular meetings shall include:*

Financial report(s); staff report(s); committee report(s); introduction of visitors; minutes of previous meeting; communications; next meeting and other items as appropriate.

*Subdivision 5. Parliamentary Authority*

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

*Subdivision 6. Electronic Voting*

Electronic voting will be permitted if the Governing Board cannot physically meet. After the question has been posted the Board will have 24 hours to respond.

Section 4. Committees of Governing Board

*Subdivision 1. Personnel Committee*

The Personnel Committee should be a standing committee, consisting of three Governing Board members. They are nominated by the Governing Board President and approved by board.

*Subdivision 2. Ad Hoc Committees*

Ad Hoc committees will be appointed by the President with the approval of the board, to serve until the final report of the work for which they were appointed has been filed.

*Subdivision 3. Executive Committee*

The Executive Committee will consist of the three officers of the Governing Board. The Executive Committee will act on behalf of the Governing Board on matters requiring action before the next regularly scheduled board meeting.

The Executive Committee has the authority to act within policy and budget with the full authority of the Board; to modify policy and budget subject to retroactive approval of the full Board at its next meeting.

Executive Committee meetings will be called by the President. A quorum will be two (2).

#### **Article V. Personnel**

The Governing Board may hire and dismiss a Director and such other staff, delineated in the Personnel Policy, as may be necessary to carry out policies adopted by the Board.

The Director or his/her designate shall keep an accurate record of all proceedings of the Governing Board and disseminate it to the members within reasonable time.

The Director or his/her designate shall be responsible for the accounting of all multicounty multitype system receipts and expenditures and the signing of vouchers for disbursements, and shall provide the Board with a written financial report at each regular meeting. The person performing these financial duties shall be bonded.

#### **Article VI. Mileage and expenses**

Governing Board members and Staff will be reimbursed for actual mileage to attend system meetings at the regular rate of reimbursement paid (not to exceed the amount allowed by the Internal Revenue Service) and for other approved expenditures and/or honorariums as authorized by the Governing Board.

#### **Article VII. Amendments**

These by-laws may be amended at any regular meetings of the board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting.

#### **Article VIII. Dissolution of Organization**

Upon the dissolution of the Southwest Area Multicounty Multitype Interlibrary Exchange, the Governing Board shall, after paying or making provision for payment of all the liabilities of the organization, dispose of all the remaining assets exclusively for the provision of library services to such organization or organizations operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations as the Governing Board shall determine.

## **Article IX. Other**

The Board shall adopt by-laws providing for the operation and administration of Prairielands. Adoption of by-laws may be made by the vote of a majority of the members of the board.

These by-laws will be in force upon the adoption by the Governing Board of the Prairielands Library Exchange on the 27th day of November, 1979; amended on May 20, 1992; amended June 1, 1999; amended March 2, 2000; amended June 5, 2003; amended June 1, 2006; amended March 3, 2011; amended September 6, 2012; amended May 30, 2013.

## **Prairielands By-laws Appendixes**

### **Appendix A. Description of Board Member terms**

- Prairielands Governing Board's new governance began July 1, 1999. At the 1<sup>st</sup> meeting of the new Board, members drew lots to determine which Board slots would /begin end in even years and which in the odd years.
- Ongoing, all terms will be for two (2) years.
- Up to six (6) consecutive years allowed, and then there is a two (2) year wait to serve again.
- The following Board slot terms expire June 30 of odd years
  - Plum Creek representatives two (2)
  - School Library/Media representative
  - Academic Library representative
  - Public Library representative
- The following terms expire June 30 of even years
  - Pioneerland representatives three (3)
  - Special Library representative