

INLAND LIBRARY SYSTEM^[1]_{SEP}
BYLAWS AND STANDING RULES
Revised May 20, 2021

ARTICLE I: NAME

The name of this cooperative library system shall be the Inland Library System, hereinafter called the System.

ARTICLE II: PURPOSE

The purpose of the System is to extend and improve public library service throughout the System area. In order to fulfill its purposes, the System must submit to the California Library Services Board an annual Plan of Service and application for grants under the California Library Services act and the Federal Library Services and Construction Act.

ARTICLE III: DEFINITIONS

Chairperson. Serves as the presiding officer at Administrative Council and Executive Committee meetings; opens and adjourns system meetings; facilitates meeting discussions; serves as authorized signer for system documents and financial instruments (once established with financial institutions).

CLSA. The California Library Services Act, which includes regulations to encourage and guide cooperative efforts with neighboring libraries through a structure consisting of nine statewide cooperative systems. Funding provided under CLSA provisions are spent in accordance with an approved Plan of Service submitted annually by each system.

CLSB. The California Library Services Board (the state board) consists of nine members appointed by the Governor and four by the Legislature. The state board determines policy for and authorizes allocation of funds from programs of the California Library Services Act.

System Executive Director. The Administrative coordinator for the system, responsible for assisting the Administrative Council with meeting agendas and process, overseeing fiscal and administrative aspects of operating the system, and coordinating required CLSA Plans of Service and Annual Reports.

ARTICLE IV: AUTHORITY

The System is formed under authority of Article 5, California Library Services Act, Chapter 4, Part 11, California Education Code and under authority of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code [Section 6500 et seq.]

ARTICLE V: SYSTEM MEMBERSHIP

Sec. 1. Any jurisdiction in Inyo, Riverside and San Bernardino Counties, as defined in Paragraph 18710, [I], California Library Services Act, which provides library service through an established public library may be a member of the System upon approval of a majority of voting members of the Administrative Council and upon its execution of the Agreement for the Joint Exercise of Powers relative to the System, and its further agreement to the Plan of Service as agreed upon by all parties to said Joint Powers Agreement.

Sec. 2. On the date of these bylaws, the following public libraries were members:

- | | |
|-----------------------------|------------------------------------|
| Banning Library District | Palo Verde Valley District Library |
| Beaumont Library District | Rancho Cucamonga Public Library |
| Colton Public Library | Rancho Mirage Public Library |
| Corona Public Library | Riverside County Library System |
| Hemet Public Library | Riverside Public Library |
| Inyo County Free Library | San Bernardino County Free Library |
| Moreno Valley Library | San Bernardino Public Library |
| Murrieta Public Library | Upland Public Library |
| Ontario City Library | Victorville Public Library |
| Palm Springs Public Library | |

Sec. 3. The System is a cooperative library system in which membership and participation is purely voluntary. Membership in the System shall, in no way, compromise the autonomy of any member or participating library.

Sec. 4. Withdrawal from Membership

- a. Any member library may withdraw from the System by resolution of the governing body of its jurisdiction. Such withdrawal notice should be made prior to March 3 of any year and be effective as of July 1 of the year withdrawal is made.
- b. If the debts and obligations of the System exceed its assets and anticipated income at the time of withdrawal, withdrawal may be effective only after payment by the withdrawing party of its proportionate share of the net debts and obligations of the System.
- c. Upon notification of withdrawal, the Administrative Council may direct the withdrawing library to transfer possession of any System property held by that library.
- d. At such time as the System is notified that a member wishes to withdraw, an Ad Hoc Committee shall be appointed to work with that library and make recommendations to the Council regarding the withdrawal, division of property, and possible future relationships.
- e. The Administrative Council may request the withdrawal of a member library for repeated and excessive violations of existing agreements between or among other member libraries. Such petition for withdrawal shall be in conformance with sanctions established by the Administrative Council and incorporated in the System's Standing Rules.
- f. Failure to pay yearly membership dues within six months of the invoice date may result in the withdrawal of the participating library jurisdiction.

ARTICLE VI: THE ADMINISTRATIVE COUNCIL

The Administrative Council, hereinafter called the Council, is the governing board of the System.

Sec. 1. Membership

Each library jurisdiction which is a member of the System shall be entitled to one representative on the Council. That representative shall be the head librarian of the jurisdiction represented; in the event of scheduling conflicts, the head librarian may designate a proxy to attend meetings of the Council and have voting authority to represent the jurisdiction.

Sec. 2. Responsibilities

As the governing board for the System, the Council is responsible to establish policies for operation of the System and to execute those policies. The Council is specifically responsible for:

- a. Management of the System budget and for fiscal affairs;
- b. Adoption and presentation to the California Library Services Board an annual Plan of Service;
- c. Submission of proposals to the California Library Services Board for funds to support an annual financial plan and budget;
- d. Establishment and imposition of sanctions for the violation by member libraries of existing agreements between or among other member libraries.
- e. System in-service training, System public relations, and System assistance and guidance in adult, young adult and children's services through workshops and similar programs.
- f. Undertaking other System library projects which may be authorized by the Council.

The Council retains an agreement with a contracted government entity to ensure these functions comply with the California Services Act governed by the California Library Services Board.

Sec. 3. Meetings

- a. All meetings shall be open and conducted in accordance with Chapter 9, Div. 2, Title 5 of the Government Code of the State of California [the Ralph M. Brown Act].
- b. Regular meetings shall be held in accordance with a schedule adopted annually. The Council shall conduct regular Administrative Council meetings no less than four times per year, but as often as necessary to exercise the

responsibilities in Section 2, above.

- c. Meeting notifications and conduct shall be compliant with the Brown Act (Government Code sections 54950-54963).
- d. Written notices of regular meetings shall be issued by email or other means approved by Council to each member of the Council in as many copies as required including a copy of the agenda to be posted in a public place.
- e. The Chairperson, or a majority of the Council, may call a special meeting at any time providing written notice is made by email at least twenty-four hours in advance to each member of the Council. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Council.

Sec. 4. Voting and Quorums

- a. For any regular and special meeting of the Council, a quorum must consist of a majority of the duly appointed representatives or alternates to the Council. The Chairperson or presiding officer must declare the presence of a quorum before conducting any business requiring a vote.
- b. If less than a quorum is present, the presiding officer shall adjourn any meeting to a stated time and place. Written notification of adjournment shall be made in the same manner as provided in Sec. 3. hereof.
- c. The Council shall vote on all matters having to do with its responsibilities and such other matters deemed appropriate by the Chairperson. No matters requiring action by the Council will be considered at a meeting unless they have appeared on the agenda for that meeting [this rule may be suspended only in an emergency under the provisions of the Brown Act]. Any member of the Council may request an item placed on the agenda ten working days before the meeting.
- d. Passage of a motion requires a simple majority, i.e., more than half the members present, assuming a quorum has been declared. At the discretion of the Chairperson and the absence of dissenting opinion, all votes shall be recorded on action item form and retained.

Sec. 5. Record of Minutes

- a. The Council shall cause to be kept and preserved a proper record of the proceedings of meetings in accordance with the System's record retention policy.
- b. A complete set of minutes as approved by the Council shall remain on file at the business office of the System and shall be made available upon request.

Sec. 6. Officers and Duties of Members of the Council

- a. The officers of the Council shall be Chairperson, Vice-Chairperson, Vice-Chairperson in Waiting and Past Chairperson.
- b. The Chairperson, Vice-Chairperson and Vice-Chairperson in Waiting shall be seated every two years at the regular meeting of the Council in May and shall serve for two years effective the following July 1, by nomination and election of the Council. The Vice-Chairperson shall serve as Chairperson-Elect. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
- c. The Chairperson shall preside at all meetings of the Council. The Chairperson may serve as an ex-officio member of all committees. The Chairperson shall represent the System and the Council as occasion demands.

Sec. 7. System Executive Director

Duties of the Director or his/her designee shall include:

- a. Compiling and distributing the agenda in consultation with the members of the Council and committee chairpersons.
- b. Recording, disseminating, and maintaining the official minutes of all Council meetings.
- c. Making applications for state or federal grants for the System, as authorized by the Council.
- d. Making requests for payment and preparing such reports on System activities as required by the State Library and/or the California Library Services Board.
- e. Preparing the annual operating and any special project budget for review and approval of the Council.
- f. Accounting for all receipts and disbursements for System operations, presenting financial reports, and performing any other fiscal duties determined by the Council and required by law.

ARTICLE VII: COMMITTEES AND DUTIES

Sec. 1. Committees shall be formed to serve the needs of Administrative Council. Committees shall be Executive, Nominating standing and special. All committees are subject to the Brown Act and shall be advisory to the Council.

Sec. 2. The Executive Committee shall be a Council committee made up of the officers of the Council plus one at-large member. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Vice Chair in Waiting, immediate past Chair, and one member of the Administrative Council appointed by the Council at its annual meeting in May. The Executive Committee shall have primary responsibility to advise the Council and the Executive Director on matters of personnel, finance, long-range planning and also handle matters which cannot await a regular Council meeting. If an Executive Committee member cannot attend a meeting, no substitute shall be sent.

Sec. 3. The Nominating Committee shall consist of three members: the chair, the past chair and an at-large member of the Administrative Council who is does not serve on the Executive Committee. The Past Chair is responsible for selecting the at-large member in March for any year when one or more officer terms is due to expire. The Nominating Committee may also be convened when presented with an unanticipated officer vacancy. For planned biannual officer elections, the Nominating Committee shall identify candidates, share the nominee names with the Council at least 30 days prior to a vote, and conduct a confidential vote through email or other electronic means in sufficient time to present the results at the annual May meeting. Interested candidates may request that the Nominating Committee add their name to the ballot any time prior to the voting notification being sent.

Sec. 4. Additional standing committees may be established to carry on the continuing work of the Council and work under the direction of the Administrative Council.

- a. Each Council member appoints one voting member from its library to serve on each standing committee.
- b. A Councilmember is appointed by the Chair to serve as a committee liaison with the responsibility of assisting the committee with Brown Act compliance and Parliamentary procedures. The liaison also reports on committee business to the Administrative Council at its regularly scheduled meetings.

Sec. 5. Special Committees (also known as “ad hoc” committees) may be established, dissolved and members appointed thereto, by the Chair to perform specific functions of mutual benefit to the System and sector represented. The term of a Special Committee shall be until completion of the assignment for which it was established.

Sec. 6. Interest groups may be established by the Council to foster intrasystem communication on best practices and trends within a specified subject area. Interest groups are not subject to the Brown Act. Council members may appoint one or more staff from its library to serve on each interest group.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Except as otherwise provided herein and by State law the latest edition of Roberts Rules of Order shall govern the conduct of business at meetings of the Council.

ARTICLE IX: CONFLICTS WITH HIGHER AUTHORITY

Should these Bylaws and Standing Rules conflict with applicable laws of the cooperating jurisdictions or the State of California, those of the higher authority shall prevail.

ARTICLE X: AMENDMENTS

Sec. 1. By Amendment Vote

These Bylaws and Standing Rules may be amended at any regular meeting of the Council by the affirmative vote of two-thirds (2/3) of the System members, provided that written notice stating the proposed amendment has been given to each member at least fourteen (14) days before the meeting.

Sec. 2. Automatic Amendment

These Bylaws shall conform to the prevailing governing statutes. Such amendments as may be necessary to affect such conformation shall be automatic.

PART II -STANDING RULES

Sec. 1. Correspondence

The mailing address for the transaction of business and the maintenance of fiscal records of the System shall be:

Inland Library System
c/o Southern California Library Cooperative
254 N. Lake Ave. #874
Pasadena, CA 91101
ils@inlandlib.org

Sec. 2. Sanctions

Concerns about potential violations of these bylaws or the California Library Services Act should be communicated in written form to the Executive Director who will investigate and report findings to the Executive Committee with recommendations for resolution of the problem. The Executive Committee may appoint a Special Committee for further study, refer the matter to the Council, or answer and resolve the matter.

Sec. 3. Website and Communication

The System shall maintain a website as an access point for shared resources, communication about special programs and services, and general information that the Council deems is important to the member libraries.

Sec. 4. Logo

The official logo of the System shall be that adopted by the Council. Its proper use shall be determined by the Council.

Sec. 5. Resolutions

An official copy of every resolution adopted by the council shall be signed by the Chairperson and Vice-Chair. These shall remain on file at the business office of the System and shall be open to inspection by anyone during business hours. All resolutions shall bear the date of passage and shall be numbered consecutively. Copies of any resolution shall be provided to any member at his request.

Sec. 6. Execution of Documents

Unless so authorized by the Council and except as expressly provided in the System Bylaws, no officer nor other persons shall have any power or authority to bind the System by any contract or to pledge its credit or to render it liable for any purpose or in any amount.

Approved by the ILS Administrative Council April 20, 1979.

Updated by the ILS Administrative Council June 15, 1979.

Updated by the ILS Administrative Council October 1, 1982.

Updated by the ILS Administrative Council November 19, 1982.

Updated by the ILS Administrative Council May 20, 1988.

Updated by the ILS Administrative Council October 27, 1995.

Updated by the ILS Administrative Council March 15, 1996.

Updated by the ILS Administrative Council May 15, 1998.

Updated by the ILS Administrative Council March 17, 2000.

Updated by the ILS Administrative Council March 26, 2004.

Updated by the ILS Administrative Council September 21, 2007.

Updated by the ILS Administrative Council July 6, 2012.

Updated by the ILS Administrative Council September 27, 2018.

Updated by the ILS Administrative Council May 20, 2021