



**ADVISORY COUNCIL
RULES OF ORGANIZATION**

Article I. NAME

The name of this organization is ALLIANCE LIBRARY SYSTEM ADVISORY COUNCIL.

Article II. PURPOSE

The purpose of the is to advise and counsel the Director on matters concerning: ALS services, programs and procedures plus other relevant issues affecting the Alliance Library System and its members. The Advisory Council is also designed to facilitate the sharing of information and expertise between members. The Council is not a policy making body.

Article III. MEMBERSHIP

1. Membership shall be by invitation of the System Director. All staff and trustees of affiliated libraries within the ALS boundaries are eligible for membership, including those who are Representatives to the ALS Board of Directors.
2. The membership of the ALS Advisory Council should reflect the membership of the Alliance Library System in terms of geographic distribution, type and size of library.
3. Membership shall be fifteen (15). At least one advisor will be chosen from each type of library including academic, public, school and special. There will be a minimum of one library trustee.
 - a. The Director of the Alliance Library System may appoint additional advisors from any category of membership.

- b. No Advisor shall serve simultaneously as a member of the ALS Board of Directors.
 - c. Advisors shall nominate first and second alternate persons from their constituencies to substitute for them in exceptional circumstances. The Director in consultation with the nominating Advisor shall appoint nominees. Alternate Advisors serve the same terms as their respective regular Advisors.
4. Terms of Council membership shall be two (2) years from October to September. Advisors may serve up to six (6) consecutive years (3 two-year terms) with a 2-year break before becoming eligible again to serve. Terms for existing advisors begin October 1, 2004. The Council shall have an opportunity to review the System Director's list of possible Advisors prior to the actual invitation.
5. Vacancies shall be filled by invitation of the System Director following Council review of the possible invitations. Advisors filling vacancies shall serve the remainder of the unexpired terms. Like other advisors, they are eligible for a new term on the Council following completion of the old one.
6. Each member of the Advisory Council is entitled to one vote.

Article IV. OFFICERS

1. Officers shall consist of a Chairperson and Vice Chairperson. They shall be elected by a simple majority of those Advisors present and voting. Elections to one-year terms shall be held annually at the October meeting. There is no limitation on the number of terms as an officer.
2. Duties of Officers shall be as follows:
 - a. The Chairperson shall prepare the agenda for, call, preside at, and close all meetings.
 - b. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

- c. The officers shall be responsible for procedural matters relating to Council meetings. Staff functions (e.g. notifying members of meetings and cancellations, writing, copying, and distributing minutes, etc.) shall be the responsibility of ALS staff.

Article V. MEETINGS

1. The Council shall determine quarterly meeting dates annually.
2. The Council shall determine the location(s) of meetings annually.
3. The Chairperson when necessary may call special meetings.
4. A quorum at any meeting shall consist of eight (8) Advisors or 51% of the Council.
5. Any Alliance Library System member may attend Advisory Council meetings to observe at his own expense and with prior notice to the Advisory Council Chairperson. Guests do not have voting privileges, but could address the Council at the pleasure of the Chairperson.

Article VI. OPERATIONAL PROCEDURES

1. Motions shall be approved by a simple majority of those present and voting.
2. The Council shall appoint Task Forces, or other groups, on a standing or ad hoc basis for specific working assignments. Each Task Force, or other working group, may keep minutes at its own discretion, but shall submit a report to the Council as a final product of its efforts. Oral and written reports to the Council are in order at all Council meetings.
3. A member of the ALS staff will take minutes at each Council meeting. Copies will be distributed to all member libraries as well as to each Council member.

Article VII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern matters not dealt with in these Rules of Organization.

Article VIII. BYLAWS

1. Bylaws shall be adopted and amended by a two-thirds roll call vote of all Advisors present and voting. Rules of Organization and any amendments shall be circulated so as to reach ALS member libraries at least 30 days prior to meetings.
2. Each Advisor member shall receive a copy of the Rules of Organization.
3. Dissolution or a major reorganization of the Advisory Council shall be submitted to a written vote of the ALS membership. Each ALS member library shall be entitled to one vote. A two-thirds majority of the votes received is required.

Revised by the Alliance Library System Advisory Council, September 21, 2000

Revised by the Alliance Library System Advisory Council, June 23, 2004