

**BY-LAWS  
OF THE CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE COUNCIL**

**MISSION STATEMENT: *Enhance the ability of member libraries to provide quality library service to the public.*      *Mission Statement Adopted 11/2/02***

ARTICLE I. Name

The name of the organization is Chemeketa Cooperative Regional Library Service (CCRLS) Council.

ARTICLE II. Office

The organization is located in Salem, Oregon, in the offices of Chemeketa Community College.

ARTICLE III. Purpose

The primary purpose of CCRLS Council is to promote library service and cooperation in Polk, Yamhill, Marion, and part of Linn counties (PYM), through the PYM Library Association, especially as relates to automation, information, material sharing and education of personnel in advancing technology.

ARTICLE IV. MEMBERSHIP

- A. Current contracted member libraries (cities and districts) of those counties are current members of CCRLS.
- B. Other libraries may apply to CCRLS Council for membership.
- C. Any new library seeking membership in CCRLS shall satisfy the terms of the relevant Application Procedure for Library Membership. Application procedures have been established for public libraries and libraries serving federally recognized tribes.
- D. Council shall adopt a procedure for membership application.

ARTICLE V. GOVERNANCE

- A. The governing Board of CCRLS is the Board of Education of Chemeketa Community College.
- B. The CCRLS Council establishes policy and budget, subject to CCC Board of Education approval.

- C. The PYM Library Association is responsible for rules, regulations, and procedures for cooperative library services. The Association makes policy and budget recommendations to the CCRLS Council.

## ARTICLE VI. Appointment of Council Members

- A. The Council shall consist of professional and lay members:
  1. Professional members provide professional and technical knowledge.
    - a. Chemeketa Community College Library Director
    - b. Chair of PYM or designee
    - c. A library administrator or assistant administrator from a library with a population over 75,000 in its service area as based on State Library annual reports.
    - d. A library director from a library with a population of 6,000 - 74,999 in its service area as based on State Library annual reports.
    - e. A library director from a library with a population of 5,999 or less in its service area as based on State Library annual reports.
    - f. A City manager nominated by city managers of CCRLS member libraries.
    - g. CCRLS Director (non-voting)
    - h. Mid-Willamette Valley Council of Governments (COG) Executive Director or Deputy Director (non-voting)
  2. The four Lay members shall provide community perspective and reaction to the functioning, decisions and proposals of CCRLS.
    - a. Three lay members appointed from each of Polk, Yamhill and Marion counties.
    - b. A fourth lay member appointed from any of the counties and who resides outside of the boundaries of any of the CCRLS member libraries.
    - c. Consideration will be given to one of the four lay members being an elected official.

## B. Election/Appointment of Directors

1. Appointment of lay members shall be made by Chemeketa Community College Board of Education from the nomination by the CCRLS Council.
2. Appointment of the three library directors will be made by PYM.
3. Other members are ex officio.
4. An office will be declared vacant after three unexcused absences in one year.
5. Vacancies in PYM offices will be made in accordance with PYM by-laws. Others will be appointed by the CCRLS Council at a regular meeting.

## C. Terms of Office

1. Lay member appointments are for three years on a staggered schedule.
2. PYM chair and a library director from a small-sized library (population under 5,999) each serve for one year.
3. A library administrator or assistant administrator from a large-size library (75,000 plus) and a library director from a mid-size library (6,000 to 74,999) each serve for two years.
4. Ex-officio members serve at the pleasure of their appointing entities.

## ARTICLE VII. Officers, staff and duties

### A. The Council shall have two elected officers.

1. The Chair, who serves a one-year term of office, shall:
  - a. Preside at all Council meetings,
  - b. Appoint committee members,
  - c. With the CCRLS Director and the Vice-chair plan the Council meeting agendas,
  - d. Perform other duties assigned by the Council.

2. The Vice-Chair (and Chair-elect) shall:
    - a. Fulfill the duties of the Chair in the Chair's absence,
    - b. Assume the Chair if the office becomes vacant,
    - c. Serve a one-year term of office as Vice-Chair, then succeed to the Chair at the end of that term,
    - d. Perform other duties assigned by the Council.
  3. Officers will normally be elected from the lay members of the Council.
  4. Chairs terms of office are one year. At the end of one year term, the vice-chair assumes the chair and election is held by the Council for the new vice-chair/chair elect. Election will be held by May 15. New terms begin July 1.
- B. The CCRLS Director shall:
1. Implement all administrative action for the Council,
  2. Attend all CCRLS and PYM meetings, reporting actions of each to the other,
  3. Represent CCRLS Council before the Chemeketa Community College Board of Education,
  4. Maintain Council records,
  5. Prepare an annual report to the Council and to the Chemeketa Community College Board of Education,
  6. Compile and submit required statistics and reports,
  7. Supervise and direct all normal and routine operations of CCRLS, including budget, courier service, contracts, automated service and reimbursements.

#### ARTICLE VIII Committees

- A. Recruiting and Nominating Committee will consist of the Council Vice-chair and two other council members from different counties. The Council Vice-chair will chair the recruiting and nominating committee. The Committee shall:
  1. Identify prospective council members.

2. Nominate a new Vice-Chair for the coming year.
- B. Ad hoc committees will be appointed by the Chair as needed.

#### ARTICLE IX Meetings

- A. All business will be conducted according to a standard model of parliamentary procedure.
- B. Six voting members constitute a quorum.
- C. Regular meetings, normally held every other month, will be scheduled in advance by the Chair at the September meeting. All meetings are open in compliance with Oregon Public Meeting Law.

#### ARTICLE X Amendment of the By-laws

- A. By-laws can be amended by a two-thirds majority of the sitting, voting council at the meeting following the proposed change.