

**LINCOLN TRAIL LIBRARIES SYSTEM
CHAMPAIGN, ILLINOIS
STANDING RULES**

ADOPTED JUNE 2007

Rule 1 Order of Business

The order of business at all regular meetings shall be:

1. Call to Order
2. Roll Call
3. Consent Agenda
 - 3.A. Minutes
 - 3.B. Treasurer's Report
4. Public Comment
5. President's Report
6. Executive Directors Report
7. Committee Reports
8. Illinois State Library Report
9. Unfinished Business
10. New Business
11. Discussion/Planning
12. Announcements
13. Other Informational Material
14. Adjournment

Rule II Executive Director of the System

The Executive Director is responsible for implementing and achieving the organizational goals and policies established by the Board of Directors through general management of the agency and supervision of staff; providing policy recommendations to the Board; outreach to member libraries; and by establishing collaborative relationships with governmental agencies, private enterprises, and professional associations to obtain support and service continuity. The Executive Director has the ultimate administrative authority relating to issues of personnel and finance, and has broad discretion of decision making and policy interpretation within the policy and guidelines established by the Board. Instructions received on new assignments are always statement of goals or general objectives. Performance is evaluated by the Board of Directors based upon the agency's ability to serve the needs of its membership and achieve the goals of the Board.

Rule III Personnel

The employment of all staff for Lincoln Trail Libraries System shall be governed by a personnel code established by the Board of Directors.

Rule IV Gifts

The Board of Directors may, at its discretion, accept gifts, donations, or endowment funds as defined in the Finance and Investment Policy for Lincoln Trail Libraries System.

Rule V Legal Authority

The System Board of Directors and employees shall comply with the Library Systems Act (75 ILCS 10/1 et seq.) and the rules and regulations promulgated and prescribed by the State Librarian pursuant to the Act creating this System. Any Bylaws or portion thereof or any rule adopted by the System in conflict with any existing or subsequent rule or regulation of the State Librarian shall abate as to that portion thereof in conflict.

Rule VI Election of Board of Directors and Officers

1. To be eligible for election to the Board of Directors an individual must be associated with a full member library either as a Governing Official or employee, in accordance with the Bylaws and with the procedures outlined below.
2. Directors shall be nominated and elected as follows:
 - a. The Board Nominating Committee shall consist of three (3) members selected by the Board of Directors. The Committee is responsible for soliciting recommendations from System members including a self-nomination process, for presenting a slate of nominees, for publicizing the slate and election procedures, for accepting petition candidates, for conducting a electronic ballot, and for determining election results. The Committee shall announce vacancies to the membership through appropriate communication channels.
 - b. Petition candidates shall submit petition documents to the Committee by May 10 of any given year
 - c. The Board of Directors shall be elected by full member libraries; each library in the system shall have one vote to be determined by each library's own governing body or as directed or delegated by that governing body.
 - d. Electronic ballots shall be distributed to all full member libraries.

Rule VII Membership

The Board Membership Committee shall review all membership documents and make recommendations to the Board of Directors on all Membership Actions in accordance with the LTLS Membership Policy.

Rule VIII Attendance By Means Other Than Physical Presence

Provided that a quorum of the Board is physically present at the meeting place,

attendance by a member by means other than physical presence is permitted if the member is prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or LTLS business, or (3) family or other emergency.

a. If a member of the Board wishes to attend a meeting by means other than physical presence, the member must notify the Board Secretary sufficiently in advance of the meeting for LTLS to provide the technical means necessary to fulfill the request. If the Board Secretary cannot be notified, the member may notify another member of the Board Executive Committee or the Executive Director. The Board may deny a member's electronic attendance request by a 2/3 vote if the request does not meet one of the above criteria.

b. The member shall be allowed to participate in any votes taken during the meeting, but his or her vote shall not count towards a quorum.

Rule IX Executive Committee

The elected officers of the Board of Directors shall constitute the Executive Committee. Two elected officers of the Board may authorize payment of bills in the event a meeting cannot be held.

The duties of the committee shall be:

1. To conduct business between regularly scheduled meetings of the Board of Directors.
2. To provide for the annual evaluation of the Executive Director.
3. To review standing rules annually.

Rule X Standing Committees Of The Board Shall Be:

1. Budget/Finance
 - a. To review the financial needs of the System.
 - b. To prepare and review budget proposals submitted by the Executive Director.
 - c. To determine cost-of-living adjustments and to update the salary schedule appropriately.
2. Personnel
 - a. To review position descriptions and staffing requirements of the System.
 - b. To review and update the personnel code of the System.
3. Membership

- a. To develop membership eligibility criteria.
 - b. To review continued membership eligibility of libraries that are members of LTLS.
 - c. To review all applications for new members.
4. Policy
- a. To review and update service policies of the System.
 - b. To recommend Ad Hoc committees for policies that need to be developed.

Members of standing committees are limited to members of the Board of Directors. Members of the Board of Directors are limited to membership on two standing committees excluding the Executive Committee.

Rule XI Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with Lincoln Trail can have more than one member on an Ad Hoc committee.

Rule XII

These rules shall be reviewed annually by the Executive Committee and endorsed or revised by a majority of the Board.

REVISION HISTORY

ADOPTED MAY 17, 1971
(REVISED JULY 16, 1984)
(REVISED JANUARY 22, 1985)
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