

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

~~ADOPTED MAY 17, 1971-JUNE 2007  
(REVISED JULY 16, 1984)  
(REVISED JANUARY 22, 1985)  
(REVISED DECEMBER 16, 1985)  
(REVISED SEPTEMBER 1990)  
(REVISED APRIL 1991)  
(REVISED SEPTEMBER 1991)  
(REVISED FEBRUARY 1992)~~

**Rule 1 Order of Business**

The order of business at all regular meetings shall be:

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

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### **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**

### **~~Rule V Rules and Regulations~~**

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 Fiscal Year Election of Board of Directors and Officers**

~~The Fiscal Year of this System shall begin July 1 and end. To be eligible for election to the Board of Directors an individual must be associated with June 30.~~

### **Rule VII Member Library a full member library either as a Governing Official Representative Designation**

~~Each System member library shall designate one official representative who shall serve as contact for System governance business, shall be eligible for System Board Director election, and shall receive all election ballot information.~~

~~The Board Secretary shall keep records on file of member library official representatives. It is the responsibility of member library governing authorities to notify the Board in writing of any official representative changes as they occur, or prior to the February System Board meeting each year.~~

### **Rule VIII Election of Board of Directors and Officers**

- ~~1. System member library official representatives (as designated in Rule VII above) are eligible to serve as Director employee, in accordance with the Bylaws provisions and and with the procedures outlined below.~~

2. ~~The Secretary of the Board shall keep official record of all Director terms and all member library official representative designations.~~

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3.—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 ~~mail~~electronic ballot, and for determining election results ~~for announcement at the June Board meeting.~~ The Committee shall announce vacancies to the membership through ~~Quick Connections~~ and other appropriate communication channels.
- b. ~~Eligible (official member library representative) petition~~Petition candidates shall submit petition documents to the Committee by May 10 of any given year.
- c. ~~Ballots~~The Board of Directors shall be sent~~selected by mail to all official~~full member libraries; each library representatives. This representative is eligible ~~to in the system shall have one vote for all Library Interest Director openings and to return the ballot to the System, 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 IX—VII Membership**

The Board Membership Committee shall review all membership documents and make recommendations to the Board of Directors on ~~new memberships and members to be terminated.~~

#### **1.—Application**

~~Lincoln Trail Libraries System all Membership Committee reviews all application forms for eligibility and makes recommendations to the Board for action.~~Actions in accordance with the LTLS Membership Policy.

#### **2.—~~Probation~~Rule VIII Attendance By Means Other Than Physical Presence**

~~The Annual Profile Summary documents, submitted by all libraries within 90 days after the close of their fiscal year, shall be reviewed within 60 days by the Committee to determine continued eligibility or probationary/ineligibility status. The Committee, through the Executive Director, shall notify in writing libraries whose continued membership eligibility is in jeopardy. The probationary status is to alert libraries as early as possible as to membership eligibility, and to allow time for an in-depth evaluation and planning session to assist the library in maintaining or regaining membership status in good standing.~~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.

3. — Termination. 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.

— The Membership Committee will recommend to the Board of Directors termination of members not maintaining local library support by March of any year. 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 ~~at the August Executive Committee Meeting.~~
3. To review standing rules annually.

## **Rule XI 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. ~~Annually~~ 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. ~~Planning~~/Policy
  - a. ~~To develop short and long range plans for the System.~~

b. To review and update ~~general service~~ policies, ~~except personnel~~, of the System.

~~cb.~~ 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 XII 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 XIII**

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

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~~Approved by Board of Directors, October 20, 2003~~

### REVISION HISTORY

ADOPTED MAY 17, 1971  
(REVISED JULY 16, 1984)  
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