

**COUNCIL ON LIBRARY AND NETWORK DEVELOPMENT
By-Laws**

Article I

The Council, Officers, and Committees

- Section 1. The Council on Library and Network Development (hereafter referred to as the Council) shall conduct the general business of the Council as mandated in Wisconsin Statutes, Chapter 43, Sec. 43.07.
- Section 2. Officers of the Council shall be Chair, Vice-Chair, and Secretary. Officers shall be elected for one-year terms by the Council from its membership at the organizational meeting of the Council. An officer will serve no more than four consecutive one-year terms in each office. The office of Chair and the office of Vice-Chair shall not both be held by a public member or a professional member of COLAND.
- Section 3. The officers of the Council and one member elected at large at the annual meeting shall be the Executive Committee. The Executive Committee shall conduct business only if an emergency arises which cannot be addressed in a timely manner by the full Council.
- Section 4. In case of a vacancy in any office or on the Executive Committee, the Council shall fill the position at its next meeting, except in the case of the Chair. In case of a vacancy in that office, the Vice-Chair shall take over the office with full duties and responsibilities.

Article II

Duties of Officers

- Section 1. The Chair shall preside at all meetings of the Council and Executive Committee and conduct the same according to the rules adopted, enforce due observance of the by-laws, decide all questions of order, and perform all customary duties pertaining to the office of Chair.
- The Chair shall be an ex-officio member of all committees except Nominating Committee.
- Section 2. The Vice-Chair shall assist the Chair and conduct meetings in the absence of the Chair.
- Section 3. The Secretary shall be responsible for a correct record of all proceedings of the meetings of the Council and the Executive Committee.

Article III

Committees

- Section 1. The Council, by majority vote at any meeting, may authorize the Chair to appoint either standing or ad hoc committees to assist the Council in carrying out its responsibilities.
- Section 2. At the May meeting of the Council a Nominating Committee of three members shall be elected by the body. The Committee shall nominate members for the offices of the Council and submit its report, in writing, to members at least ten days prior to the July meeting. The report shall also include biographical information on each nominee. Additional nominations shall be permitted from the floor prior to the election. Members of the Nominating Committee are eligible for nomination to office.

Article IV

Meetings

- Section 1. The Council shall meet at least six times annually, meeting in January, March, May, July, September, and November, beginning with the annual meeting in July. The July meeting of the Council shall be the annual organizational meeting.
- Section 2. The Executive Committee shall meet as necessary. A telephone conference call of a majority of the Executive Committee may constitute a meeting.
- Section 3. Meetings of the Executive Committee may be called by the Chair or by any two members of the Committee. Notice in writing shall be sent by the Secretary to the members of the full Council before the date of the meeting and shall state the purpose of the meeting.
- Section 4. Meetings of the Council may be called by the Chair or any three members of the Council. Meetings may also be held on the call of the State Superintendent.
- Section 5. A quorum for the transaction of business at any meeting shall consist of ten members of COLAND present in person or participating via telephone or video conferencing. COLAND members will notify the Chair or designee as soon as possible prior to a scheduled meeting if they are unable to participate or attend. If a member misses three consecutive meetings the COLAND Chair or designee may contact the member to discuss attendance and participation.
- Section 6. COLAND meetings may be conducted by telephone or video conferencing, provided synchronous communication is possible among every member and others in attendance at the meeting. Members may participate in a meeting through such means, and such members shall be counted for quorum purposes and their votes shall be counted when determining the actions of COLAND.

Article V

Amendments

The Council may adopt and amend such by-laws as it deems necessary by a majority of those present at a meeting of the Council; proposed amendment shall be stated in the agenda mailed to the membership.

Article VI

Robert's Rules of Order (Latest Edition) shall be the final authority on parliamentary procedures at all meetings of the Council and committees.

Proposed revision 11/12/10; approved and adopted 1/21/11