

Chinook Library Network Bylaws

ARTICLE I - NAME

The name of the body shall be the Chinook Library Network.

ARTICLE II - OBJECT

The object of the Chinook Library Network shall be to provide for shared collections for member libraries.

ARTICLE III - MEMBERS

Section 1. Scope

Chinook is composed of libraries and other institutions along the northern Oregon Coast committed to sharing materials among each other.

Section 2. Membership types

Chinook is composed of the following types of members:

- Academic libraries
- Public libraries

Each member may designate one primary and one alternate person from their institution to act on the member's behalf.

Section 3. Membership rights and responsibilities

Members of the Chinook Library Network have the following rights:

- One vote per member institution at membership meetings;
- Eligibility to have a representative serve on the User Council.

In accepting membership, institutions agree to abide by the Intergovernmental Agreement of Chinook Libraries, these Bylaws, and all rules of the Chinook Library Network existing, adopted, or revised.

Section 4. New members

New members may be added to the Chinook Library Network by a majority vote of the User Council.

ARTICLE IV - USER COUNCIL

Section 1. Authority and purpose

The Chinook Library Network shall be governed by a User Council. The User Council shall consider all matters and devise all policies necessary or desirable for the operation of the Chinook System and shall enforce and uphold and implement appropriate rules and procedures with exclusive authority over all matters not reserved to the authority of the individual libraries in the Intergovernmental Agreement.

Section 2. Composition

Voting members of the User Council shall consist of 7 representatives. There should be an uneven number of representatives to facilitate voting outcomes. Representative classifications are recommended as follows:

1. Two representatives of academic libraries;
2. Five representatives of public libraries

Representatives shall be reviewed annually and voted on in a membership meeting as needed. If the Council or individual members determine that reapportionment is needed, apportionment of representatives will be changed by amending these bylaws using the process delineated in the Bylaws.

Section 3. Representative responsibilities

User Council representatives are responsible for soliciting input on Chinook issues from the institutions within their classification and for bringing up member comments and concerns to the User Council. They are also responsible for regularly communicating the actions and happenings of the User Council and Chinook Library Network to the institutions they represent.

Section 4. Term

The term of representation on the User Council shall be three years or until a successor is elected.

ARTICLE V - OFFICERS

Section 1. Officers and duties

The officers of the User Council shall be a Chair and a Vice-Chair. These officers shall perform the duties prescribed by these bylaws and those duties described for President and Vice-President respectively in the parliamentary authority.

The duties of the chair include:

- Convening user council meetings, setting user council meeting agenda, and ensuring that meeting minutes are taken and distributed
- Acting as a public representative of the consortium as needed
- Any additional duties voted upon by the user council

The duties of the vice-chair include:

- Acting as the chair when the chair is unavailable

Section 2. Nominations and election

Nominations for Chair and Vice Chair shall be taken from the floor during the first regular User Council meeting after July 1.

The candidate receiving a plurality of votes cast shall be elected.

Section 3. Term of office

Officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin upon election.

Section 4. Resignation and vacancies

An officer desiring to resign shall submit their resignation in writing to the User Council. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

A vacancy in the Chair or Vice Chair position shall be filled by the User Council for the unexpired portion of the term for the vacant office at the next User Council meeting after the vacancy occurs.

ARTICLE VI - MEETINGS

Section 1. Membership meetings

There shall be an annual meeting of the entire membership held in April or May. The meeting shall include a review of the state of the Chinook Library Network and the filling of any vacant representative positions.

A quorum shall be seventy percent of members.

Section 2. User Council meetings

Regular meetings of the User Council shall be held quarterly unless canceled by a majority vote of the User Council.

Special meetings may be called at the discretion of the Chair or at the request of four User Council representatives. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum of the User Council shall be a majority of voting representatives and at least one academic library representative.

Section 3. Virtual participation

Attendees may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among attendees.

Section 4. Electronic voting

The membership and User Council may vote on issues via email or other electronic means as well as during meetings, provided that quorum for the number of voters is satisfied. Except in case of emergencies, at least one week's notice of the vote shall be given, and representatives shall be given at least one week to vote.

Section 5. Minutes

The Vice Chair or designee shall be responsible for taking minutes of the meeting and distributing those minutes to the User council and Chinook Library Network membership before the next regular meeting.

ARTICLE VII - COMMITTEES

Section 1. Standing committees

There shall be the following standing committees with at least 3 members, which act in an advisory role to the User Council:

1. *Cataloging*: Responsible for making recommendations on cataloging standards and database integrity.
2. *Circulation*: Reviews and makes recommendations on common loan rules and circulation standards;
3. *Courier*: Evaluates and makes recommendations for improving sharing of items among Chinook institutions.

Standing committee members should not be representatives on the User Council but must be from member institutions, save for libraries where the director fulfills multiple roles.

Each standing committee shall report to the Chair and User Council at least once per administrative year.

Section 2. Special committees

Special committees may be appointed at the discretion of the User Council or Chair as necessary to assist the user Council in accomplishing the purposes of the Chinook Library Network.

Special committee members need not be representatives on the User Council or from member institutions.

The Chair or designee shall be an *ex-officio* member of all special committees.

ARTICLE VIII - ADMINISTRATIVE OPERATIONS

Section 1. Administrative year

The administrative year of the Chinook Library Network shall be July 1st to June 30th.

Section 2. Fiscal agent

The user council may appoint a fiscal agent for the Chinook Library Network through a vote of the council.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chinook Library Network in all cases in which they are applicable and not inconsistent with these Bylaws, the Intergovernmental Agreement of Chinook Libraries, or any policies and procedures the User Council may adopt.

ARTICLE X - AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by a petition of at least seven members or recommended by the User Council. They may be amended by a two-thirds vote of the members present at any regular or special meeting of the membership where a quorum is present provided notice and proposed changes or amendments are submitted in writing to each member at least fourteen days in advance of the scheduled vote.

Last amended: November, 2024