

GUIDELINES FOR SOUTHEASTERN MICHIGAN LEAGUE OF LIBRARIES (SEMLOL) EXECUTIVE BOARD

PURPOSE

SEMLOL shall be a voluntary organization comprised primarily of academic and research libraries, and its objectives shall be:

- To promote understanding of its members' needs and services.
- To develop vehicles for sharing resources and improving and coordinating services.
- To promote development of professional skills and abilities.
- To exchange ideas and provide channels of communication.

AREA OF OPERATION

SEMLOL shall operate in the southeastern Michigan counties of Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne; and in the surrounding counties of Genesee, Hillsdale, Ingham, Jackson, Lapeer, Lenawee, Livingston and Shiawassee; and in Windsor, Ontario.

MEMBERSHIP

SEMLOL shall have two categories of membership, Full Membership and Liaison Membership.

Full membership

- Full members of SEMLOL (hereinafter variously called voting Members, Members, or Member institutions) shall be voting Member institutions properly accepted into membership and shall actively participate in and contribute their voluntary efforts to SEMLOL.
- The following may apply for Full Membership in SEMLOL:
 - Academic libraries in the Area of Operation defined above.
 - Research libraries in the Area of Operation defined above.
- Only institutions may hold liaison membership in SEMLOL (as explained below). All professional and support staff of Members are encouraged to participate in SEMLOL and its committees.
- Application for Full Membership must be made via the membership form found on the SEMLOL webpage.
- The Executive Board will review applications and make a decision at their next Board meeting as to whether applicants should be granted membership.
- Member institutions shall receive meeting announcements and any other materials provided by the Executive Board.

Liaison Membership

- Liaison members of SEMLOL shall be non-voting Member institutions properly accepted into membership. Liaison members shall have no participation requirements.
- Libraries or agencies with an affinity of interest with SEMLOL's full voting Members may apply for Liaison Membership.
- Only institutions may hold membership in SEMLOL. All professional and support staff are

encouraged to participate in SEMLOL and its committees.

- Applications for Liaison Membership must be made via the membership form found on the SEMLOL webpage.
- The Executive Board will review applications and forward them to the Membership at the next General Membership Meeting with its recommendations as to whether applicants should be granted membership.
- The Members of SEMLOL shall decide by a simple majority vote of the Board members if an applicant shall be accepted into membership.
- Institutions granted Liaison Membership shall receive meeting announcements and any other other materials provided by the Executive Board.

ANNUAL MEETINGS

- A minimum of two (2) General Membership Meetings shall be held each year, with a minimum of 15 days advance notice. The spring meeting shall be designated as the Annual Meeting.
- For the conduct of business, each full member institution shall have one equal vote. Those in attendance at the annual meetings and those who reply via email survey in the designated time frame after the meeting will be counted. The vote of an organization will be cast by the person holding the position of library director (or equivalent position) or by their designee.
- Any action which could be taken at a meeting of the membership may also be conducted by a mail, phone, or electronic vote if authorized by the Executive Board.
- A simple majority of those polled is necessary for the adoption of any motion or the taking of any action, except as otherwise provided in these Bylaws.
- Robert's Rules of Order shall be used as the basis for all SEMLOL proceedings not otherwise treated in these Bylaws.

EXECUTIVE BOARD

- The Executive Board shall hold a minimum of three board meetings each administrative year (July 1 to June 30).
- Effort should be made to assure that the Executive Board is broadly representative of the libraries that hold membership in SEMLOL. Under normal circumstances, the Executive Board should not have more than two people from the same institution.
- All Executive Board members shall be elected from among the employees of the full-member institutions. Elections shall be conducted on the basis of one vote for each full Member institution. Elected officers may be self-nominated, or nominated by another individual, from the employee poll of any of the full-member institutions, but must provide an acknowledgment of support from their director or the voting member of their institution.
- The Executive Board shall be comprised of:
 - The Chair

- The Chair Elect
- The Secretary
- The Treasurer
- Six (6) At-Large Representatives.
- The Chair Elect shall be elected annually. The Chair Elect shall have previously served on the Executive Board as an officer or Member-At-Large. The Chair Elect shall serve for three years, the first as Chair Elect and the second as Chair. The Chair, upon completion of his/her duties, shall remain on the Executive Board for at least one year in a mentoring position to help retain institutional memory. They may then be reelected to the Board as a member-at-large before becoming eligible for another term as Chair. The Secretary shall be appointed by the Executive Board from the Members-at-Large, or will be appointed by the Chair if that becomes necessary.
- The Chair shall have the responsibility and authority to call General Membership and Executive Board meetings, to chair such meetings, to set agendas, to approve committee program requests and to expedite the business of SEMLOL.
- The Chair Elect shall coordinate committee activities as needed, and chair General Membership and Executive Board meetings and expedite the business of SEMLOL in the absence of the Chair.
- The Secretary shall have responsibility for recording, distributing, and maintaining permanent records of the minutes of General Membership and Executive Board meetings and for coordinating General Membership meetings. The Treasurer shall have responsibility for maintaining the SEMLOL treasury and giving regular reports to the EB
- The six (6) Executive Board At-Large Representatives shall be elected at the Annual Meeting for a term of two years, three in even-numbered years and three in odd-numbered years.
 - In odd numbered years, one of the Executive Board members will be selected to be in charge of marketing activities for the following two years. This includes activities such as: Social media posts, creating program flyers, and sharing calls for proposals and meeting notices with other local library groups.
- Vacancies on the Board
 - In the event a vacancy occurs in the office of Chair, the Chair Elect shall assume the office of Chair for the remainder of the term.
 - In the event a vacancy occurs in the office of Chair Elect, the Secretary or the Treasurer, the Chair shall appoint a replacement from among the members of the Executive Board with the approval of the Executive Board.
 - The Chair may, with the approval of the Executive Board, fill any other vacancy on the Board by appointing an interim representative to serve until the next regularly scheduled election.
- Appointed Positions
 - People holding Appointed Positions should plan to regularly attend Executive Board meetings.
 - In even numbered years, the Executive Board should hold a minimum of one closed door meeting to consider a change in those appointments. If a change is

determined by a simple majority of the Executive Board members to be necessary, the Chair will have authority to reassign the positions with the input of the other members. As these positions require a commitment from the entire organization to contribute services in-kind, care should be taken to ensure the necessary commitment of the library administration if a new organization is to be selected.

- Web page Host Volunteer
 - The Executive Board shall designate an institution as host for the SEMLOL Website from among Member volunteers.
 - The host Member volunteer shall be responsible for maintaining and updating the SEMLOL Web page.
 - The Executive Board reserves the right to terminate an institution as host upon majority vote of the Board to do so.
 - The institution may appeal the Executive Board's decision to the Membership at the next General Membership meeting, where a majority vote of Member institutions in attendance may overrule the Executive Board's decision.
- SEMLOL Archivist Volunteer
 - The Executive Board shall designate an institution as SEMLOL Archivist from among Member volunteers.
 - The director or their official designated representative shall be responsible for maintaining and updating SEMLOL records, reports, minutes, flyers, and other documents related to SEMLOL activities.
- Treasurer
 - The Executive Board shall designate a Member institution as a fiscal agent from among Member volunteers.
 - The office of Treasurer shall be held by the director of the fiscal agent or the director's designated representative. The Executive Board shall have the right by a simple majority vote to terminate an institution as fiscal agent.
 - The institution may appeal the Executive Board's decision to the Membership at the next General Membership meeting, where a majority vote of Member institutions in attendance may overrule the Executive Board's decision.
- If committee work is needed, the Secretary can send out a request for volunteers to the member institutions, once the committee is formed the chair of any active committees will be invited to the EB meetings to report on the activities of the committee and take the charge from the Board back to the committee membership, though they will not be a voting member of the Board. Members of the Board are encouraged to volunteer for committees.