

Sage Library System Bylaws

ARTICLE I - NAME

The name of the body shall be the Sage Library System.

ARTICLE II - OBJECT

The object of the Sage Library System shall be to provide for shared automation, technology, and courier systems for member libraries.

ARTICLE III - MEMBERS

Section 1. Scope

Sage is composed of libraries and other institutions in the Pacific Northwest committed to sharing materials among each other.

Section 2. Membership types

Sage is composed of the following types of members:

- Academic libraries;
- Public libraries;
- Resource-sharing partner institutions;
- School libraries;
- Special 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 Sage Library System have the following rights:

- Participation in shared automation and courier services;
- 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 Sage Libraries, these Bylaws, and all rules of the Sage Library System existing, adopted, or revised.

Section 4. New members

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

Section 5. Fees

Members shall be assessed an annual fee based on membership type and size. Members who fail to pay their dues before the billing cycle of the following fiscal year shall no longer be considered members of the Sage Library System. Fees shall be determined annually by the User Council during the budgeting process.

ARTICLE IV - USER COUNCIL

Section 1. Authority and purpose

The Sage Library System 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 Sage System and shall enforce and uphold and implement appropriate rules and procedures with exclusive authority over all matters not reserved to the authority of Sage's fiscal agent or to the individual libraries in the Intergovernmental Agreement.

Section 2. Composition

Voting members of the User Council shall consist of a minimum of 9 and a maximum of 13 voting representatives. There should be an uneven number of representatives to facilitate voting outcomes. Representative classifications are recommended as follows:

1. One representative from Sage's fiscal agent;
2. Three representatives of public libraries serving fewer than 5,000 people;
3. Two representatives of public libraries serving between 5,000 and 15,000 people;
4. Two representatives of public libraries serving over 15,000 people;
5. One representative of academic libraries, circulating schools, resource-sharing partner institutions, and special libraries.

Additional Council representatives over the minimum 9 listed above, up to 13, would be considered as representatives from any of the classifications, as long as it doesn't become disproportionately distributed.

The Sage Systems Administrator shall be an *ex-officio*, non-voting representative of the User Council.

Apportionment of representatives among classifications shall be reviewed annually by the User Council. If the Council or individual members determine that reapportionment is needed, apportionment of representatives among classifications may be revised by amending these bylaws using the process delineated in Article X Amendment of Bylaws.

Staff at federated district libraries are eligible to run for any of the representative positions of the classifications of libraries that belong to that district.

Section 3. Representative responsibilities

User Council representatives are responsible for soliciting input on Sage 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 Sage Library System to the institutions they represent.

User Council representatives are expected to attend a majority of the User Council meetings. If a User Council representative is unable to attend, they can designate an alternate representative to act on their behalf. If a User Council representative does not meet the expectation of attending a majority of meetings within a fiscal year, they may be removed from the User Council via a User Council vote and replaced.

Section 4. Term

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

Representatives shall assume their duties at the first meeting of the administrative year and shall serve until the end of the administrative year of their third year on the User Council. Terms shall be staggered so that representatives within a given classification or grouping of classifications shall be elected in staggering years.

Section 5. Nominations and elections

Candidates for each representative classification shall be recommended by the Nominating Committee and shall also be solicited generally from the Sage membership. The Nominating Committee shall prioritize recommending representatives from institutions that have not served on the User Council, or that have not served for an extended period.

The slate of candidates shall be presented at the annual membership meeting of the Sage membership. Nominations shall also be taken from the floor at that time.

Ballots shall be mailed or be made available by electronic means to the Sage membership within two weeks of the annual meeting. These ballots shall be returned to the Nominating Committee within three weeks of the day they were made available. Each institution shall vote only for the candidate(s) within its classification.

The candidates receiving the highest number of votes from within his/her classification shall be elected. If there are two or more openings of same classification of representative, they shall be filled by the candidates with the most votes. In case of a tie vote, the successful candidate shall be determined by the Nominating Committee by lot.

Section 6. Resignation and Vacancies

Any representative of the User Council desiring to resign shall submit his/her resignation in writing to the Chair and Vice Chair. A resignation shall be effective when received or at a subsequent effective date stated in the resignation.

A vacancy on the User Council shall be filled by the institution from which the vacancy was created; or if not possible through the institution, through soliciting candidates from the representative's classification and being appointed by the User Council to serve for the unexpired portion of the term for the vacant position. If the vacancy occurs due to the representative institution leaving the Sage Library System, the User Council shall solicit for candidates among the Sage membership and appoint a representative to serve for the unexpired portion of the term for the vacant position.

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 Chair shall, in consultation with the Sage System staff, Vice Chair, and fiscal agent as appropriate, draft the User Council meeting agendas and be sure they are distributed in a timely manner to the Sage Council Representatives and Membership. The Chair shall also run the User Council meetings. The Vice Chair shall run the User Council meetings in the absence of the Chair. The Vice Chair, or designee, shall

be responsible for taking minutes of the meeting and distributing those minutes to the User Council and Sage Library System membership before the next regular meeting.

Section 2. Nominations and election

Nominations for Chair and Vice Chair shall be taken from the floor during the 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 his/her 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 Sage Library System and presentation of the slate of candidates for the open representative positions.

Special meetings of the membership may be called by a majority vote of the User Council or a petition agreed to by at least 10 members. 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 shall be twenty-five percent of members.

Section 2. User Council meetings

Regular meetings of the User Council shall be held bi-monthly 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.

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.

ARTICLE VII - COMMITTEES

Section 1. Standing committees/work groups

There shall be the following standing committees/work groups, which act in an advisory role to the User Council:

1. *Budget Committee*: Evaluates and makes recommendations on the annual budget and membership billing structure.
2. *Cataloging Work Group*: Responsible of making recommendations on cataloging standards and database integrity.
3. *Circulation Work Group*: Reviews and makes recommendations on common loan rules and circulation standards;
4. *Courier Work Group*: Evaluates and makes recommendations for improving sharing of items among Sage institutions.
5. *Governance/Planning Committee*: Reviews and makes recommendations on improving Sage Library System organization, governance, Bylaws, and general standing rules.
6. *Nominating Committee*: Nominates candidates for election to serve on the User Council.

Standing committee/work group members need not be representatives on the User Council but must be from member institutions or staff of federated district library that serve members. The exception is the Nominating Committee, which must be composed of at least two outgoing representatives of the User Council.

Each standing committee/work group 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 Sage Library System.

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

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

ARTICLE VIII - ADMINISTRATIVE OPERATIONS

Section 1. Administrative year

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

Section 2. Fiscal agent

Baker County Library District acts as the fiscal agent for the Sage Library System.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Sage Library System in all cases in which they are applicable and not inconsistent with these Bylaws, the Intergovernmental Agreement of Sage 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: May 2023