

## Wisconsin Public Library Consortium Organizational Bylaws

Adopted 3/5/03; Revised 2/13/08; Revised 12/2/09; Revised 9/25/13; Revised 08/27/14; Revised XX/XX/18.

### Article 1 – Definitions

The following terms are used in these bylaws:

1. *Partners*: Wisconsin public library systems that pay ongoing partner assessments to the Wisconsin Public Library Consortium.
2. *Members*: Public libraries that belong to one of the Partner public library systems.
3. *Shares*: The amount contributed by the Partners to the general operating budget of the Wisconsin Public Library Consortium.
4. *Digital Library Buying Pool*: The collective amount contributed by the Partners, often through assessments to the Members, for the purchase of materials for the Digital Library.
5. *Digital Library*: The collection of resources available to Partners and Members of the Wisconsin Public Library Consortium.

### Article 2 – Name and Authority

The name of the organization shall be the Wisconsin Public Library Consortium (hereinafter referred to as WPLC or the Consortium). The WPLC is created and organized as a voluntary association between and among Wisconsin public library systems who are Partners in the Consortium. The WPLC is separate and autonomous from the Wisconsin public library systems and the boards of those systems.

### Article 3 – Purpose and Mission

WPLC was created and is intended for the following purposes:

1. To maintain a decision-making and fiscal model for public library cooperation that will allow libraries to explore and implement collaborative projects, sharing the costs as well as the knowledge and resources.
2. To provide Wisconsin citizens with access to a collection of electronically published materials in a wide range of subjects, which they may access from home, work or school or from any Member library.
3. To undertake such other collaborative projects, primarily concerned with research and development and/or the advancement of public libraries, as the Consortium shall from time to time determine. The Consortium may choose to provide ongoing maintenance for a project or may choose to transition this maintenance to another entity at the discretion of the Board.
4. To increase public awareness about the availability and advantages of projects and services the Consortium may from time to time undertakes.
5. To increase public library staff understanding of Consortium undertakings, and to develop training programs so that staff may help the public understand and use these products and services.

#### Article 4 –Participation

1. Participation shall be open to all Wisconsin public library systems and public libraries that participate in those systems. Participants shall be designated either as Partners or Members, as defined in Article 1.
2. Ongoing Partner Assessment: The WPLC Board sets an annual general operating budget and Buying Pool amount. The Buying Pool amount is recommended by the Steering Committee annually. Each partner must pay an annual assessment of an equal Share of the general operating budget and an assessment toward the buying pool, as determined by a formula created by a joint committee of the Steering Committee and Board and recommended to the Board by the Steering Committee. Each Partner must pay the annual assessment adopted in order to continue to participate as a Partner. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.
3. Opt Out: A partner may opt out of WPLC Partner status and give up access to all WPLC services, including any digital collection maintained by the Consortium, as well as a seat on the WPLC Board. Partners that opt out of the Consortium but wish to return to the group at a later time will be assessed a “rejoining” fee. This fee will be determined on a case by case basis by majority vote of the remaining WPLC Partners.

#### Article 5 – WPLC Board

1. All official business of the WPLC is conducted by the WPLC Board.
2. Meetings
  - a. The WPLC Board shall meet not less than quarterly, at a time and place to be set by the WPLC Board, and noticed to the Partners not less than two weeks before the date of the meeting.
  - b. A portion of one meeting per year shall be designated as an annual meeting, which will be considered a joint meeting of the Board and Steering Committee and at which several representatives from each Partner and its Members shall be encouraged to attend. In addition to other business, this meeting shall be used to evaluate the activities and progress of WPLC to date and to consider the future of the Consortium.
  - c. Any three or more Partners may call for a special meeting of the WPLC Board at any time, upon at least two weeks’ notice.
  - d. Electronic meetings may be supported by the WPLC for regular, special, and other meetings of the Board and its committees. The technology used shall allow for roll call and interactive dialogue. A physical location shall be designated for each electronic meeting as an alternative for attendance.
  - e. Meetings shall be run in accordance with the most recent edition of “Robert’s Rules of Order.”

### 3. Voting

- a. The Board shall consist of one voting representative from each of the Partners. Each Partner shall designate its own voting representative, and may change that voting representative at any time. Partners may send more than one representative to participate in the deliberations of the Board, but each Partner shall have only one vote. The voting representative may designate a proxy for any meeting by providing the name of the proxy in writing to the Chair and Project Manager prior to the meeting.
- b. Most issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Any recommendation from the Steering Committee may be approved by a simple majority, or may be rejected by a 2/3 majority of all members of the Board, or shall be returned to the Steering Committee for further consideration.
- c. An item cannot be voted upon unless it was included on the agenda as an action item.
- d. On a tie vote, the motion is lost. The Chair does not have the ability to vote to break a tie.
- e. Board actions may be taken by written consent, including via electronic communication, if timely action is required prior to the next regularly scheduled meeting and if the Chair determines that the decision can be appropriately made through written consent without discussion during a meeting. Written consent must be given by 2/3 of the total membership of the body in order for the action to pass. The mechanism for voting will be specified at the time the question is called.

### 4.

- a. WPLC may annually hire a project manager who, among other duties, shall be responsible for creating each meeting agenda, seeking input from and informing the Partners, creating the meeting minutes, and ensuring that decisions made in the meeting are carried out in a timely manner.
- b. The WPLC Board will annually elect a chair who shall preside at all Consortium meetings, ensure the development of meeting agendas, and ensure timely execution of the decisions of the WPLC Board. The WPLC Board will annually elect a vice-chair who shall preside at Consortium meetings when the Chair is absent and will fulfill the duties of the Chair if the Chair is unable to do so.
- c. A Nominating Committee of the Board, consisting of no fewer than 3 Board members, shall be formed by September 1 of each year to nominate candidates for Chair and Vice-Chair.
- d. The Chair and Vice-Chair shall be elected from among the Partners at the last meeting of the calendar year and shall serve a one-year term of the following calendar year.
- e. If the Consortium does not choose to hire a project manager, the Board will determine how to delegate the duties described in 5.4.a.

5. The Board shall be empowered to establish, specify composition, and specify duties for any special committees or workgroups it deems necessary. The Board shall be empowered to dissolve any such special committee or task workgroups that it no longer deems necessary .
6. The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.
7. The WPLC Board may contract with any other agency, as appropriate and within the agreed upon budget, to provide goods or services or to receive goods or services. The terms for the provision or receipt of goods or services will be specified in an agreement executed by the WPLC Board and the other agency
8. A quorum of the board shall consist of a simple majority of the Partners.

#### Article 6 – Digital Library Steering Committee

1. The Digital Library Steering Committee (hereinafter referred to as the Steering Committee) is established to oversee WPLC’s Digital Library program.
2. The Steering Committee shall consist of one or more representatives from each Partner. Representatives are chosen by the Partner through a method of the Partner’s choosing and will represent the Partner for a term length determined by the Partner. Partners may send additional representatives to participate in the deliberations of the Steering Committee, but only appointed Steering Committee representatives shall vote. The voting representative may designate a proxy for any meeting by providing the name of the proxy in writing to the Chair and Project Manager prior to the meeting.
3. The number of representatives from each Partner shall be determined by the aggregate annual investment in the Digital Library Buying Pool made by each Partner and its Members. Annually, the WPLC Board shall determine the percentage of the aggregate investment in the Digital Library Buying Pool that shall entitle a Partner to have one representative on the Steering Committee. The Steering Committee shall not include more than 25 representatives.
4. The Steering Committee shall meet not less than quarterly, at a time and place to be set by the Steering Committee, and noticed to the Committee representatives not less than two weeks before the date of the meeting. Any three or more Committee members can call for a special meeting of the Steering Committee at any time, upon at least two weeks’ notice.
5. Meetings shall be run in accordance with the most recent edition of “Robert’s Rules of Order.”
6. A quorum of the Steering Committee shall consist of a simple majority of the Steering Committee representatives.
7. Motions pass on a simple majority. On a tie vote, the motion is lost. An item cannot be voted upon unless it was included on the agenda as an action item.

8. Steering Committee actions may be taken by written consent, including via electronic communication, if timely action is required prior to the next regularly scheduled meeting and if the Chair determine that the decision can be appropriately made through written consent without discussion during a meeting. Written consent must be given by 2/3 of the total membership of the body in order for the action to pass. The mechanism for voting will be specified at the time the question is called.
9.
  - a. The Steering Committee will annually elect a Chair who shall preside at all meetings, ensure the development of meeting agendas, and ensure timely execution of the decisions of the Steering Committee, and fulfill other duties as described in these bylaws. The Steering Committee will annually elect a Vice-Chair who shall preside at Consortium meetings when the Chair is absent and will fulfill the duties of the Chair if the Chair is unable to do so.
  - b. A Nominating Committee of the Steering Committee, consisting of no fewer than 3 committee members, shall be formed by September 1 of each year to nominate candidates for Chair and Vice Chair.
  - c. The Chair and Vice Chair shall be elected from among the committee members at the last meeting of the calendar year and shall serve a one-year term of the following calendar year.
10. The Steering Committee shall make policy and budget recommendations for the Digital Library Buying Pool and the Digital Library to the WPLC Board for formal approval. The Steering Committee shall make all decisions relating to the day-to-day operation of the Digital Library.
11. The Steering Committee shall establish and oversee a Selection Committee to select materials for inclusion in the Digital Library, and the Selection Committee shall report to the Steering Committee.
12. The Steering Committee shall be empowered to establish, specify composition, and specify duties for any special committees or workgroups necessary for the continuing operation of the Digital Library. The Steering Committee shall be empowered to dissolve any special committee or workgroup that it no longer deems necessary for the continuing operation of the Digital Library.
13. The WPLC Board shall select from among its members an official representative to the Steering Committee at the last meeting of the calendar year and who shall serve a one-year term of the following calendar year. The WPLC Board representative shall be a non-voting member of the Steering Committee.

#### Article 7 – General Operating Principles

1. The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.

2. All Partners may choose to participate in any project or service undertaken by the Consortium, with the exception of pilot projects that may require a smaller scope of participation. Members may be eligible to participate in a project or service without the participation of their Partner system at the discretion of the WPLC Board.
3. All Consortium Partners that choose to offer remote (i.e., outside the library) to any WPLC project or service must make such access available in accordance with methodologies determined by the WPLC Board.
4. The WPLC Board will contract annually with one of the Partners or another agency of its choosing to act as its agent and business manager on such terms as are mutually acceptable.
5. The WPLC fiscal agent will invoice Partners for annual assessments and services as required. Payment of such invoices is due within 60 days of receipt.
6. The WPLC Board or its appropriate subgroup will develop guidelines to accompany these operating principles. These should include materials selection methodologies and policies, the determination of circulation periods, and so forth.
7. The WPLC Board may develop additional operating principles as required.

#### Article 8 – Dissolution

1. If the Partners ever decide not to continue any activities as the Consortium shall have undertaken, then any funds set aside for such activities (other than any legally restricted funds such as grants received or outstanding debts arising from such activities), will be apportioned to current Partners based on their assessment levels. The Digital Collection will be apportioned or transferred to another appropriate organization as determined by the Board.

#### Article 9 – Amendments

1. These Bylaws, except as otherwise specified in this document, may be amended at any meeting of the WPLC Board where a quorum is present by a two-thirds vote of the members present, providing a copy of the proposed amendments were presented and discussed at the previous meeting. These Bylaws shall be reviewed every four years.