



SWAN Administrators' Council By-laws

Article I. Purpose

SWAN Council will:

1. Oversee development and implement SWAN Strategic Plan with Director of SWAN Services and staff.
2. Be knowledgeable about information system products, services and features.
3. Share information and facilitate discussion with Governance Groups and represent their interests at SWAN Council.
4. Meld issues and concerns from Governance Groups into strategies benefiting the consortium as a whole.
5. Create and review bylaws and policies for membership approval.
6. Make recommendations to membership including products, services, and features that enhance customer service and improve SWAN efficiency to membership.
7. Participate in the development of SWAN budget and fee structure.
8. Implement budgetary decisions approved by SWAN full participants.
9. Refer topics to committees for study, serve as liaisons to committees and evaluate committee recommendations.
10. Represent SWAN at MLS Board of Director meetings as needed.

Article II. Membership

1. SWAN Council consists of six administrators and/or assistant administrators from Full Participating SWAN libraries and the Director of SWAN Services ex officio.
2. Council members come from three Governance Groups as defined by SWAN Policy #.
3. Each Governance Group will have two representatives.
4. The Director of SWAN Services and one Council member will act as co-chairs of the Council.

Article III. Election of Council Members

1. Council members are elected at large by the membership.
2. Three candidates – one from each Governance Groups A, B, and C – are elected in the even numbered years, and 3 candidates – one from each Governance Groups A, B, and C – are elected in the odd numbered years.
3. Candidates for Council will self-nominate with a Statement of Interest. If there are no candidates, the Governance Groups will recruit candidates for election.
4. Names of candidates will be released the first week of April.
5. An electronic election will be held during the first two (2) weeks of May.

Article IV. Terms of Office

1. Terms for Council begin on July 1 and are for two years.
2. Council members can serve two consecutive terms, and then must be off one term before running again.

Article V. Duties of Council Members

Council members will:

1. Attend Council Meetings. If a Council member cannot attend a meeting, the member will ask someone in their Governance Group to attend the meeting.
2. Communicate regularly with members of their Governance Group.
3. Attend and direct meetings of their Governance Group.
4. Plan and attend SWAN Administrators meetings.
5. Attend MLS Board of Director meetings and represent Council.
6. Select a member to serve as Council Co-Chair.
7. Ratify members of standing and ad hoc committees.

Article VI. Duties of Co-Chairs

Co-Chairs will:

1. Orient new Council members.
2. Prepare the Council and Membership meeting agendas.
3. Run the Council and Membership meetings.

Article VII. Meetings

1. Council will meet a minimum of 8 times in a calendar year.
2. The annual schedule of meetings will be posted and distributed after the July organizational meeting.
3. Meetings may be canceled or re-scheduled by agreement of Council members.
4. Special meetings can be called by either Co-Chair.
5. The agenda is determined by Co-Chair and Director of SWAN Services.
6. Four Council members constitute a quorum.

Article VIII. Voting

1. Council does not conduct formal votes.
2. Council reaches consensus and brings recommendations to the Full Participants.

Article IX. Committees

1. Standing committees are Circulation, Emerging Technologies, Technical Services and On-Line Access. The role of a committee is to study topics and provide recommendations to the Council. These committees will consider products, features, procedures and policies relative to the committee topic.
2. Committees may include but are not limited to member library staff, administrators and MLS staff.
3. Each committee will have a Council member as a liaison and report regularly to Council.
4. Council will establish ad hoc committees as needed.

Article X. Vacancy and Removal of Council Members

1. If a Council member vacates office and there are six months or more left on the term, a special election will be held. If there are fewer than six months remaining in the term, the Governance Group of the resigning member will appoint a replacement to complete the term.
2. The Council member will complete their term and continue to represent the group to which they are elected even if their library's Governance Group changes or the member becomes employed as an administrator or assistant administrator at a different SWAN library.

Article XI. Parliamentary Authority

1. *Breaking Robert's Rules of Order* written by Lawrence Susskind