



# Bylaws Article VI Board of Directors

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## Article VI Board of Directors

**Section 1.** The System shall be governed by a Board of Directors of fifteen (15) members. No library shall be represented by more than one Board member. All Board members must be eligible electors in the geographical area of the System. Eligible electors are individuals who are eligible to register to vote within the territory of the System.

### Section 2. Duties of Board

The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act.

### Section 3.

The Board of Directors shall be composed of elected members according to the following manner:

- a. Eight (8) members from the governing boards of public library members.
- b. Two (2) members representing public libraries
- c. Three (3) members representing school libraries
- d. One (1) member representing special libraries
- e. One (1) member representing academic libraries

### Section 4. Nominating Committee for the Board of Directors.

A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval, in November of each year. It is the preference of the Board that a minimum of two members from the current Nominating Committee will serve the following year in order to ensure continuity of the process. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

- a. The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to

be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with



## Bylaws Article VI Board of Directors

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the System Board Secretary who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.

b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than six (6) eligible candidates for each open seat. Any incumbent board member running for a second term will automatically be awarded a slot on the ballot. In the event that there are no eligible candidates for an open position on the IHL S board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.

c. The ballot will be distributed to each member library agency electronically by March 15. A library agency is defined as a library or libraries with a single governing body or corporate authority. For example, a public library with branches would be counted as a single agency as would a school district with libraries in several buildings. Each library will be entitled to return only one ballot for its choice of candidates for the System Board of Directors. Before the vote is cast, each library agency should determine who will be responsible for casting the vote for its agency. The Nominating Committee will accept only the first completed ballot, if multiple votes are cast by the same library agency.

d. Ballots must be completed and submitted by April 15th to be counted. In the event of a tie, a subsequent election to break the tie will be announced no later than April 25<sup>th</sup>. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

### Section 5. Terms of Office

- a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.
- b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.
- c. All terms of office shall be staggered, with one-third of the board seats ending each year.
- d. Terms of office begin on July 1 and end on June 30, the System's fiscal year.
- e. Any appointment to the System Board for a partial term is counted as a full year of service at the



## Bylaws Article VI Board of Directors

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conclusion of the most current fiscal year.

- f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

### Section 6. Economic Interest

- a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the System.
- b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.
- c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.
- d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

### Section 7.

Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

### Section 8. Officers

- a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
- b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.
- c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.
- d. The duties of the Officers shall be:
  - i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.



## Bylaws Article VI Board of Directors

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- ii. The Vice-President shall preside at meetings in the absence of the President, and shall in case of the resignation of the President assume the President's responsibilities until the election of a new President.
- iii. The Secretary shall have responsibility for the records of the Board of Directors.
- iv. The Treasurer shall be chairperson of the Finance Committee. Before entering the duties, the Treasurer shall be required to give a bond in an amount to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act.
- v. Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their members an Officer to fill the unexpired term.

### Section 9. Attendance of Board members

Board members are expected to fulfill the duties imposed on them by the nature of their office. Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

### Section 10. Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

#### Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the By-Laws of the System annually

#### Standing Committees (other than Nominating Committee for the Board of Directors):

- a. Budget and Finance
  - i. The Treasurer shall be the chair of this committee



## Bylaws Article VI Board of Directors

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- ii. The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the Executive Director
- iii. To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee
- iv. To monitor System expenditures and income and report significant variances to the Board of Directors\*
- v. To review expenses over \$2,500.00 not included in the currently approved budget
- vi. To review quarterly projections provided by the Chief Fiscal Officer
- vii. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications
- viii. To review annual audit findings
- ix. To expect the Chief Fiscal Officer to brief the committee on up-coming known issues that will skew the financials in some significant manner
- x. To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids
- xi. To update the salary schedule appropriately based upon information from the Executive Director.

\*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

### b. Facilities and Operations

- i. To review the property needs of the System
- ii. To review that system property fits into the System strategic plan
- iii. To review property leases and purchases
- iv. To review delivery policies

### c. Personnel

- i. To review position descriptions and staffing requirements of the System
- ii. To review and update the personnel code of the System

### d. Policy and Membership

- i. To review and update the service policies of the System
- ii. To review and evaluate progress in fulfilling the System strategic plan
- iii. To review continued membership eligibility of libraries that are members of the



# Bylaws Article VI Board of Directors

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## System

### e. Nominating Committee for Officers of the Board

- i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- ii. Each candidate shall be contacted about their willingness to serve as an officer
- iii. The Slate of Officers shall be voted on at the July meeting of the Board

## Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

## Section 11. Meetings

- a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.
- b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Board, Committee, and sub-committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.) and the IHLS Policy on Meetings via Electronics Means.
- c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.
- d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).
- e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose, from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.



## Bylaws Article VI Board of Directors

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- f. A roll call vote shall be taken for the expenditure of funds, execution of a contract, and upon the request of any board member.
- g. Standard Order of Business will comply with the Open Meetings Act.



Illinois Heartland Library System

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MEMO TO: Board of Directors  
FROM: Sandy West  
DATE: September 20, 2017  
RE: IHLS Board Member Expectations

As elected library system board members, we have statutory and peer responsibilities. We also serve as volunteers who have obligations elsewhere.

The attached document was developed for two primary purposes:

- To provide current members an easy reference guide and be included in new board member binders
- To be shared with potential board members as we begin the board member nominations process and to be shared on the IHLS website

I hope you will find this a helpful guide. It is intended to serve us now and into the future.

Thank you.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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# Board Member Expectations

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## Orientation & Training

Board members, both newly seated and veteran, are required to attend orientation and training. This is an all day event that usually takes place in July.

## Illinois State Library Requirements

Board members are required to complete the Open Meetings Act training and provide a copy of earned certificate to the executive assistant. Completion of training must be done within 90 days of being seated or re elected. Members are also required to complete and submit a Statement of Economic Interest. Illinois Heartland Library System (IHLS) is required to provide this information to the Illinois State Library and auditors annually.

## Attendance

Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

## Email

Board members are assigned an IHLS email address to be used for all board- related business. This includes communication with IHLS staff regarding board and committee schedules as well as correspondence from member library staff. We highly recommend you check your IHLS email frequently to avoid missing important announcements, information or meeting cancellations and time changes. Instructions will be provided for the option of forwarding IHLS emails to your phone or other devices if you choose. IT staff is available for technical questions or issues regarding IHLS email.

## Staff Communication

Board members are kindly requested to reply to communications from IHLS staff as soon as they are able. IHLS staff communicate with board members primarily via email. Timely communication allows IHLS staff to best support the goals and work of the board. Our staff goal is to provide board and committee meeting materials as far in advance as possible, beginning with various committee meetings held early each month. Completion of many board support responsibilities is contingent upon communication with board members.

You may be contacted by different staff members for various reasons. Each board committee is assigned an IHLS Department Director, and they will send meeting documents and attend the meeting to serve in an advisory role and to take minutes. The executive assistant supports both the executive director and board members by scheduling meetings and events, creating calendars and documents, polling members and ensuring legal compliance for the Open Meetings Act certification and Statement of Economic Interest filing, among other responsibilities.

A complete overview on the board of directors can be found on the IHLS website  
<http://illinoisheartland.org/sites/default/files/about/policies/Bylaws-Amended-April-2016.pdf>



## Board Member Commitment to Serve

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Recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors for the Illinois Heartland Library System, I hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a member of the board.

### **My Role:**

I acknowledge that my role as a board member is to (1) contribute by defining the Library System's mission and governing the fulfillment of that mission, and (2) carry out the functions of the office of board member as specified in the Library System's bylaws and policies.

My role as a board member will focus on the development of board policies that govern implementation of the institutional plans and purposes. This role is separate and distinct from the role of executive director, to whom is delegated the responsibility of determining the means of implementation of board policies.

### **My Commitment:**

I will exercise the duties and responsibilities of this office with integrity, fairness, and due care.

### **My Pledge:**

- 1) To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve
- 2) To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda, and all background material.
- 3) To represent the Library System in a positive and supportive manner at all times and in all places.
- 4) To support in a positive manner all actions taken by the board of directors even when I am in the minority position on such actions.
- 5) To refrain from intruding in administrative issues that are the responsibility of the management, except to monitor the results and prohibit methods not in agreement with board policy.
- 6) To recognize conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the board, and refrain from voting on matters in which I have a conflict.

- 7) To observe the parliamentary procedures outlined in Roberts Rules of Order and display courteous conduct in all board, committee, and task force meetings.
- 8) To make every effort to learn the job of being a board member and seek methods to help me function better as a part of the board team.
- 9) To participate in (a) the annual strategic planning (b) board self-evaluation programs and (c) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- 10) If, for any reason, I find myself unable to carry out the above duties and responsibilities, I agree to resign my position on the Board of Directors.

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Signed

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Date