

South Dakota Titles To Go  
Collection Development Committee  
Proposed Changes to Bylaws  
September 28, 2016

Adopted: October 6, 2011  
Revised: October 3, 2012  
Revised: September 27, 2013  
Revised: October 27, 2016

## **Article I. NAME**

The name of the group shall be “South Dakota Titles To Go Collection Development Committee”.

## **Article II. PURPOSE**

The purpose of this committee is to develop the collections of the South Dakota Titles To Go consortium on OverDrive.

## **Article III. MEMBERSHIP**

The committee shall be made up of five members, drawn from the public libraries that are members of the consortium. Member libraries are divided into four groups, hereafter called *tiers*, based on the population of the legal service area as listed in the most recent NCES data. There shall be at least one member from each tier on the committee. The fifth member may be from any of the tiers.

### **Section 3.01 Tiers**

- (a) Tier one (1) libraries have a legal service area population of 1,499 and under.
- (b) Tier two (2) libraries have a legal service area population of 1,500 through 9,999.
- (c) Tier three (3) libraries have a legal service area population of 10,000 through 29,999.
- (d) Tier four (4) libraries have a legal service area population of 30,000 and over.

### **Section 3.02 Additional Members**

Additional members may be added to the committee as needed.

- (a) As members are added they will be added so that no tier has more than one extra member than any of the other tiers.
- (b) The decision to add one or more members to the committee shall be determined by a simple majority vote of the existing members.

### Section 3.03 **Terms**

The members shall serve for three years.

### Section 3.04 **Staggering of Initial Terms**

In order to provide continuity, two members of the initial committee will end their terms on December 31, 2012. The two members will be selected by the committee as a whole in a manner agreeable to the entire committee. The other three members' terms will end on December 31, 2013.

### Section 3.05 **Resignation**

Any member may resign by filing a written resignation with the Chair at any time.

### Section 3.06 **Vacancies**

In case of a vacancy, the Chair of the committee may appoint a replacement from the staff at a library in the same tier as the member that resigned to finish out the term.

### Section 3.07 **Appointment/Election of Members**

- (a) At the end of a member's term if there is no one new from a library in their tier who wishes to be on the committee, the member may be reappointed by the committee Chair.
- (b) At the end of a member's term if there is a new candidate from a library in their tier who wishes to be on the committee, the directors of the libraries in their tier shall vote on who should be appointed.

## **Article IV. OFFICERS**

The officer of the committee shall be the Chair. The Chair shall be elected from the committee membership.

### Section 4.01 **Terms**

The Chair shall serve a term of one year and may not serve for more than three successive years.

### Section 4.02 **Beginning of Terms**

Terms shall begin on January 1<sup>st</sup> following the meeting at which the Chair is elected.

### Section 4.03 **Vacancies**

In case of a vacancy a majority of the remaining committee members may appoint a replacement from the membership to fill the term until the next election.

### Section 4.04 **Duties**

The Chair shall preside over and conduct meetings, appoint all committees, be an ex officio member thereof, record attendance at all meetings, take the minutes of all meetings, keep a list of the membership together with their contact information, and notify the members of the time and place of meetings.

## **Article V. ELECTIONS**

Election of the Chair shall be held during the annual SDTTG committee meeting.

### Section 5.01 **Manner of Voting**

Voting may be conducted in person, by conference call or by email.

### Section 5.02 **Prior Consent**

No person shall be elected to office without their prior consent.

## **Article VI. MEETINGS OF MEMBERS**

### Section 6.01 **Annual Meeting**

The committee shall meet annually by conference call or electronically on a date chosen by the chair with the consensus of the committee.

### Section 6.02 **Quorum**

A simple majority of the committee shall constitute a quorum.

### Section 6.03 **Special Meetings**

Special meetings of the committee for any purpose may be called at any time by the Chair or by any two or more members of the committee.

### Section 6.04 **Notices**

Notice of any meeting shall be given to the membership by the Chair. Notice may be given to the membership either personally, by telephone or by sending a copy via email to the member's email address listed with the Chair. Notice of any meeting, regular or special, shall be sent at least six (6) days in advance of the meeting and shall set forth in general the nature of the business to be transacted.

## **Section 6.05 Procedures**

Except as otherwise stated in the By-Laws, all procedures of this committee shall be governed by Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition.

## **Article VII. AMENDMENTS**

These By-Laws may be amended at any meeting of the committee by a two-thirds vote of the full committee membership, provided that notification of the proposed amendment has been sent to each member at least six (6) days prior to the meeting.