

South Dakota Titles To Go  
Collection Development Committee

Adopted: October 6, 2011  
Revised: October 3, 2012  
Revised: September 27, 2013  
Revised: October 27, 2016  
Revised: March 12, 2018  
Revised: December 4, 2019

**Article I. NAME**

The name of the group shall be “South Dakota Titles To Go Collection Development Committee,” South Dakota Titles To Go is also referred to by the abbreviation SDTTG.

**Article II. PURPOSE**

The purpose of this committee is to develop the collections of the South Dakota Titles To Go consortium. Currently it is provided through a contract with OverDrive.

**Article III. MEMBERSHIP**

The committee shall be drawn from the public libraries that are current members of the consortium

Section 3.01 **Committee Composition**

- (a) Shall be made up of five members, unless altered by the provisions in section 3.03.
- (b) There are four tier-specific positions. One position shall permanently be an “open” position, which can represent any tier.

Section 3.02 **Tiers**

Member libraries are divided into six pricing tiers, based on the population of the legal service area as listed in the most recent NCES data.

- (a) Tier one (1) libraries have a legal service area population of 1,500 and under.
- (b) Tier two (2) libraries have a legal service area population of 1,501 through 4,000
- (c) Tier three (3) libraries have a legal service area population of 4,001 through 10,000.
- (d) Tier four (4) libraries have a legal service area population of 10,001 through 20,000.
- (e) Tier five (5) libraries have a legal service area population of 20,001 through 30,000.
- (f) Tier six (6) libraries have a legal service area population of 30,001 through 100,000.
  
- (g) For the *purchasing committee composition*, the four tier-specific positions are classified into the following:
  - (i) *Tier 1*: Pricing tier 1 libraries. Legal service area population of 1,500 and under.
  - (ii) *Tier 2*: Pricing tier 2 and 3 libraries. Legal service area population of 1,501 to 10,000.
  - (iii) *Tier 3*: Pricing tier 4 libraries. Legal service area population of 10,001 through 20,000.
  - (iv) *Tier 4*: Pricing tier 5 and 6 libraries. Legal service area population of 20,001 through 100,000.
  
- (h) For the rest of this document, the word “tier” refers to these four purchasing committee tiers, and not the six pricing tiers.
  - (i) Each tier shall be represented, unless the conditions in section 3.06 (b) occur.
  - (j) Representatives from one tier shall never constitute a majority of committee members.

### Section 3.03 **Additional Members**

Additional members may be added to the committee as needed.

- (a) If members are added, section 3.01 (c) must be complied with.
- (b) The decision to add one or more members to the committee shall be determined by a simple majority vote of the existing members of the committee.

#### Section 3.04 **Term Length**

- (a) Terms are for three years, beginning on January 1, and ending December 31.
- (b) Terms shall be staggered as much as can be reasonably balanced. Tiers 1 and 3 end December 31, 2021, tiers 2 and 4 end December 31, 2022, and the open position ends December 31, 2020. This practice shall continue.

#### Section 3.05 **Appointment/Election of Members**

- (a) 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 only* shall vote among all interested candidates on who should be appointed.
- (b) If at the end of a member's term, if there is no one new from a library in that tier who wishes to be on the committee, the member may be reappointed by the committee Chair. The exception is if one has been filling a tier-specific position, but is part of another tier, then the position must be opened up as in 3.06 (b) and 3.06 (c)

#### Section 3.06 **Vacancy for Tier-Specific Position**

- (a) If there is a vacancy for a tier-specific position, anybody employed in a library within that tier is eligible to fill that position.
- (b) If nobody from that tier is interested in the position, then it will be opened up to a representative from any member library, as long as the conditions in 3.01 (c) are met.
- (c) If someone from a differing tier is selected, that person may fill the entire or remainder of the term, even if at a future date someone from that tier becomes interested in that committee position.

#### Section 3.07 **Resignation**

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

#### Section 3.08 **Mid-Term Vacancies**

In case of a mid-term vacancy, the Chair of the committee may appoint a replacement.

### **Article IV. COMMITTEE OFFICER**

The officer of the committee shall be the Chair.

#### Section 4.01 **Election**

The Chair shall be elected from the committee membership during the annual SDTTG committee meeting. Voting may be conducted in person, by conference call or by email.

**Section 4.02 Prior Consent**

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

**Section 4.03 Term**

The term shall begin on January 1st following the meeting at which the Chair is elected. It will end on December 31 of the same year.

**Section 4.04 Succeeding Terms**

The Chair shall not serve for more than three successive terms as chair.

**Section 4.05 Vacancies**

In case of a vacancy, a majority of the remaining committee members will appoint a replacement from the current purchasing committee membership to fill the term for the remainder of the year.

**Section 4.06 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. MEETINGS OF MEMBERS**

**Section 5.01 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 5.02 Quorum**

A simple majority of the committee shall constitute a quorum.

**Section 5.03 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 5.04 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 5.05 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 VI. 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.