

# Bylaws, Policy and Procedures Committee

December 1, 2020

## 1. Roll Call

- ✓ Debra Klein, Chair (G)
- ✓ Stuart Auchincloss (U)
- ✓ Michele Ment (P)
- ✓ Janet Schnitzer (C)
- ✓ Ric Swierat (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Linda Vittone (Staff Liaison)

## 2. Review of Committee's Charge: The Committee members reviewed the charge and approved it for the coming year.

- a. "Reviews the MHLS Bylaws and presents a report and recommendations at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting. Reviews and recommends MHLS policies and procedures other than those that are explicitly covered by other committees."

## 3. Review of Rules and Procedures

- a. The committee propose the following edits for the 2021 Rules and Procedures in the attached document:
  - i. Board liaisons (Central Library director and DA liaison):
    - 1. Clarification that these are non-voting ex-officio members as defined in the MHLS Bylaws.
    - 2. To allow for the minutes of MHLS Directors Association (DA) and Central Library/Collection Development Advisory Committee meetings to serve as the written reports to be included in the board packet.
  - ii. To remove the item related to Association Memberships as this is no longer common practice.

## 4. Review of [Bylaws](#)

- a. The Committee reviewed the process and timeline for committee bylaw amendments:
  - i. **ARTICLE XII. AMENDMENTS**
    - Sec. 1. Amendments to these bylaws may be proposed by the MHLS Board of Trustees, or submitted to the MHLS Board of Trustees by a resolution of the Board of Trustees of any member library, in writing, at least 120 days prior to a membership meeting. Amendment shall be by a majority vote of the designated representatives of member libraries voting at any membership meeting provided that the text of the proposed changes shall have been mailed to the board president of all members libraries at least 90 days prior to the membership meeting."*
  - ii. If our 2021 Annual Membership Meeting were to be held on the currently proposed date of Friday, October 22, 2021:
    - 1. Amendment must be presented at the May 2021 Board Meeting
    - 2. Proposed changes must be mailed to the board president of all member libraries by July 24, 2021
  - iii. The committee would like to meet in February 2021 to discuss, at least, the following three issues as they may relate to the bylaw amendment process:

1. Addition of the standing committees
2. Allowance for a rotating DA liaison as designated by the DA.
3. Confirm the records retention location cited in the current document.

5. A proposed 2021 Board Meeting Schedule was reviewed.

- a. **ACTION:** Ms. Schnitzer moved, and Ms. Ment seconded a resolution to recommend the attached 2021 board meeting schedule to the board at their December meeting. The motion carried unanimously.

The meeting was adjourned at 1:36pm