

SEO LIBRARY CONSORTIUM BYLAWS

I. Name of Organization and Its Governing Authority

- A. The name of this organization shall be the Serving Every Ohioian Library Consortium (SEO).
- B. Its governing authority shall be the Board of Trustees of the State Library of Ohio.
- C. There shall be an SEO Advisory Committee of nine (9) selected by the membership to serve in an advisory capacity.

II. Purpose/Mission of the Organization

The purpose of the SEO Library Consortium is to provide patrons of the member libraries with free and reliable access to SEO member library collections and information through an Internet-based shared integrated library system.

III. Membership

- A. **Members.** There shall be one class of membership. Each member library system is a voting member with one (1) vote.
- B. **Qualifications.** Membership shall be limited to any existing tax-payer-funded library in Ohio that provides library services and offers a collection for loan beyond its district of service according to the policies and procedures established by SEO.
- C. **Application for Membership.** Prospective members may apply to join SEO by submitting a letter of intent to the Director of Operations and Technology of SEO.
- D. **Term.** Membership shall be on a fiscal year basis (July 1 – June 30), beginning with a signed contract between the State Library of Ohio and the member library. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item E., "Termination", below.
- E. **Termination.** Any member library may terminate membership in SEO by providing written notice to the SEO Director of Operations and Technology within one hundred eighty (180) days of the contract renewal. The member library system shall incur all costs to retrieve bibliographic records, item information, circulation transactions, and data cleanup from the SEO database. If the Participating Library terminating membership requires additional time beyond the anniversary date, a pro-rated fee will be negotiated between both parties. The State Library of Ohio may terminate membership under the terms specified in the contract. The SEO Advisory Committee may, by a two-thirds (2/3) majority vote,

recommend to the State Library of Ohio that membership be terminated whenever in its judgment the best interests of SEO would be served.

IV. Meetings

- A. The SEO Library Consortium membership shall hold a biennial user's group meeting with the time and location to be determined by the SEO Director of Operations and Technology in consultation with the SEO Advisory Committee.
- B. The SEO Library Consortium shall hold an annual Director's meeting with a time and location to be determined by the SEO Director of Operations and Technology in consultation with the SEO Advisory Committee.
- C. Other meetings may be called by the SEO Advisory Committee or the SEO Director of Operations and Technology.
- D. Minutes of meetings shall be kept and made available electronically to the membership by SEO staff.
- E. The chair of the SEO Advisory Committee shall convene an unscheduled meeting of the entire membership upon receiving a written request signed by two-thirds (2/3) of the membership.

V. SEO Advisory Committee

- A. **Number and Composition.** The SEO Advisory Committee shall consist of nine (9) SEO library directors with no more than five (5) from library systems in Region 1 (Southeast of I-71) or five (5) from library systems from Region 2 (Northwest of I-71).
 - 1.) Two (2) member representatives from small libraries represented by Tiers 5 and 6 from the SEO Fee Schedule.
 - 2.) Two (2) member representatives from medium libraries represented by Tiers 3 and 4 from the SEO Fee Schedule.
 - 3.) Two (2) member representatives from large libraries represented by Tiers 1 and 2 from the SEO Fee Schedule.
 - 4.) Three (3) at large representatives from any member library system.
- B. **Quorum.** At all meetings of the SEO Advisory Committee, five (5) members present shall constitute a quorum for the transaction of business.
- C. **Order of Business.** Order of business at regular meetings of the SEO Advisory Committee shall be established by an agenda distributed electronically to all member library systems forty-eight (48) hours prior to the meeting.
- D. **Non-voting Members.** The following shall be non-voting members of the SEO Advisory Committee.
 - 1.) State Librarian or their designee

- 2.) SEO Director of Operations and Technology
 - 3.) SEO Customer Services & Library Systems Manager
 - 4.) SEO Library Relations & Training Development Manager
 - 5.) SEO Administrative Professional
- E. **Election and Term.** The SEO Consortium members will elect members of the SEO Advisory Committee via an email survey. SEO Advisory Committee members will serve a term of three (3) years to commence July 1. One-third (1/3) of the SEO Advisory Committee shall be elected each year, and one-third (1/3) will rotate off the committee. SEO Advisory Committee members are limited to two (2) successive terms. The SEO Advisory Committee shall be elected by the voting members by a majority vote.
- F. **Officers.** The SEO Advisory Committee shall elect the following officers: Chair and Vice-Chair. Upon the resignation of the Chair, the Vice-Chair will immediately become Chair. The vacancy of the Vice-Chair position will be filled by special election at the next SEO Advisory Committee meeting.
- G. **Officer's Duties.** The chair and Vice-Chair will perform the following duties and may perform other duties as assigned:
- i. **Chair:** The Chair will preside over all SEO Advisory Committee meetings.
 - ii. **Vice-Chair:** The Vice-Chair will assume the authority and responsibilities of the Chair in the Chair's absence or unavailability.
- H. **Officers Election and Term.** The SEO Advisory Committee Officers shall be elected by a majority vote. The term of office for the officers shall be one (1) year to commence on July 1. An announcement of the newly elected officers will be sent to the membership promptly following the election.
- I. **Vacancies.** Vacancies on the SEO Advisory Committee shall be filled by appointment by the Chair to fill the unexpired term.
- J. **Powers.** The SEO Advisory Committee shall:
- 1.) Formulate policies for the SEO Library Consortium and, where statutorily necessary, refer policy decisions to the Board of Trustees of the State Library of Ohio.
 - 2.) Make recommendations regarding information technology, budget proposals, upgrades, enhancements, etc.
- K. **Meetings.** The SEO Advisory Committee shall meet quarterly with minutes to be prepared and made available electronically by SEO staff.
- L. **Attendance.** If a member of the SEO Advisory Committee misses more than two (2) consecutive meetings, the member may be replaced for the duration of that term by the Chair.

- M. **Participating Electronically.** Members may participate in the SEO Advisory Committee meeting, task force, special interest group, or any other necessary meeting remotely (any may vote and will be counted present).

VI. Nominations

The SEO Advisory Committee Chair shall appoint a Nominations Committee to solicit and propose a slate of three (3) or more candidates for the annual election to the SEO Advisory Committee.

VII. Task Forces & Special Interest Groups

Appropriate task forces and special interest groups, including but not limited to the Database Maintenance/Cataloging or Collection Development, will be appointed as needed by the SEO Director of Operations and Technology and/or the SEO Advisory Committee to address requests and suggestions for improvements generated by member libraries.

VIII. SEO Consortium Fund

The State Library of Ohio will provide the SEO Advisory Committee with a quarterly financial report of the Consortium Fund. The SEO Advisory Committee may make recommendations to the State Library and consortium members concerning expenditures from the Consortium Fund.

IX. Change of Bylaws

- 1.) This SEO Library Consortium Bylaws may be amended at any time by a two-thirds (2/3) majority vote of the member library systems.
- 2.) Thirty (30) days prior written notice shall be given to all member libraries of proposed amendments.
- 3.) Proposed amendments may originate from the SEO libraries with signatures from one-third (1/3) of the member library directors.

IV. Rules of Order

All proceedings not specified herein shall be governed by State and Federal law and by Robert's Rules of Order.

Adopted October 2, 2002