

PAC2 BYLAWS

Adopted: June 5, 2018

ARTICLE I. Name

Section 1. The name of this body shall be PAC2

ARTICLE II. Purpose

Section 1. PAC2 exists to provide an integrated library system and support services as needed by its members.

ARTICLE III. Governance

Section 1. PAC2 will elect officers as described in Article V who will serve as the Executive Committee, which will be responsible for oversight of the system administrator and decisions regarding future technology issues, fiscal/budget matters, and policies.

Section 2. The Executive Committee is accountable to PAC2 and will report at each meeting.

Section 3. The official office of PAC2 shall be the Petoskey District Library, 500 E. Mitchell St., Petoskey MI 49770. Historical records shall be housed at this location.

ARTICLE IV. Members

Section 1. Members of PAC2 have agreed to share an integrated library system.

Section 2. Members must submit a Participating Library Service Agreement to PAC2. The Agreement must be approved and signed by their Authorized Agent and one additional executive officer in order to hold or apply for membership in PAC2.

Section 3. Once a Participating Library Service Agreement is completed, it must be submitted to the President and then a unanimous vote by the total membership must be gained for final membership approval.

Section 4. Directors of each PAC2 Member Library shall designate one person to represent their institution. Each participating institution is expected to send at least one representative to all meetings.

ARTICLE V. Officers

Section 1. The officers of PAC2 shall be President, Vice President, Secretary, and Treasurer. The term for President, Vice President, and Secretary shall be two years. The President, Vice President, and Secretary may not serve more than two consecutive terms.

Section 2. The Treasurer term shall be two years. The number of terms the Treasurer may serve is at the discretion of the membership.

Section 3. Nominations for the offices of President, Vice President, Secretary, and Treasurer will be taken from the floor at the April meeting.

Section 4. Elections will be by voice vote, written ballot, email vote, or other approved ballot method.

Section 5. Officers will assume office at the close of the April meeting.

Section 6. Vacancies in office will be filled before the next regularly scheduled meeting, if at all possible. The Vice President will fill vacancy of the President immediately. The remaining officers will select people to fill other vacancies, who are then appointed by the president.

Section 7. Duties of Officers

- a. President: The President shall preside at all meetings of PAC2; authorize calls for special meetings; make appointments; and execute all documents as authorized by PAC2. The President has the authority to bargain in good faith for PAC2. The President may sign non-financial contracts approved by the Executive Committee. Any contracts that involve costs to the consortium must be approved by the members, and then may be signed by the President.
- b. Vice President: The Vice President shall discharge the duties of the President in the event of the absence or disability thereof, or of a vacancy in the office. In addition, the Vice President shall handle any other duties as generally associated with that office as designated by PAC2.
- c. Secretary: The Secretary shall maintain a true and accurate record of all meetings of the PAC2, execute all documents as authorized, and perform other duties as generally associated with the office. In the absence of the Secretary at any meeting, the President may appoint another PAC2 member to act as temporary Secretary. The Secretary maintains the official records of PAC2 which are considered public documents.
- d. Treasurer: The Treasurer shall review all expenses and vouchers being submitted for payment with PAC2 and make recommendations as necessary. The Treasurer will ensure that all PAC2 members are billed for recurring fees and necessary upgrades as approved by PAC2 members. The Treasurer will file all required incorporation forms in a timely manner.

Article VI. Standing Committees

Section 1. Standing committee(s) shall be the Cataloging committee(s), appointed by the Executive Committee at the annual meeting.

Section 2. The Executive Committee may appoint any additional standing and ad hoc committees as necessary.

ARTICLE VII. Policies and Procedures

Section 1. Individual library circulation policies and procedures must not conflict with PAC2 policies in such a way as to disrupt service or violate their agreement with PAC2.

Section 2. All lending members must participate in a delivery system approved by PAC2.

Section 3. All members must adhere to PAC2 Cataloging Standards, as outlined in the document by that name distributed to each member. People making call number and title level changes in records must be trained and certified as a PAC2 cataloger.

ARTICLE VIII. Meetings

Section 1. Meetings will be held as needed throughout the year, with the annual meeting held in April.

Section 2. Meetings may be held in person, via email, video or telephone conference, or other approved electronic means.

Section 3. Standing committee meetings will be held as needed.

Section 4. Meetings will be conducted according to Robert's Rules of Order.

ARTICLE IX. Voting

Section 1. Each institutional member of PAC2 receives one vote. An institutional member is defined as one library or library system; branch libraries do not receive individual votes.

Section 2. A simple majority of the total number of institutional members is required to pass any issue, unless otherwise stated herein.

Section 3. Each institutional member must designate its voting representative if other than the director. The representative must notify the President of PAC2 when voting by proxy. Proxy vote must be in writing or made through an alternate representative.

Section 4. Voting will take place by voice vote, written ballot, email vote, or other approved ballot method.

ARTICLE X. Amendments to the Bylaws

Section 1. Any and all amendments to the Bylaws of this committee will be decided by a two-thirds majority vote of the total number of members.

Section 2. Any and all amendments must be distributed at least thirty (30) days prior to the vote.