

# **NORTHERN LIBRARY NETWORK BYLAWS**

**Approved March 10, 2017**

**revised May 9, 2008 – Section IV. A., Section V. B, Section VI, Section VII. C & D**  
**revised May 9, 2008 – Appendix 2 Group 3**  
**revised March 10, 2017 – Appendix 2 Group 2 & 3**  
**revised June 28, 2017 – Section III. First Para. 1 & E., Section V. A.**

## **Northern Library Network Bylaws**

### **I. Name**

The name of this organization shall be Northern Library Network, hereafter referred to as NorLN.

### **II. Vision and Mission**

A.) NorLN is committed to excellence in library service through empowerment of library partnerships.

B.) NorLN promotes cooperation to enhance and expand availability of resources and information through resource sharing in a timely and cost effective manner.

### **III. Membership**

There are 2 categories of membership in NorLN: full membership will be libraries participating in the automation software; associate members may or may not fully participate in automation. Associate members are eligible to participate with full members in other projects such as cooperative purchasing and training opportunities.

#### A.) Qualifications

1. West Virginia Libraries located in the geographic region as defined by NorLN. (See Appendix 1.)
2. Membership shall be composed of Academic, School, Special and Public library systems as recognized by the West Virginia Library Commission.

#### B.) Application for Membership

Prospective members may apply to join NorLN by submitting a NorLN Membership Agreement form to the Chair of the Executive Committee. The Executive Committee shall vote on all prospective membership applications.

#### C.) Term

Membership shall be effective upon receipt of a signed NorLN Consortium Membership Agreement. Membership continues unless notification of termination is given as described in item "F" below, "Termination."

#### D.) Member Representatives

Each Member Library shall be represented by the Library Director or an assigned designate appointed by the Library Director for a term of at least one (1) year. A simple majority constitutes a quorum.

#### E.) Voting Privileges

To vote, a member library has to have their representative (Director, Chair or Designee) be present at the meeting. Phone, written, and/or electronic balloting will be accepted.

#### F.) Termination

1. Any member may terminate membership in NorLN by providing written notice to the Chair of the Executive Committee ninety (90) days prior to intended date of withdrawal as stated in NorLN Agreement.
2. Cessation of membership shall not relieve a member from contractual obligations to NorLN.

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3. The member libraries who do not comply with NorLN policies and regulations may be subject to termination after all other appropriate steps have been taken to ensure compliance.
4. Termination would require a two-thirds (2/3) majority of all the voting membership in attendance.

G.) Communication

All NorLN communication will be done electronically.

**IV. Meetings**

A.) NorLN shall meet periodically with the time and location to be determined by the Executive Committee. Other meetings may be called by the Executive Committee. Members will be notified by electronic mail fourteen (14) days in advance of meeting.

B.) Minutes of meetings shall be kept and distributed to the membership by NorLN Executive Committee Secretary.

C.) The Chair shall convene a membership meeting upon receiving a written request signed by a simple majority of the membership.

D.) A simple majority constitutes a quorum.

**V. Executive Committee**

A.) The Executive Committee shall consist of eleven (11) members and shall be representative of the membership of NorLN. (See Appendix 2.)

Permanent members (**Group 1**) of the executive committee will be appointed representatives of:

Brooke County Public Library  
Clarksburg-Harrison Public Library  
Mary H. Weir Public Library  
Morgantown Public Library  
Moundsville Public Library  
Upshur County Public Library

Four members will be from **Group 2**. Serving two year terms beginning July 1, 2005, rotation will be alphabetical and libraries will have the option of declining membership, thus having to wait until alphabetical position arises again. The library next in line, alphabetically, will be notified. The first appointments shall be for a term of one (1) and two (2) years respectively.

Representatives from **Group 3** will be comprised of members who are considered associate members. If this group numbers more than 1, the board will revise and consider implementing a rotating schedule similar to Group 2.

B.) Officers

The Executive Committee shall, by a majority vote, elect the following officers for a term of one (1) year commencing on July 1:

Chair: The Chair will preside over all NorLN and Executive Committee meetings.

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Vice-Chair: The Vice-Chair will assume the authority and responsibilities of the Chair in the Chair's absence or unavailability.

Secretary: The Secretary shall be responsible for maintaining and distributing to the full membership, via electronic communication, the minutes of the Executive Committee meetings within 30 days after each meeting.

C.) Quorum

A simple majority of voting members of the Executive Committee shall constitute a quorum for the transaction of business at meetings.

D.) Vacancies

Vacancies on the Executive Committee shall be filled by appointment by the Executive Committee until the next rotation of members of the Executive Committee.

### **VI. Sub-Committees**

Appropriate subcommittees such as Circulation, Cataloging and Bibliographic Management, OPAC, and Acquisitions/Serials will be established.

### **VII. Amendments**

A.) The NorLN Bylaws may be amended at any meeting by a three-fourths (3/4) majority vote of the member libraries present.

B.) Proposed amendments may originate from the NorLN membership with signatures from one-third (1/3) of the member libraries.

C.) Proposed amendments must be submitted to the Chair at least 15 days prior to the meeting.

D.) Five days prior to the meeting, notices and copies of proposed amendments shall be distributed, by the Secretary, to all member libraries.

### **VIII. Rules of Order**

NorLN meetings, including the Executive Committee meetings, shall be governed by Robert's Rules of Order, (Latest Edition).

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**Appendix 1.**

**Counties within Geographic Region**

**Barbour  
Braxton  
Brooke  
Doddridge  
Gilmer  
Hancock  
Harrison  
Marshall**

**Monongalia  
Ohio  
Preston  
Randolph  
Tucker  
Tyler  
Upshur  
Webster  
Wetzel**

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**Appendix 2.**

**Participating Libraries**

**GROUP 1 – PERMANENT MEMBERS**

- 1. Brooke County Public Library**
- 2. Clarksburg-Harrison Public Library**
- 3. Mary H. Weir Public Library**
- 4. Morgantown Public Library**
- 5. Moundsville-Marshall County Public Library**
- 6. Upshur County Public Library**

**GROUP 2 – PUBLIC LIBRARY MEMBERS SERVING ROTATING TERMS ON  
THE EXECUTIVE COMMITTEE**

- 1. Belington**
- 2. Burnsville**
- 3. Charles Gibson**
- 4. Cowen**
- 5. Doddridge**
- 6. Elkins**
- 7. Five Rivers**
- 8. Gassaway**
- 9. Gilmer**
- 10. Helvetia**
- 11. Hundred**
- 12. Kingwood**
- 13. Lowe**
- 14. Lynn Murray**
- 15. Mountaintop**
- 16. New Martinsville**
- 17. Nutter Fort**
- 18. Paden City**
- 19. Philippi**
- 20. Pine Grove**
- 21. Pioneer Memorial**
- 22. Sistersville**
- 23. Southern Area**
- 24. Sutton**
- 25. Swaney Memorial**
- 26. Terra Alta**
- 27. Russell Memorial**
- 28. Tyler**
- 29. Valley Head**
- 30. Webster Addison**
- 31. Taylor County**

**GROUP 3 - ASSOCIATE MEMBERS**

- 1. Robert F. Kidd at Glenville State College (Academic Member)**