

South Dakota Titles To Go
Collection Development Committee
Bylaws
Adopted: October 6, 2011
Revised: October 3, 2012
Revised: September 27, 2013

Article I. NAME

The name of the group shall be “South Dakota Titles To Go Collection Development Committee”.

Article II. PURPOSE

The purpose of this committee is to develop the collections of the South Dakota Titles To Go consortium on OverDrive.

Article III. MEMBERSHIP

The committee shall be made up of five members, drawn from the public libraries that are members of the consortium. Member libraries are divided into four groups, hereafter called *tiers*, based on the population of the legal service area as listed in the most recent NCES data. There shall be at least one member from each tier on the committee. The fifth member may be from any of the tiers.

Section 3.01 Tiers

- (a) Tier one (1) libraries have a legal service area population of 1,499 and under.
- (b) Tier two (2) libraries have a legal service area population of 1,500 through 9,999.
- (c) Tier three (3) libraries have a legal service area population of 10,000 through 29,999.
- (d) Tier four (4) libraries have a legal service area population of 30,000 and over.

Section 3.02 Additional Members

Additional members may be added to the committee as needed.

- (a) As members are added they will be added so that no tier has more than one extra member than any of the other tiers.
- (b) The decision to add one or more members to the committee shall be determined by a simple majority vote of the existing members.
- (c) Nominations and election to fill open terms shall take place electronically prior to the SDLA annual conference. This will allow new members to attend the annual meeting and be considered for an officer position.

Section 3.03 **Terms**

The members shall serve for three years.

Section 3.04 **Staggering of Initial Terms**

In order to provide continuity, two members of the initial committee will end their terms on December 31, 2012. The two members will be selected by the committee as a whole in a manner agreeable to the entire committee. The other three members' terms will end on December 31, 2013.

Section 3.05 **Resignation**

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

Section 3.06 **Vacancies**

In case of a vacancy, the Chair of the committee may appoint a replacement from the staff at a library in the same tier as the member that resigned to finish out the term.

Section 3.07 **Appointment/Election of Members**

- (a) At the end of a member's term if there is no one new from a library in their tier who wishes to be on the committee, the member may be reappointed by the committee chair.
- (b) 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 shall vote on who should be appointed.

Article IV. OFFICERS

The officers of the committee shall be the Chair, Vice-Chair and Secretary. Officers shall be elected by the committee from the committee membership.

Section 4.01 Terms

Officers shall serve a term of one year and may not serve for more than three successive years.

Section 4.02 Beginning of Terms

Terms shall begin on January 1st following the meeting at which the officers are elected.

Section 4.03 Vacancies

In case of a vacancy a majority of the remaining committee members may appoint a replacement from the membership to fill the term until the next election.

Section 4.04 Duties

- (a) The Chair shall preside over and conduct meetings, appoint all committees and be an ex officio member thereof.
- (b) The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and act as an aide to the Chair.
- (c) The Secretary shall 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. ELECTIONS

Election of officers shall be held during the annual SDLA conference at the SDTTG committee meeting.

Section 5.01 Manner of Voting

Voting may be conducted in person, by conference call or by email.

Section 5.02 **Prior Consent**

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

Article VI. MEETINGS OF MEMBERS

Section 6.01 **Annual Meeting**

The committee shall meet annually in conjunction with the SDLA conference..

Section 6.02 **Quorum**

A simple majority of the committee shall constitute a quorum.

Section 6.03 **Special Meetings**

Special meetings of the committee for any purpose may be called at any time by the Chair, the Vice-Chair, the Secretary or by any two or more members of the committee.

Section 6.04 **Notices**

Notice of any meeting shall be given to the membership by the Secretary. 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 Secretary. 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 6.05 **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, 11th Edition.

Article VII. 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.