



## Operational Guidelines for Governance

**MEMBERSHIP TYPES** SHARE is a consortium of multi-type libraries (public, school, special and academic) that are members of ILLINET. There are three types of membership: SHARE Full Member, SHARE Transitional Member and SHARE Affiliate Member. Each SHARE library is required to provide a designated contact person on the library's annual SHARE fee agreement, which is signed by the Library's Director and kept on file with IHLS. Any changes to the designated library representative that occurs during that annual fee agreement time frame should be immediately forwarded to IHLS to update records correctly and in a timely fashion.

Each SHARE full member library has one designated representative on the Members' Group. Each SHARE full member library is allowed one vote on matters brought before the group. The designated representative will be noted on the Designated Voting Member Form signed by the library with SHARE and kept on file with IHLS.

Note: Prison and special libraries will be reviewed on a case by case basis to determine SHARE member status due to their uniqueness.

*Adopted 9/17/12; amended 6/2/16*

**AUTHORITY** SHARE is a service of IHLS and IHLS is its fiscal agent. The database and its hardware are owned by IHLS and it is IHLS that enters into financial obligations and contracts on behalf of the Members' Group.

The Illinois Heartland Library System shall actively engage the assistance of SHARE and its Executive Council in the development of LLSAP policies, plans, assessments and fees.

A vote of the members, conducted according to procedures approved by the Executive Council of SHARE will be held when obligating the proprietary funds of the SHARE membership.

An LLSAP report shall be placed on the agenda of each IHLS Board of Directors' meetings. The report can include but is not limited to, the management, governance, and promotion of the LLSAP. The president of the SHARE Executive Council and the SHARE manager(s) will coordinate all reporting to the IHLS board, with preliminary information, including but not limited to, who will give the report, forwarded to the IHLS director at least one week prior to each IHLS Board of Directors' scheduled meetings.

*Adopted 9/17/12*

**PURPOSE OF MEMBERS' GROUP** The Members' Group consists of SHARE Affiliate, SHARE Transitional, and SHARE Full members. SHARE Affiliate and Transitional members may attend meetings, but cannot vote. SHARE Full members are members with voting privileges and conduct the business of the Members' Group. SHARE full member libraries provide: approval and amendments to the governing document; approval of memorandum of understanding; approval of membership fee formulas and fees; approval of long range plans; and election of members to the Executive Council. Additionally, SHARE full members review options related to the procurement of an integrated library system.

*Adopted 9/17/12*

**EXECUTIVE COUNCIL** The Executive Council exists to consider and handle business brought forward when more immediate decisions need to be made. It exists to set direction, policy, and procedures for the operation of the LLSAP. SHARE provides for the Director of Illinois Heartland Library System a mechanism for advice and consent on matters pertaining to the LLSAP. The Executive Council develops and provides recommendations for proposed operational policies under consideration to the SHARE libraries and its Members' Group. No SHARE member library can have more than one representative member on the Executive Council. Only SHARE full members may be representatives on the Executive Council.

The Executive council consists of:

- 3 Public library representatives
  - One representative of public libraries with a population under 10,000
  - One representative of public libraries with population of 10,000 to 50,000
  - One representative of public libraries with population over 50,000
- 3 School library representatives
- 1 Academic library representative
- 1 Special library representative
- 1 Bibliographic and Cataloging Standards Committee Chair
- 1 Circulation and Resource Committee Chair
- 1 Policies and Finance/Fess Committee Chair
- 1 eResource Committee Chair

Terms for the Executive Council: Seats are two years, with a limit of two consecutive terms. For the initial process, six of the Executive Council seats will serve as a single year term, with the remaining five seats two year terms. All will still have a two consecutive term limit.

The Executive Council will elect a President, Vice President/President Elect, and Secretary. The President and Secretary will hold office for a single year. The President will chair Executive Council and Members' Group meetings. The Vice President/President Elect will chair the Executive council and Members' Group meetings in the absence of the President the first year and serve as President and chair the Executive Council and Members' Group meetings in the second year.

An IHLS staff member will also be appointed by the IHLS executive director as a liaison to the Executive Council. SHARE manager(s) should attend Executive Council meetings to facilitate communication. Neither the liaison nor SHARE manager(s) have voting privileges.

*Adopted 9/17/12; amended 11/5/15*

### **STANDING COMMITTEES** Standing Committees are:

**Bibliographic and Cataloging Standards**—provides a forum for member library cataloging staff to share information about functionality and best practices; serves as a sounding board for solutions to cataloging issues; and reviews and makes recommendations concerning cataloging policy and procedures.

**Circulation and Resource Sharing**—provides a forum for member library circulation staff to share information about functionality and best practices; serves as a sounding board for solutions to circulation issues; and reviews and makes recommendations concerning circulation policy and procedures.

**Policies and Finance/Fees**—reviews and makes recommendations concerning the fee formula, SHARE budget, and policies pertaining to SHARE. This committee will also be the nominating committee.

**eResource**-- develops policies and guidelines as needed; guides collection development; develops and approves appropriate fees needed to support consortial eResource acquisitions; works with the Bibliographic Standards committee to develop policies and guidelines for the addition of bibliographic records for eResources to the integrated library system; works with appropriate committees and task forces to address issues related to the inclusion of local library eResources in the shared automation system.

The committees are open to volunteers and each Chair is elected to his/her term by votes of the committee members. The Chair of each committee is elected for a two year term, with two consecutive term limits. The Chair of each committee will serve on the Executive Council as part of the commitment of being a Chair. Only SHARE full members libraries are eligible to be a committee chair. All committees, including Ad hoc, report to the Executive Council.

Ad hoc committees may be formed at the discretion of the President of the Executive Council.

*Adopted 9/17/12; amended 11/5/15*

**MEETINGS** The Members' Group will meet semiannually, with the dates to be determined by the Executive Council of SHARE. Meetings will be informational only. Voting will be conducted electronically and occur 1 week after the meeting. Procedural meeting details such as minutes will be voted on and determined by a majority of the members present. All fiscal and policy issues will be voted on electronically and a quorum will constitute 50 percent plus 1 of the SHARE full membership.

The Executive Council meetings are held quarterly, with at least one meeting designated as a "face-to-face" meeting. The other meetings may be conducted via electronic format. The

President may determine if additional meetings are necessary to conduct time sensitive issues. A quorum of the Executive Council will be 6. Voting for the Executive Council may be done electronically.

IHLS will provide a person to take minutes for both the executive council meetings and the Members' Group meetings.

*Adopted 9/17/12*

**PARLIAMENTARY AUTHORITY** Robert's Rules of Order, in the latest edition, will serve as the governing authority for all meetings of the Members' Group, and its committees, except that such rules will not be in opposition to these by-laws. All meetings are subject to compliance with the Open Meetings Act.

*Adopted 9/17/12*

**AMENDMENTS** This governance document may be amended by a majority vote of the SHARE full members. Proposed amendments will be distributed in writing to all members at least two weeks in advance of the meeting at which time the proposed amendment will be discussed. Voting will be conducted electronically and occur 1 week after the meeting.

*Adopted 9/17/12*

**REVIEW OF** The review of SHARE governance document will occur every two years by the SHARE Executive Council.

*Adopted 9/17/12*

**DISSOLUTION** The Members' Group may be dissolved only with a two-thirds vote of the SHARE full members. Information regarding a proposed dissolution will be distributed in writing to all members at least two weeks in advance of the meeting at which the proposed dissolution will be discussed. Voting will be conducted electronically.

*Adopted 9/17/12*