

CCS INFORMATION TECHNOLOGY TECHNICAL GROUP

BYLAWS

I. STATEMENT OF PURPOSE

The CCS Information Technology Technical Group shall perform the following functions:

- A. Review technical aspects of CCS services and address specific technical concerns.
- B. Make recommendations to the CCS Executive Committee regarding CCS technical issues.
- C. Provide continuing assistance to new CCS member libraries with implementing CCS services and establishing procedures.
- D. Provide continuing education for its members.
- E. Communicate with other automated libraries, cooperatives and users' groups.
- F. Maintain, update and distribute a contacts list annually.

II. MEMBERSHIP

- A. The Director from each CCS member library shall appoint one (1) representative to the Technical Group who shall be a staff member responsible for general CCS maintenance and technical implementation.
- B. The CCS Executive Director and IT Systems Manager are ex officio non-voting members of the Technical Group.
- C. Non-CCS libraries may attend meetings as non-voting members.

III. MEETINGS

- A. A minimum of four (4) meetings per year shall be scheduled, normally during the months of March, June, September and December.
- B. A quorum shall consist of a majority plus one of the voting members of the Technical Group. Attendance by a representative from each CCS library is encouraged.
- C. Additional meetings may be called at the discretion of the Chair.

IV. VOTING

- A. Questions shall be decided upon by a simple majority of the members present.
- B. Each member library shall have one (1) vote.
- C. If necessary, a roll call vote may be taken. In the case of a tie vote, the CCS staff member present with the most authority shall decide the question.
- D. No member or officer shall have veto power.

V. OFFICERS

- A. There shall be three (3) officers selected from the voting membership: Chair, Vice-Chair/Chair Elect, and Secretary.
- B. The Chair shall preside at the meetings, prepare agendas, serve as official liaison to the CCS Governing Board and Executive Committee, appoint committees, serve on committees and respond to questions from and concerns of the members. If the Chair is unable to meet any of these obligations, he/she must notify the Vice-Chair/Chair Elect. During the year following the term as Chair, the Chair serves as Past Chair and serves as an advisor to the officers.
- C. The Vice-Chair/Chair Elect shall act in the absence of the Chair, including attending meetings of the CCS Governing Board and Executive Committee, serve on committees, submit items for agendas to the Chair and respond to questions from and concerns of the members.
- D. The Secretary shall take minutes at the meetings and forward them to the CCS Executive Director for review and distribution.

VI. TERMS OF OFFICE

- A. The term of each office shall be one year, beginning July 1 and expiring the following June 30.
- B. The Vice-Chair/Chair Elect shall serve one year as Vice-Chair, a second year as Chair and a third year as Past Chair.

VII. ELECTIONS

- A. An election for the office of Vice-Chair/Chair Elect and Secretary shall be held annually at the June meeting.
- B. A Nominating Committee shall prepare a recommendation prior to that meeting to be distributed with the agenda. Nominations may also be taken from the floor.

VIII. VACANCIES

- A. Should the office of Chair be vacated within the first six months of the term, the Vice-Chair/Chair Elect shall become the Chair for the remainder of the term. In this case, the office of Vice-Chair/Chair Elect becomes vacant and shall be filled by election.
- B. Should the office of Chair be vacated in the second six months of the term, the Vice-Chair/Chair Elect shall become Chair Pro Tem/Chair Elect for the remainder of the term.
- C. Should both the offices of Vice-Chair/Chair Elect and Chair become vacant, the Technical Group shall elect new officers for the remainder of any unfilled, unexpired terms. The Past Chair shall act in an advisory capacity to assist when necessary for the remainder of the term.
- D. Should the office of Secretary be vacated, the Chair shall appoint a new Secretary for the remainder of the term.

IX. AGENDAS AND MINUTES

- A. The Chair shall prepare an agenda at least one week prior to each meeting and send it to the CCS Executive Director for distribution.
- B. The Secretary shall take minutes of each meeting and submit the minutes to the CCS Executive Director for review and distribution within two weeks after the meeting under normal circumstances.
- C. Minutes and agendas will be distributed to the Technical Group representative of each CCS member library, and posted on the CCS web site.

X. AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the Technical Group with the approval of the CCS Governing Board.
- B. Proposed amendments must be submitted in writing to the Chair and distributed with the agenda prior to each meeting.

Approved 3/28/01
rev. 5/27/09
rev. 5/22/13
rev. 9/30/15