

# VALNet Circulation Committee Mission Statement and Bylaws

## **Article 1: Mission**

Special functions of the Circulation Committee:

- A. Anticipate and respond to developments which may impact circulation services.
- B. Review, or direct a subcommittee to review, at least once a year, existing policies affecting circulation services.
- C. Cooperate with the Directors and Bibliographic Standards Committee in the formulation of joint recommendations concerning the solution of problems common to all VALNet library staff.
- D. Make recommendations concerning the establishment, interpretation and publicity of operating policies and procedures affecting circulation staff.
- E. Coordinate with the Mentor Group as a permanent subcommittee, and form other sub-committees as necessary to study special and/or continuing topics of interest to circulation staff.
- F. Send a representative to meetings that may affect circulation, such as the VALNet Directors' meetings.

## **Article 2: Membership**

### **A: Representation**

This Committee is open to all member libraries of the VALNet Consortium. Each member library or group of libraries must appoint at least one representative to attend the circulation meetings. In voting, each member library shall have a single vote, regardless of the number of representatives attending the meeting.

### **B: Meetings**

The Circulation committee will meet at least twice during the school year. Generally, a meeting will be held each late September, which will be the first of that year's meetings, and another in early March, to accommodate the schedules of school libraries, or at other times as decided by the committee. Officers shall be elected and installed at the September meeting.

### **C: Amendments**

Amendments to bylaws will be made by a majority vote at a circulation meeting. Proposals for amendments shall be made to the Circulation Chair for handling as follows:

Proposed amendments shall be distributed to the committee members by the Circulation Chair before the meeting at which they are to be voted upon, specifying 1) the date on which the vote will be held, and 2) the date by which they may vote by email if they are unable to attend and vote in person. All efforts shall be made by the Chair to allow sufficient time for committee members to review any proposed amendments prior to voting. Emails should be sent to [clearh2o@valnet.org](mailto:clearh2o@valnet.org).

### **D: Quorum**

A quorum shall consist of all members that are present at any particular meeting. A member may also e-mail their vote to the chairperson prior the meeting date if unable to attend.

## **Article 3: Officers**

### **A: Terms of Office**

The VALNet Circulation Committee Officers shall consist of a Chair, Vice Chair, Past Chair, and Secretary. The terms of office shall be for one year commencing with the September meeting. At that meeting, committee members may volunteer or be nominated for the offices of Vice Chair and Secretary.

The office of Secretary is a one-year office. If there are no nominations or other volunteers for the office of Secretary, the current Secretary may volunteer to retain that office for a second term. After two (2) consecutive one-year terms an officer must vacate the office of Secretary but may hold the same position at a later time.

The office of Vice Chair is a three-year office that advances every September. During the year the Vice Chair is elected they act as the Vice Chair. The following September the Vice Chair becomes the Chair. The third September they become the Past Chair.

Officers are elected or retained by a majority vote of those in attendance, together with emailed votes received before the meeting.

### **B: Duties of the Chairperson**

The Chair shall preside at all circulation committee meetings, and further shall:

- With the approval of a simple majority vote, appoint required subcommittees and coordinate with such committees;
- Attend VALNet Directors' meetings and maintain lines of communication between the circulation committee and the VALNet Directors;
- Represent the circulation committee in other matters when necessary;
- Prepare and email out the agenda for the meeting and remind everyone of the meeting;
- Maintain the most current of approved bylaws;
- Be responsible for the maintenance and preservation of the current electronic/digital records of circulation committee business, specifically pertaining to circulation training pages, also known as staff pages, maintained on the VALNet website, either personally or by coordinating with others in possession of the records;
- Perform other duties pertaining to the office of Chair.
- The Chair is expected to communicate regularly with the other officers.

### **C: Duties of the Vice Chair**

The Vice Chair shall coordinate and share the duties and responsibilities of the Chair or the Secretary with the Past Chair in the event of the absence of either. If both the Chair and Secretary are absent the Vice Chair will preside as Chair and appoint someone to act as Secretary for that meeting. The Vice Chair will also assist in performing duties as requested by the Chair. The Vice Chair is expected to communicate regularly with the other officers.

### **D: Duties of the Past Chair**

The role of the Past Chair is to advise the Chair and Vice Chair. The Past Chair shall coordinate and share the duties and responsibilities of the Chair or the Secretary with the Vice Chair, in the event of the absence of either. The Past Chair is expected to communicate regularly with the other officers.

### **E: Duties of the Secretary**

The Secretary shall prepare accurate and detailed minutes of circulation committee meetings and shall submit the minutes within ten (10) business days to all members of the VALNet Consortium by way of email to the address [clearh2o@valnet.org](mailto:clearh2o@valnet.org). Minutes are to be thus provided to the Chair or his/her designee for uploading to the VALNet staff page. The Secretary will also keep a copy of the minutes of all previous circulation meetings. The Secretary will also assist in performing duties as requested by the Chair. The Secretary is expected to communicate regularly with the other officers.