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~~KIC Council Bylaws~~ **Kansas Interlibrary Loan Taskforce (KILT) Bylaws**

Ratified by State Library of Kansas Board x/xx/2023

Article 1. Name

The name of this organization shall be ~~The KIC Council~~ **the Kansas Interlibrary Loan Taskforce (KILT)**. The term, KILBD, shall refer to ~~The KIC Council's executive committee, the Kansas Interlibrary Loan Board of Directors.~~

Article 2. Purpose

To ~~establish~~ **advise and give input to the State Library of Kansas Board on** interlibrary loan code, policy and protocol for Kansas libraries, and to promote the continuing education aspect of interlibrary loan training **among KICNET users.**

Article 3. Membership

3.1 General Member Libraries

~~Prospective member libraries shall apply for KIC Council membership in a manner prescribed by the KILBD. Membership is granted upon receipt by the KILBD of a signed membership agreement form.~~

Article 4. KIC Council

4.1 Governance

~~The KIC Council shall be governed by the KILBD.~~

The KIC Council representatives shall:

~~Elect membership to' the KILBD;~~

~~Ratify bylaws;~~

~~Ratify policies put forth by the KILBD;~~

~~Provide information and input to the KILBD on issues and business related to the purposes of The KIC Council.~~

Article 5. KILBD

5.1 Member Representatives

~~The KIC Council shall elect representatives from the various types of libraries to vote on KIC Council business; these representatives, plus a representative from the State Library, shall form the membership of the KILBD.~~

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5.2 KILBD Composition

The KILBD shall consist of eight (8) voting representatives, one from each of the different library types in Kansas, as follows:

- ~~One representative from the regents universities;~~
- ~~One representative from the community colleges;~~
- ~~One representative from K-12 public and private schools;~~
- ~~One representative from private academic;~~
- ~~One representative from public libraries *not included in #7*;~~
- ~~One representative from regional library system;~~
- ~~One representative from major resource center (major resource center libraries are defined in the Public Library Standards for Kansas, Revised 1992) *or ILDP resource libraries other than regional library system headquarters*;~~
- ~~One representative from medical, corporate, legal, governmental or other special libraries not represented above.~~

~~[approved by KIC Council 5/7/1999]~~

~~In addition,~~

~~One ex officio representative from the Kansas State Library appointed by the State Librarian.~~

~~KILBD membership is limited to KIC Council member representatives. The KILBD shall be representative of The KIC Council membership and the above categories shall be reviewed every four (4) years or as the membership of the organization changes.~~

Article 3. KILT

3.1 KILT Composition

KILT shall consist of the following:

- **Resource Sharing Librarian-State Library of Kansas;**
- **Interlibrary Loan Consultant-CKLS;**
- **Interlibrary Loan Consultant-NCKLS;**
- **Interlibrary Loan Consultant-NEKLS;**
- **Interlibrary Loan Consultant-NWKLS;**
- **Interlibrary Loan Consultant-SCKLS;**
- **Interlibrary Loan Consultant-SEKLS;**
- **Interlibrary Loan Consultant-SWKLS;**
- **One representative from the Kansas resource sharing community;**
- **One representative from the Kansas academic resource sharing community.**

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The Kansas resource sharing community representative shall be appointed by the State Librarian to serve a two-year term commencing January 1 of odd years. The Kansas academic resource sharing community representative shall be appointed by the State Librarian to serve a two-year term commencing January 1 of even years. Reappointment shall be at the discretion of the State Librarian. Upon resignation or other vacancy, the State Librarian will appoint a representative to fulfill the remainder of an unexpired term.

Each System Librarian shall notify the State Librarian and Resource Sharing Librarian when a new interlibrary loan consultant is named for their system.

~~5.3 Organization~~

3.2 Organization

~~The KILBD shall elect a Chair, a Vice Chair to act in the absence of the Chair, and a Secretary from its membership. The Chair shall preside at meetings and conduct business of the KILBD and KIC Council.~~

The State Library of Kansas Resource Sharing Librarian shall be the Chairperson of KILT.

~~5.4 Election/Term~~

~~The term of office for KILBD members is two (2) years. KILBD members [shall not] *may* be elected to *no more than* two (2) consecutive terms.~~

[approved by KIC Council 9/13/1996]

~~The Nominating Committee shall create a slate of nominees from each library type section of The KIC Council whose terms are expiring. The slate of nominations shall be distributed to KIC Council members six (6) weeks before the scheduled vote for review and to afford members the opportunity to nominate additional section member(s). Nominations shall close two (2) weeks prior to the scheduled vote. Absentee ballots shall be accepted from members who have requested such at least one week prior to the scheduled vote. Voting shall take place at the scheduled annual meeting of the KIC Council.~~

~~KILBD members' terms of office shall be staggered to ensure that one half of the KILBD membership terms shall expire each year. The initial members of the KILBD and their terms of office are listed in Appendix C.~~

~~5.5 Vacancies~~

~~The Nominating Committee shall fill by appointment a vacancy on the KILBD. The appointee shall serve in the position until the scheduled expiration of the unfilled term.~~

~~5.6 Removal~~

~~Any KILBD member may be removed by a two-thirds majority vote of The KIC Council section representatives. Reasons for removal shall be the negligence of duties and/or misuse of authority.~~

~~5.7 Authority~~

~~The KILBD shall make policies and procedures for the governance of The KIC Council and the KILBD.~~

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Article 6. Committees

6.1 Nominating Committee

~~A Nominating Committee, consisting of not less than three (3) KILBD members, shall be [elected by the KJC Council] *appointed by the KILBD chair* to select a slate of candidates to serve on the KILBD.~~

~~[approved by KJC Council 9/22/1995]~~

6.2 Policy Committee

~~A Policy Committee, consisting of not less than three (3) KILBD members, shall review bylaws and other policies and procedures as needed.~~

6.3 Continuing Education

~~A Continuing Education committee, consisting of not less than three (3) KILBD members, shall establish, implement and review continuing education goals, plans and activities as needed.~~

6.4 Term

~~All committees shall elect a Chair and Vice Chair. Members of standing committees shall serve for one year. The need for the continuance of a standing committee shall be reviewed at least every two (2) years or as needed.~~

6.5 Other

~~Ad hoc committees may be formed, consisting of not less than three (3) members, either within the KILBD or the K.IC Council, for purposes of assistance in the business needs at hand.~~

Article 7. Meetings

7.1 KIC Council

~~The K.IC Council representatives shall meet at least annually at the time and place determined by the KILBD.~~

7.2 KILBD

~~The KILBD shall meet at least annually at a time and place determined by consensus of the membership.~~

7.3 Committees

~~All committees shall meet at least annually at a time and place determined by the consensus of the committee membership.~~

Article 4. Meetings

4.1 KILT

KILT shall meet at least four times per year. At least one meeting will be held in person each year. Meetings are called, organized, and led by the KILT Chairperson.

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Article 8. Voting

8.1 KIC Council

Every library which is a member of the K.IC Council or its proxy shall have one vote in motions presented for action at the meetings.

8.2 KILBD

Each member shall have one vote in motions presented for action at the meetings of the K.ILBD. The ex officio member shall vote only to break a tie at K.ILBD meetings.

Article 9. Quorum

Article 5. Quorum

A simple majority of the voting members at K.ILBD KILT members present at meetings shall constitute a quorum.

Article 10. Records

Article 6. Records

6.1 Meeting records

Minutes of all meetings shall be kept by the Secretary a designated member.

6.2 Master Records

The Chair of the KILBD KILT shall possess and maintain a file containing:

- Original bylaws;
- Original revisions of bylaws;
- Minutes of KILT meetings KILBD and KIC Council meetings; Original signed membership agreements.

The Chair shall publish the minutes of each meeting and the current bylaws on the State Library of Kansas website.

Article 11. Amendments to Bylaws

Article 7. Amendments to Bylaws

Amendments to the bylaws shall be ratified upon a vote of two thirds of those voting member libraries present at The KIC Council meeting. Proposed amendments to to the bylaws shall be sent to the KILBD at least thirty (30) days prior to a KIC Council meeting for review and approval by the KILBD.

KILT shall propose amendments to these bylaws to the State Library of Kansas Board if two-thirds of the KILT membership support such amendments. Amendments to these bylaws shall be ratified if at least two-thirds of State Library of Kansas Board members present at a meeting vote in the affirmative. Amendments to the bylaws take effect upon ratification, unless otherwise ordered in the motion ratifying the bylaws.

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Article 8. Parliamentary Procedure

All business shall be conducted according to Robert's Rules of Order where not in conflict with these bylaws.

Article 9. Adoption

~~These bylaws shall become effective upon adoption by the KILBD, and upon ratification by The KIC Council. Terms of the original KILBD members shall run from the beginning of the Kansas state fiscal year (July 1) following the adoption of these bylaws.~~

These bylaws shall become effective if at least two-thirds of State Library of Kansas Board members present at a meeting vote in the affirmative.