

## Northern New Hampshire Library Cooperative Bylaws

1. Annual meeting: The Cooperative shall hold a general Annual Meeting each April.
  - a. Representation: Each Member Library shall send two representatives to the Annual Meeting, at least one Trustee & the Library Director. Each Member Library has one vote.
  - b. Notice of Meeting: Member libraries shall post notice of the Annual Meeting in appropriate places in their towns no fewer than 7 days before the meeting.
  - c. Agenda: Each Member Library's Board of Trustees shall receive the agenda for Annual Meeting by their March Board Meeting.
  
1. Officers: Officers will be Chair and Secretary. These positions will rotate each year.
  - a. First item on Annual Meeting agenda shall be to appoint Chair and Secretary.
  - b. The Chair runs the Annual Meeting.
  - c. The Secretary records minutes for the Annual Meeting and shares them as specified below. Secretary shall compile the agenda for the following year's Annual Meeting, requesting agenda items to be submitted by March 1.
  
1. Reporting: Policies shall be posted on the Northern NH Library Cooperative website at <http://madisonlibrary-nh.org/nnhlc/>, with files stored in an electronic folder shared with member libraries. Annual Meeting minutes will be posted on the website and shared in electronic format with member libraries. Hard copies of Policies, Annual Meeting agenda and minutes will be filed in the NNHLC binder, which is kept by the Secretary. Policies can be listed on individual library websites at their discretion.
  
1. Policies: Each policy shall show how recorded, added, and amended. In order to be responsive to emerging needs at this early stage of the Cooperative, policies may be added or amended by agreement with member libraries during any scheduled cooperative meeting without waiting for approval at Annual Meeting. All policies shall be reviewed at Annual Meeting. All policies must align with Cooperative Agreement.

Adopted April 7, 2014