



## SYSTEM WIDE AUTOMATED NETWORK (SWAN) BYLAWS

### Article I. Purpose

As its mission, SWAN is dedicated to improving services in member libraries by sharing resources, technology, and a planned process of individual and collective growth.

### Article II. Membership

#### A. Levels of membership

1. FULL PARTICIPANTS in SWAN are those MLS members who have been approved by a 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries and the Metropolitan Library System (MLS) Board and sign the Agreement for Full SWAN Participation (the "Agreement"). There is no membership fee; however, Full Participants are responsible for fees as described in The SWAN Full Participant Agreement, Exhibit F.

2. INTERNET ACCESS PARTICIPANTS are those MLS members who access the System for purposes of Bibliographic Searching and Holds Processing, using their own equipment, shared SWAN support units, and SWAN's web-based catalogue. If shared SWAN support units and telecommunications equipment are used, access is limited to library staff only. Conditions and costs are defined in a separate Agreement for SWAN Internet. Access is approved by a 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries.

3. ENHANCED ACCESS PARTICIPANTS are those MLS members who have dedicated access to the System for purposes of Bibliographic Searching, Holds Processing, and Patron Maintenance, using their own telecommunications equipment. Bibliographic access is available to both library staff and patrons. Conditions and costs are defined in a separate Agreement for Enhanced Access to the SWAN Bibliographic Database, approved by a 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries.

4. In recognition of the relationship between SWAN and MLS, MLS has full access to SWAN services and does not pay participant fees or have voting privileges.

#### B. Meetings

Membership meetings will be held a minimum of four times a year. A quorum is defined as one over half of the Full Participants. SWAN Council Co-chair or the Director of SWAN Services may call special meetings of the membership.

C. Governance

1. Governance is the function of all Full Participants. Each Full Participant has the right to cast a vote on decisions brought to the Administrators. Full Participants are responsible for determining the following:

- a) Allocation of funds (See Article IV. Finance)
- b) Priorities
- c) Policy
- d) Utilization of software programs
- e) Election of Council members
- f) Acceptance of new members (See Article II. Membership)

2. Votes may be taken at a duly called meeting when a quorum (one over half) of the Full Participant Libraries are in attendance or, if specified by SWAN Council, by electronic means. Each Full Participant shall have one vote to cast. The voting library must be represented directly, not by proxy. A 2/3 majority vote of those in attendance at a meeting where a quorum has been established is required for approval. In the case of an electronic vote 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries is required for approval. In each case, the vote binds all users to decisions of the Full Participants.

3. Voting is not required for routine procedural decisions. SWAN Administrators' Council will review information of this type and forward a recommendation to Participants with an opportunity for input prior to implementation.

4. Operational decisions are delegated to the **Director of SWAN Services.**

D. SWAN Membership Termination

Termination of membership is described in the *System Wide Automation Network Full Participation Agreement*, section 12, Term.

**Article III. SWAN Administrators' Council**

A SWAN Administrators' Council represents the membership for the purpose of planning, including the evaluation and recommendation of policy and service. *For SWAN Administrators' Council Bylaws see Appendix A.*

**Article IV. Finance**

A. Budget

The SWAN Council will prepare an annual budget to be presented to the Full Participant libraries for a ballot vote at the December Quarterly Meeting.

**B. Approval**

The budget must be approved by a two-thirds (2/3) majority of the Administrators (or designee) of the Full Participant Libraries present and voting at a meeting where a quorum (one over half) has been established.

**C. Non-budgeted Expenditures**

Expenditures not included in the annual budget, which arise between Quarterly Administrators' Meetings, may be voted on by electronic means. If the response to such vote results in a negative vote of more than 1/3 of the Administrators of the Full Participant Libraries, the question must be referred to a meeting of Administrators of the Full Participant Libraries.

**D. Authorization of Expenditures**

The MLS Board shall make final authorization of expenditures and, on behalf of SWAN, shall execute and enforce contracts.

**Article V. Parliamentary Authority**

Meetings of the Full Participant libraries will follow *Robert's Rules of Order*.

**Article VI. Policies**

Council develops and presents policies, subsequent amendments and other recommendations to the Full Participant Libraries for their review and approval. The approval process is detailed in Article II.C. Governance. A schedule is established for review of policies.

**Article VII. Amendments to Bylaws**

These bylaws may be amended by 2/3 affirmative vote of a quorum of the Administrators of Full Participant Libraries.