

Government Research Services (GRS) Advisory Council – Bylaws

Article 1. Organization

The name of this organization shall be the Government Research Services (GRS) Advisory Council (hereafter referred to as “the Council”). The Council is established in the bylaws of the Oregon State Library Board of Trustees.

Article 2. Charge

The Council is established to advise the staff of the GRS Program of the Oregon State Library. The Council will provide insight, consultation, and advice on strategies for better serving the information and research needs of Oregon state government agencies. The Council will also assist GRS staff in creating effective strategies and programs to inform state employees about GRS services and to train state employees in the use of these services.

Article 3. Membership

Section 1. Number, Qualification, and Tenure

- a) The Council shall consist of (not more than) nine members.
- b) All members of the Council will be employees of the state of Oregon, currently working for an agency assessed for library services.
- c) There are no formal criteria for Council membership, but a reasonable effort will be made to balance representation based on:
 - Agency size and assessment,
 - Agency function,
 - Council member job duties, and
 - Agency use of Library services.

Section 2. Appointments

- a) Council members will be appointed by the Oregon State Library Board of Trustees. The State Librarian in consultation with the Program Manager for Government Research Services shall suggest nominees for vacant positions on the Council.
- b) Terms on the Council will run for two years following the calendar year, January 1 through December 31.
- c) New and replacement appointments will be pursued in November and December. Newly appointed members of the Council shall assume their duties at the first regular meeting of the calendar year which begins after the date of their appointment.
- d) Council members may be appointed for no more than one additional, consecutive term.

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Section 3. Vacancies

- a. The Council will request that the State Librarian fill any vacancies on the Council as quickly as possible.
- b. Members appointed to fill a vacancy will serve through the end of the term of the member they replace and will be eligible for one additional, consecutive term.

Section 4. Staff Council Members

- a. Up to four (4) staff of the Oregon State Library may be assigned to support the Council in its duties. These staff serve as non-voting advisors to the Council, and may be asked to perform various duties – such as preparing and distributing minutes – at the direction of either the Council Chair or by approval of a full-Council vote.
- b. Staff membership shall consist of the Program Manager, one or both GRS Team Coordinators, and such other staff as are deemed appropriate for the business of the Council.
- c. All State Library staff assigned to the Council remain solely in the employ of the State Library and are directed and managed as such.

Section 5. Appointment, Term of Office, and Duties of the Chair

- a. The Council Chair shall be elected annually by the Council at its last meeting of the year. The new Chair shall serve a one-year term, effective January 1.
- b. The duties of the Chair include facilitating meetings, helping set agendas, serving as a liaison between the Council and OSL staff, and conferring with and keeping Council members informed.
- c. A vacancy in the position of Chair will be filled by the Council from the remaining membership for the unexpired portion of the term for the vacant office.

Section 6. Resignation and Removal

- a. Any member of the Council may resign at any time by giving written notice of resignation to the Council Chair and the State Librarian. A resignation shall be effective upon receipt or at a date stated in the resignation which is acceptable to the Council.
- b. The Chair may resign at any time by delivering written notice to the Council. Resignation shall be effective upon receipt or at a date stated in the resignation which is acceptable to the Council.

Section 7. Compensation.

No member of the Council shall receive any compensation or reimbursement from the State Library for his or her services to the Council.

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Article 4. Meetings and procedures

Section 1. Frequency

The Council will meet four times each fiscal year; the Council Chair has the authority to convene additional meetings as needed.

Section 2. Location, Electronic and Telephonic Means

- a. Council meetings shall be held within the state of Oregon, typically at the Oregon State Library.
- b. The Council may permit any or all members to participate in any meeting by – or conduct the meeting through – use of any means of communication by which all members participating may hear each other or otherwise communicate with each other during the meeting, (e.g., email, synchronous chat, videoconference, or telephone conference calls). Such meeting arrangements are at the discretion of the Council. A member participating in a meeting by this means is deemed to be present in person at the meeting.

Section 3. Quorum and Manner of Acting.

- a. The presence of fifty percent (50%) of current Council members shall be required as a quorum for the conduct of any business.
- b. An act of more than fifty percent (50%) of the Council members present at a meeting at which a quorum is present shall be the act of the Council.

Section 4. Minutes

Minutes will be prepared by a designated member of the Council or Oregon State Library staff and distributed within ten business days of the meeting.

Section 5. Ad hoc committees

- a. The Council has the authority to establish and abolish ad hoc committees as deemed necessary and appropriate. The ad hoc committee is established for a specific length of time with a specific charge as outlined by the Council.
- b. The Council has the authority to appoint members to the ad hoc committee(s). The number of members of the ad hoc committee shall depend on that committee's charge. The membership need not be limited to members of the Council.
- c. When the ad hoc committee has completed its charge to the satisfaction of the Council and a report has been provided to the Council within 30 days of the completion of the charge, the Council shall then, by a majority vote at its regularly scheduled meeting, abolish the ad hoc committee.

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Section 6. Amending bylaws

- a. Bylaws changes must be recommended by the Council and approved by the State Library Board of Trustees.
- b. Any proposed changes shall be submitted to the Council membership in writing at least 30 days prior to the next regularly scheduled Council meeting.
- c. At the regularly scheduled meeting, the Council has the authority to recommend changes to the bylaws with a majority vote.

Article 6. Dissolution of Government Research Services Advisory Council

Council may be dissolved upon a recommendation of the Council or the State Librarian to the OSL Board of Trustees.