

Library Services and Technology Act Council Bylaws

Revised May 9, 2018, Approved by State Library Board June 19, 2018

Article I: Name

The name of the organization shall be the Library Services and Technology Act Advisory Council (LAC).

Article II: Object

The LAC assists the State Library Board in carrying out the Library Services and Technology Act (LSTA) Five-Year Oregon State Plan by reviewing project proposals and grant applications, making recommendations for funding both statewide and competitive grant projects, evaluating progress in accomplishing the State Plan, and advising the Board about other issues concerning the LSTA federal library grant program. The LAC will provide leadership to balance the funds directed to various LSTA goals and priorities.

Article III: Members

Section 1. Number and representation

- A. The LAC shall consist of thirteen regular members drawn from within Oregon. The thirteen positions shall include the following:
- a. Three members representing library users;
 - b. Three members representing public libraries;
 - c. Two members representing academic libraries;
 - d. Two members representing underserved / underrepresented persons;
 - e. One member representing K-12 school libraries
 - f. One member representing special libraries
 - g. One member representing information technology

Special consideration shall be given to see that geographic areas as well as different sizes and types of institutions are represented.

- B. Up to four staff of the State Library of Oregon shall serve as *ex-officio*, non-voting members of the LAC.

The State Library Board may appoint additional temporary LAC members for special projects. These members' terms shall be specified at the time of appointment and shall not exceed three years.

Section 2. Term

- A. The term of membership shall be three years or until a successor is elected.

- B. Members shall assume their duties at the first meeting of the calendar year and shall serve until the end of the calendar year of their third year on the LAC.
- C. Terms shall be staggered so that all members representing a specific group are not elected for three-year terms at the same time.

Section 3. Nominations and elections

- A. Suggestions for new members shall be taken at the fall regular meeting. Suggestions shall also be solicited from the Oregon library community.
- B. Council members will be appointed by the State Library board. The State Librarian in consultation with the Program Manager for Library Support and Development Services shall suggest nominees for vacant positions on the Council.

Section 4. Resignation

Any member desiring to resign shall submit his/her resignation in writing to the Chair and the State Librarian, who shall present it to the State Library Board for action. A resignation shall be effective when received or at a subsequent effective date stated in the resignation.

Section 5. 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 6. Compensation

A member may receive reimbursement or payment of reasonable expenses incurred by the member in connection with his or her services in the business of the LAC.

Section 7. Conflict of interest and recusal

- A. Members shall abide by Oregon Conflicts of Interest law as delineated in ORS 244.120 to 244.135.
- B. To ensure objectivity and eliminate possible bias, whether real or perceived, any member who is a staff member or current library board member at an institution that has submitted a grant proposal or application for consideration by the Council shall recuse himself or herself from the discussion and evaluation of the proposal or application. Members should declare in the meeting when they are recusing themselves.

Article IV: Officers

Section 1. Officers and duties

The officers of the LAC shall be a Chair and Chair-Elect. These officers shall perform the duties prescribed by these bylaws and those duties described for President and Vice-President respectively in the parliamentary authority.

Section 2. Nominations and election

- A. Nominations for Chair-Elect shall be taken from the floor during the regular fall meeting of the LAC.
- B. Elections shall be by voice vote. The candidate receiving a majority of votes cast shall be elected.

Section 3. Term of office

Officer(s) shall be elected to serve for one year or until their successors are elected. Their term of office shall begin on January 1st. The Chair-Elect will assume the role of Chair on January 1st following a year serving as Chair-Elect.

Section 4. Resignation

An officer desiring to resign shall submit his/her resignation in writing to the Council and the State Librarian. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

Section 5. Vacancies

A vacancy in the Chair or Chair-Elect position shall be filled by the council for the unexpired portion of the term for the vacant office at the next LAC meeting.

Article V: Meetings

Section 1. Regular meetings

Regular meetings of the LAC shall be held twice per year, once in the spring and once in the fall.

Section 2. Special meetings

Special meetings may be called at the discretion of the Chair, State Library of Oregon staff, or at the request of four LAC members. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

Section 3. Virtual participation

Members may participate in meetings via teleconference, video-conference, web conference, or other technologies allowing synchronous communication among members.

Section 4. Quorum

A majority of members shall constitute a quorum.

Section 5. Minutes

Minutes shall be prepared and distributed by State Library of Oregon staff.

Section 6. Meeting guidelines

Meetings shall be held in accordance with Oregon Public Meetings law as delineated in ORS 192.610 to 192.710.

Article VI: Committees

Section 1. Statewide Database Licensing Advisory Committee

- A. The Statewide Database Licensing Advisory Committee (SDLAC) shall advise the LAC and the State Library of Oregon on the Oregon Statewide Database Licensing Program (OAR 543-060). Such advice may pertain but is not limited to request for proposal development and database product evaluation, ongoing database product assessment, and customer feedback. The SDLAC shall also advise the LAC on the appropriate percentage allocation of periodicals database costs to public, academic, and school libraries.
- B. Regular members shall consist of the following:
 - a. Three public library representatives, one each from libraries serving populations over 100,000, between 25,000-100,000, and 25,000 or less;
 - b. Three academic library representatives, one each from a community college, a public academic institution, and private academic institution;
 - c. One representative from a resource sharing system;
 - d. One tribal library representative; and
 - e. Two school library representatives.
- C. Ex-officio, non-voting members shall consist of the following:
 - a. One representative from the LAC;
 - b. One representative from the Orbis Cascade Alliance;
 - c. One representative from the Organization for Educational Technology; and
 - d. Up to four staff of the State Library of Oregon.
- D. A call for nominations to the SDLAC shall be sent to the general Oregon library community early in the calendar year. SDLAC members shall be elected by ballot annually during the LAC's spring meeting and shall serve terms of three years starting on

July 1st. Terms shall be staggered so that members representing similar institutions are not elected to three-year terms at the same time.

- E. The SDLAC shall elect a Chair annually during its last regular meeting before July. The Chair shall be elected to serve for one year or until his/her successor is elected.
- F. The SDLAC shall meet a minimum of twice a year. Meetings shall abide by the rules delineated in Article V, § 2-6 of these bylaws.
- G. Procurements involving the SDLAC shall abide by all Oregon laws pertaining to Public Contracts and Purchasing as delineated in ORS 279.

Section 2. Answerland Advisory Committee

- A. The Answerland Advisory Committee (AAC) shall advise the LAC and the State Library of Oregon on the development, implementation, promotion and evaluation of Answerland. Such advice may pertain but is not limited to: general policy and budget issues; collaboration among provider libraries; service standards, benchmarks, and guidelines; promotion of Answerland to the public and the Oregon library community; staff training and best practices; evaluation and assessment of the program; and software and vendor selection.
- B. Regular members shall consist of the following:
 - a. 6 - 10 voting members, drawn from all areas of the state and representing the public, school, academic, and special libraries that use or provide service for Answerland. Efforts will be made to keep a balance of representation from both type of library and geographic region.
- C. Ex-officio, non-voting members shall consist of the following:
 - a. One representative from the LAC;
 - b. Up to four staff of the State Library of Oregon.
- D. A call for nominations to the AAC shall be sent to the general Oregon library community early in the calendar year. AAC members shall be confirmed annually during the LAC's spring meeting and shall serve terms of two years starting on July 1st. After two years, members may choose to re-nominate themselves. Appointments of new Council members will be staggered to assure continuity.
- E. The AAC shall elect a Chair annually during its last regular meeting before July. The Chair shall be elected to serve for one year or until his/her successor is elected.
- F. The AAC shall meet a minimum of two times a year. Meetings shall abide by the rules delineated in Article V, §2-6 of these bylaws.
- G. Procurements involving the AAC shall abide by all Oregon laws pertaining to Public Contracts and Purchasing as delineated in ORS 279.

Section 3. Special Committees

- A. Special committees may be appointed at the discretion of the LAC or Chair as necessary to assist the LAC in accomplishing its purposes.
- B. Special committee members need not be members of the LAC.
- C. The Chair shall be an *ex-officio* member of all committees.

Article VII: Parliamentary authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the LAC in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the LAC may adopt.

Article VIII. Amendment of bylaws

These bylaws may be amended at any regular meeting of the LAC by a two-thirds vote, provided that the amendment has been submitted in writing thirty days before the meeting. Amendments must also be approved by the State Library Board.

Revised by the LSTA Advisory Council on May 9, 2018
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