

# Library Services and Technology Act (LSTA) Advisory Council Bylaws

State Library of Oregon

*Revised September 8, 2023. Approved by State Library Board October 13, 2023.*

## Article I: Name

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

## Article II: Object

The LAC is established to assist the State Library Board and State Library staff in carrying out the Library Services and Technology Act (LSTA) Five-Year Oregon State Plan to better serve libraries and their communities throughout the state.

The LAC assists by:

- providing insight on the needs of library communities;
- evaluating project proposals and grant applications;
- guiding the use of funds for LSTA goals and priorities; and
- assessing progress in accomplishing the State Plan.

The Council shall further serve as an advocate for the promotion and development of LSTA-related activities by soliciting input from the library community and advising the Board on issues concerning the LSTA federal library grant program.

## 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. Two members representing library users (persons not currently working in a library);
  - b. Two members representing public libraries, ideally one from a library serving a population of 25,000 or less;
  - c. Two members representing academic libraries, ideally one from a community college;
  - d. Three members representing historically and currently underserved and under-resourced communities as identified by the State of Oregon, State Library of Oregon, and LAC;
  - e. Two members representing K-12 school libraries;
  - f. One member representing special libraries; and
  - g. One member representing tribal libraries.

Special consideration shall be given to see that geographic areas are represented.

- B. 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 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 their resignation in writing to the Chair and State Library staff, who shall present it to the State Library Board as a vacancy. A resignation shall be effective when received or at a subsequent effective date stated in the resignation.

## Section 5. Vacancies

- A. A position will be considered vacant if the member misses three consecutive meetings.
- B. The Council will request that the State Library Board fill any vacancies on the Council as quickly as possible.
- C. 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 their services in the business of the LAC.

## Section 7. Conflict of interest and recusal

- A. Members shall abide by Oregon Government Ethics law, including Conflict of Interest provisions as delineated in ORS 244.120 to 244.130.

- B. To ensure objectivity and eliminate possible bias, whether real or perceived, any member who is a current staff member, volunteer, library board member, or Friends/Foundation member - or has been one in the last 6 months - at an institution that has submitted a grant proposal or application for consideration by the Council shall recuse themselves 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. The candidate receiving a plurality 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 their resignation in writing to the Council and State Library staff. 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 three times per year, once in the winter, 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 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 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 staff.

## Section 6. Meeting guidelines

Meetings shall be held in accordance with Oregon Public Meetings law as delineated in ORS 192.610 to 192.695 and described in the Oregon Attorney General's Public Records and Meetings Manual.

# 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 Orbis Cascade Alliance;
  - b. One representative from the Organization for Educational Technology; and
  - c. 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 their 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, tribal, and special libraries that use or provide virtual reference service for Answerland. Efforts will be made to keep an equitable balance of representation from type of library, geographic region and historically and currently underserved and under-resourced communities as identified by the State of Oregon, State Library of Oregon, and LAC.
  - b. Staff of the State Library of Oregon shall serve as ex-officio, non-voting members.
- C. 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.
- D. 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.
- E. 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 at least two weeks before the meeting. Amendments must also then be approved by the State Library Board.

*Revised by the LSTA Advisory Council on September 8, 2023*  
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