

Government Information and Library Services Advisory Council Bylaws

ARTICLE I Government Information and Library Services Advisory Council

The name of this organization shall be the Government Information and Library Services Advisory Council, hereafter referred to in this document as the Council. The Council is established in the Bylaws of the State Library of Oregon Board of Trustees.

ARTICLE II Purpose

The Council has been established to advise the staff of the Government Information and Library Services (Government Services) program of the State Library of Oregon. 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 Government Services staff in creating effective strategies and programs to inform state employees about Government Services and to train state employees in the use of these services.

ARTICLE III Members

SECTION 1. Number, Qualification, and Tenure

- a. The Council shall consist of no 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 State Library of Oregon Board of Trustees. The State Librarian, in consultation with the Program Manager for Government Services, shall suggest nominees for vacant positions on the Council.
- b. Terms on the Council will run for two fiscal years, July 1 through June 30.
- 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.

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. Resignation and Removal

- a. Any member of the Council may resign at any time by giving written notice of resignation to the Program Manager or 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. Attendance
 - 1. Each council member is expected to attend all Council meetings.
 - 2. After two consecutive unexcused absences, the seat shall be considered vacant. Unexcused absence is defined as missing a meeting without notifying the State Library before the meeting begins.

ARTICLE IV Meetings and Procedures

SECTION 1. Frequency

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

SECTION 2. Location

- a. Council meetings may be held within the state of Oregon, typically at the State Library Building.
- b. When not held at the State Library Building, Council meetings will take place virtually via Zoom or on Microsoft Teams.

SECTION 3. Quorum and Manner of Acting

- a. Fifty percent plus one member shall be required as a quorum for the conduct of any business.
- b. An act of more than fifty percent of the Council members present at a meeting at which a quorum is present shall be the act of the Council.

SECTION 4. Minutes

- 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.

SECTION 5. 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 V Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Revised, shall govern the Council in all cases to which they are applicable, and which they are not inconsistent with these by laws and any special rules of order the Council may adopt.

Article VI Amendment to the Bylaws

Adopted [date unknown]

Revised and adopted August 29, 2013