

## State Library of Oregon Board Bylaws

### STATE OF OREGON LIBRARY MISSION:

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.

- I. STATE LIBRARY BOARD MEMBERS AND TERMS - [See ORS 357.021.](#)
- II. STATE LIBRARY BOARD AUTHORITY - See ORS 357.031.
- III. STATE LIBRARY BOARD DUTIES - See ORS 357.026.
- IV. OFFICERS – See also ORS 357.023 and 357.050.

The officers shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be elected by the Board for a term of one year. Terms of office begin on July 1 of each year. The Vice-Chair shall serve in the absence of the Chair. The State Librarian shall be the Secretary.

### V. DUTIES OF THE OFFICERS

The Chair shall call and preside over meetings, authorize calls for any special meetings, set meeting agendas in consultation with the Secretary and Executive Committee, appoint committees, and carry out the duties generally pertaining to this office. The Chair shall be the Board's official representative unless otherwise provided by the Board. When appropriate, the Chair may appoint members to represent the Board at legislative and legal hearings, conferences, and other meetings.

The Vice-Chair, in the event of the absence or incapacity of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Secretary shall issue notice of all meetings, shall keep and distribute the minutes of the meetings of the Board, and shall propose meeting agendas for the consideration of the Executive Committee.

The Secretary has no vote on the Board or on the Executive Committee.

The Chair or designee and the Secretary shall provide an orientation for new Board members following appointment by the Governor.

## VI. STATE LIBRARY BOARD MEMBER DUTIES

Duties of members of the State Library Board shall include the following:

1. Attend meetings of the Board, enter into discussion, and participate in decision-making on items coming before the Board.
2. Study and be familiar with reports and materials sent to Board members prior to meetings. Keep informed on library laws, policies, trends, and services.
3. Serve on committees when requested to do so by the Chair.
4. Refer problems brought to the attention of the individual Board member to the Secretary or Chair for review, action, or submission to the Board.
5. Recognize that an individual Board member has no authority to act for the State Library Board except at the request of the Board.
6. Review and vote on all amendments proposed to the bylaws of State Library Board Advisory Councils.

VII. NONATTENDANCE OF STATE LIBRARY BOARD MEMBER - See ORS 182.010.

## VIII. COMMITTEES

1. Executive Committee – The Chair, Vice-Chair, and Secretary (State Librarian), as well as the most recent Past Chair, if they are still a member of the Board, shall comprise the Executive Committee. The Executive Committee may meet at least three weeks prior to each board meeting to prepare for the upcoming Board meeting, as deemed necessary by the Chair. The Executive Committee may also meet at other times or for other purposes as deemed necessary by the Chair, or as may be determined by majority vote of the Board.
2. Nominating Committee – A Nominating Committee consisting of up to three Board members shall be appointed by the Chair two months prior to the last meeting of the fiscal year to present a slate of officers at the last regular meeting of the current fiscal year. Additional nominations may be made from the floor.
3. Talking Book and Braille Library Advisory Council – The Board shall appoint a Talking Book and Braille Library Advisory Council of up to seven members to provide counsel on issues relating to the Talking Book and Braille Library. The State Librarian shall suggest nominees for vacant positions on the Talking Book and Braille Library Advisory Council. Recommendations made by the Talking Book and Braille Library Advisory Council are advisory only and are not binding on the Board.
4. Library Services and Technology Act (LSTA) Advisory Council – The Board shall appoint a LSTA Advisory Council of up to 13 members to provide counsel on issues relating to the Library Services and Technology Act and Library Support and Development Services. The State Librarian shall suggest nominees for vacant positions on the LSTA Advisory Council.

Recommendations made by the LSTA Advisory Council are advisory only and are not binding on the Board.

5. Government Information and Library Services Advisory Council – The Board shall appoint a Government Information and Library Services Advisory Council of up to nine members to provide counsel on issues relating to Government Information and Library Services. Members will be employees of state agencies that pay an assessment to the State Library. The State Librarian shall suggest nominees for vacant positions on the Government Information and Library Services Advisory Council. Recommendations made by the Government Information and Library Services Advisory Council are advisory only and are not binding on the Board.

#### IX. MEETINGS – See also ORS 357.023

Meetings of the Board shall be held in accordance with ORS 192.610-695 (Public Meetings).

The Board shall meet at least once every three months at a place, day, and hour determined by the Board. The Board may also meet at other times and places specified by the call of the Chair or of a majority of the members of the Board.

A majority of the members of the Board shall constitute a quorum for the transaction of business.

Meetings of the Board may be held by telephone or electronic communication, and such shall have the same effect as a regular meeting of the Board.

#### X. PUBLIC PARTICIPATION AT BOARD MEETINGS

Any member of the public may attend any regular Board meeting except when the Board declares itself to be in executive session. In addition, members of the public may address the Board during the open forum session of any regular Board meeting. The Chair shall allot a reasonable time for such a public comment and shall at their discretion also limit public comment. The Board also may limit public comment by majority vote.

- XI. COMPENSATION OF BOARD MEMBERS – See ORS 292.495 and 292.210 to 292.250.

- XII. ROLES AND DUTIES OF THE STATE LIBRARIAN – See ORS 357.050 and 357.071.

#### XIII. AMENDMENTS

These bylaws may be amended by a majority vote at a regular meeting, provided notice of the proposed amendment and of the language has been given in advance

of the meeting and the proposed amendments are not in conflict with the Oregon Revised Statutes, Oregon Administrative Rules, and other relevant laws and rules.

#### XIV. REVIEW

The Board shall review these bylaws once every 4 years, or whenever relevant statutes change.

#### XV. EFFECTIVE DATE

These bylaws shall be effective on and after January 19, 2024.