

**MINNESOTA LIBRARY ADVISORY COUNCIL
TO
LIBRARY DEVELOPMENT AND SERVICES**

**RULES OF THE COUNCIL
FEBRUARY 2004**

Part A. Policy

1. **Name:** The name of the organization shall be the Minnesota Library Advisory Council to the division of Library Development and Services (LDS), **Department of Education**. LDS is the state library agency for Minnesota.
2. **Purpose:** The Minnesota Library Advisory Council to Library Development and Services shall advise LDS in planning, development and evaluation of effective library service programs for all persons in the State of Minnesota and provided by all types of libraries including those which participate in federally-funded programs under the Library Services and Technology Act (LSTA) and recommend rules for the state-funded programs for library service and interlibrary cooperation.

The Minnesota Library Advisory Council shall:

- (A) be broadly representative of the public, school, academic, special, and institutional libraries, and libraries serving people with disabilities, in the State and of persons using such libraries, including disadvantaged persons and communities of color;
- (B) advise LDS on the development of, and policy matters arising in the administration of, the State plan required for LSTA;
- (C) assist LDS in the planning and evaluation of library services and activities;
- (D) provide opportunities to communicate with the library community and provide a broad base for input and recommendations to improve library services in Minnesota, and;
- (E) promote statewide library activities and advocate specific improvements.

Quality library service requires widespread public support and cooperation among all types of libraries. To fulfill its responsibilities, the Minnesota Library Advisory Council

shall consider the needs of all types of libraries and their users and seek input of Minnesota residents, librarians, library trustees, related associations and agencies. In addition, the Minnesota Library Advisory Council shall assist in communicating the goals, plans, policies and activities of LDS to government officials and the general public.

3. Size: Fifteen appointed members and two ex-officio members. Liaison representatives will be determined annually by the Council at its organizational meeting.

4. Membership:

a. Appointed members: One-third of the appointed members shall be library users, defined as a person not currently working in a library or library system. Each Minnesota Congressional district will have at least one member who resides within the district. Not more than two-thirds of the members shall be of the same sex. The Council shall be broadly representative of the citizens of Minnesota and of the types of libraries in the Minnesota library community. It shall be gender balanced and shall include people of color and people with disabilities. Members shall include library users, defined as a person not currently employed in a library or library system.

The membership of the Council as a whole will be representative of both Greater Minnesota and the Twin Cities Metropolitan Area. If a member does not attend two consecutive regularly scheduled meetings and is not excused by the Director of LDS, the member will be dropped from membership and a replacement appointed.

b. Ex-officio members and liaison representatives: Ex-officio members shall be the Director of LDS, and a representative from the MINITEX Library Information Network. Liaison representatives will be solicited from statewide library organizations, task or work groups, and other organizations when determined necessary by the Council. They shall be continuing non-voting members. Liaison representatives will receive Council mailings and have time set aside for reports and input from each.

c. Term of appointment: The term of appointment shall be two years. Members may be reappointed for no more than two additional two-year terms. If a person is appointed to serve an unexpired term and serves for a period of thirteen months or more, the term will be considered the same as a full term.

d. Alternates: No designated alternates or voting proxies are permitted.

Part B. Procedures

5. A limited time period on the agenda will be set aside for comments and reports by ex-officio and liaison representatives and observers. During the conduct of business the Chairperson may recognize observers and others for comment after all Council members have had an opportunity to speak.

Meetings:

a. Regular Meetings: Regular meetings will be held up to six times a year. The chairperson shall call meetings as required to accomplish work. Special meetings shall be called when three or more members of the Council request a meeting. The request shall be in writing, with a statement of purpose.

b. Organizational Meetings: The first meeting of each calendar year is designated for an organizational meeting to be held for the purpose of organizing the Council, establishing a calendar of regular meetings, planning a schedule of activities determining the liaison representatives to be invited to council meetings and reviewing these Rules of Council.

c. Notice of Meetings: Each member of Council and each ex-officio member/liaison representative shall receive written notice of all meetings at least ten days prior to the meeting at his/her last known address. The Director of LDS shall maintain a list of persons, institutions, and agencies to be notified of scheduled meetings of the Council in order that any interested person may attend Council meetings as an observer.

d. Absence of Members: Members shall notify the Director of LDS a minimum of 48 hours in advance of the meeting if the member cannot attend the meeting (to assure presence of a quorum), unless prevented from attending by sickness or other sufficient cause.

7. Quorum: A quorum of the members is a simple majority of the appointed members of the Council. No business shall be transacted when a quorum is not duly constituted.

8. Officers:

a. Chairperson: The Chairperson shall preside at all meetings. The Chairperson may establish special committees and appoint members to these committees. He/she shall seek the advice of the Executive Committee in appointments to committees.

b. Vice Chairperson: The vice-chairperson shall perform the functions of chairperson in the absence of the chairperson and is a member of the Executive Committee.

c. Secretary: The Secretary will provide for the recording and dissemination of the minutes of meetings of the Council. The Secretary shall serve the Council as the chief resource person on the State Plan, related federal and state acts and regulations and all other matters of importance to Minnesota libraries. The Secretary shall not be entitled to vote. The Secretary shall be a member of the Executive Committee. The Secretary shall be the Director of Library Development and Services.

d. Election of Officers: The chairperson and vice chairperson shall be elected by the Council at the last regular meeting of the calendar year. They shall assume office at the organizational meeting.

9. Committees:

a. Executive Committee: The Executive Committee shall consist of the chairperson, vice chairperson and secretary. The Executive Committee shall prepare the agenda, appoint members of the standing committees, and represent the Council between meetings.

b. Standing and Special Committees: Standing committees may be established by the Council. Special committees to accomplish specified works may be established by the chairperson. Persons not members of the Council may be appointed to committees. Terms of the committees shall be for one year or until the next organizational meeting, whichever is shorter. Committee members may be re-appointed. Each committee shall have a designated LDS staff member as liaison.

c. The Advisory Council may establish special statewide task forces to gather input from the library community and make recommendations to the Council and LDS. Such groups will be jointly organized by the Council and the Director of LDS. Such groups shall serve until their designated purposes are completed.

10. Conduct of Business: The order of business shall be: (1) Call to Order, (2) Petitions to the chair, (3) Introduction of visitors and members, (4) Adoption/amendment of the agenda, (5) Approval of minutes, (6) Conduct of old business, (7) Conduct of new business, (8) reports of committees, ex-officio members, and liaison representatives from other statewide library organizations/groups, and (9) Other business. Materials for the meeting shall be sent with the call to Council whenever possible. The agenda shall be sent with the call to Council. Reports will be in writing whenever possible.

11. Motions: All motions shall be put in writing by the Secretary when they are placed before the Council for vote. Robert's Rules of Order, Newly Revised shall govern parliamentary authority when not otherwise covered by these rules.

12. Conflict of Interest: No person on the Council, who is a public official, officer or member of, or who is otherwise associated with a grant recipient, shall participate in a decision with respect to a project, if such decision can be expected to result in any benefit or remuneration, including, without limitation, a royalty, commission, contingent fee or other benefit to the person or to any member of his/her immediate family.

13. Expenses of Members: Members shall be reimbursed for actual expenses incurred while attending official meetings of the Council or performing official assignments for the Council. Expenses shall not exceed the limits of the State reimbursement policy for food, lodging and mileage and are subject to availability of

LDS funds for such purposes. No Council member may commit funds without the approval of the Director of LDS.

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