

LSTA ADVISORY COUNCIL

GUIDELINES FOR ORGANIZATION AND OPERATION

Authority

Section 9151, Title 20, Chapter 72, *United States Code*: Museum and Library Services.

Functions and Responsibilities

The Library Services and Technology Act (LSTA) Advisory Council has the following specific responsibilities:

- Consider the needs of all types of libraries; seek the input and represent the views of citizens, library users, librarians, library trustees, Friends, related associations and agencies.
- Advise the Division of Library and Information Services on guidelines, policy and priorities related to the administration of LSTA funds.
- Assist the Division in the evaluation of grant proposals and grant-funded activities.
- Advise the Division on the long-range plan for federal funding and priorities for use of federal funds.
- Assist in communicating Division goals, plans, policies and activities to government officials and the general public.

The Council has neither approval nor disapproval authority; it recommends actions to the Division. The Division of Library and Information Services, as the legal authority for administering the Library Services and Technology Act, makes final decisions on all plans and programs. Florida's Public Meetings and Records Law—commonly known as the Sunshine Law—Section 286.011, *Florida Statutes*, requires that all meetings of state agencies be open to the public unless there is a specific statutory exemption. This law applies to any meeting of two or more officials of any public agency, advisory board or committee with the authority to make recommendations to a public agency.

Membership

The LSTA Advisory Council consists of nine members appointed by the Secretary of State with the advice of the Division Director. The members broadly represent the library entities in the state, including public, school, academic, special and institutional libraries, and libraries serving individuals with disabilities.

Term of Appointment

Appointments are made for four-year periods and may be staggered so that no more than five members will be newly appointed during any one year.

Meetings

Two meetings may be held during the year, which is from October 1 to September 30 of the following year. Additional meetings may be called when necessary.

Each member of the Council will receive written notice of meetings at least 30 days prior to the meeting at their last known address.

The Secretary of State may request that a Council member who has not attended two consecutive

meetings be replaced.

Robert's Rules of Order is the authority for any parliamentary procedures.

A quorum of the members is a simple majority of the Council membership. No business will be transacted if a quorum is not present.

Recommendations of the Council will be made by majority vote.

Members should notify the Division a minimum of 48 hours in advance of the meeting if they cannot attend.

Officers

The officers should be elected by the Council during the last meeting of the federal fiscal year. Election will be by majority vote of those present and voting.

Officers serve a term of one year, from October 1 to September 30 of the following year, and may not be elected to more than two successive terms.

The officers include the chairperson and vice-chairperson. The chairperson presides at all meetings; may establish committees and appoint members to those committees; and carry out other duties that generally pertain to this office. The vice-chairperson serves as chairperson-elect and performs the functions of the chairperson in the absence of the chairperson.

Expenses of Members

Members will be reimbursed for actual expenses incurred while attending official meetings of the Council or performing official assignments of the Council. Expenses shall not exceed the limits of the State reimbursement policy for food, lodging and mileage per Section 112.061, *Florida Statutes*, and are subject to availability of funds.

Voting Conflicts

In compliance with Section 112.3143, *Florida Statutes*, members who have a conflict of interest may make motions or vote on issues, proposals or other matters before the Council. However, the member must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication; and must complete a Memorandum of Voting Conflict for State Officers Form 8A.

Amendments

These guidelines can be amended at any meeting of the Council by a two-thirds vote of the membership.