

## **BYLAWS OF THE FLORIDA STATE LIBRARY COUNCIL**

### **I. ESTABLISHMENT AND PURPOSE**

The Florida State Library Council, hereinafter referred to as the Council, is created by Chapter 257.02, Florida Statutes.

Its duty is to "...advise and assist the Division of Library and Information Services on its programs and activities."

### **II. MEMBERSHIP**

The council shall consist of nine members who shall be appointed by the Secretary of State. Of the nine members, at least one must represent a Florida library professional association, at least one must represent a Florida archive professional association, at least one must represent a Florida records management professional association, and at least one must be a person who is not, and has never been, employed in a library or in teaching library science courses. The Department of State, in making appointments, shall consult the Florida's professional library, archives, and records management organization. Appointments, except for filling vacancies, shall be for a full term of four (4) years. A vacancy on the council shall be filled for the period of the unexpired term

### **III. OFFICERS**

The officers shall be the Chair, Vice-Chair, and Secretary.

The Chair shall be elected by the Council from its membership at its first meeting in each fiscal year.

The Chair and Vice-Chair shall be elected for a term of one year and may be elected for not more than two consecutive terms.

The Secretary shall be the State Librarian who shall serve without voting rights.

#### **IV. DUTIES OF OFFICERS**

The duties of the Chair shall be to call and preside at all meetings, appoint committees, and carry out the duties generally pertaining to this office.

The Vice-Chair will function in the Chair's absence.

The Secretary shall keep and distribute the minutes of the meetings of the Council and carry out the duties generally pertaining to this office.

#### **V. COMMITTEES**

The Chair of the Council may appoint such committees as is deemed necessary to fulfill the Council's responsibilities and duties.

The membership of committees of the Council may include persons who are not members of the Council. However, the Chair and not less than two other members of a committee must be members of the Council.

#### **VI. MEETINGS**

Regular meetings shall be held at least three (3) times a year at locations and on dates agreed upon by the Chair and the Secretary as required by Section 257.02(2), Florida Statutes. The Council may conduct meetings and/or make decisions via mail, electronic mail, or telephone.

Special meetings may be called by the Chair.

A council member shall be expected to attend all meetings of the Council. Failure to attend two consecutive regular meetings, unless excused from attendance by the Chair, shall constitute a resignation from the Council.

#### **VII. QUORUM**

A quorum shall consist of a majority of the members of the Council.

## **VIII. VOTING BETWEEN MEETINGS**

Between meetings, a vote of the Council may be taken by mail, e-mail, or telephone.

## **IX. REVIEWS**

These bylaws and rules and regulations of the State Library and Archives of Florida shall be reviewed by the Council at least once every two (2) years, and a report of that review, with recommendations of appropriate actions, shall be included in the permanent record of the Council.

## **X. PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, latest edition, shall constitute the authority on all matters not covered by the bylaws.

## **XI. AMENDMENTS**

These bylaws may be amended at any regular or special meeting by a simple majority vote of the members present if written notice has been given not less than ten (10) days prior to such.

## **XII. EFFECTIVE DATE**

These bylaws shall take and be effective on and after December 7, 2011.