

BYLAWS
September 2014

PENNSYLVANIA GOVERNOR'S ADVISORY COUNCIL ON LIBRARY
DEVELOPMENT

ARTICLE I -NAME

The Pennsylvania Governor's Advisory Council on Library Development is the name of this organization, hereinafter referred to as the GAC or Council.

ARTICLE II -PURPOSE

Section 1. Statute. The purpose of the GAC is to carry out the duties under statutory authority assigned to the Advisory Council on Library Development; in compliance with the Pennsylvania Library Code, the Act of June 14, 1961, P.L. 324, as amended, and P.L.210 section 9312 November 2012.

- Advise the Governor and the Secretary of Education with regard to the appointment of the Deputy Secretary of Education, Commissioner for Libraries, State Librarian.
- Give advice and make recommendations to the Governor, the Secretary of Education and the State Librarian regarding the general policies and operations of the State Library and the State system of aid to libraries.
- Constitute a board of appeal regarding disputes arising from decisions of the State Librarian which affect the amount of a library's State aid or a library's eligibility for state aid. In any such appeal, the ex-officio members of the council shall not have voting rights, and a majority of the members of the advisory council shall determine the outcome of the appeal.
- Aid in increasing public understanding of and formulating plans for, furthering the purposes of this chapter.
- Promulgate rules and regulations for the approval of plans for the use of State funds and for the process and procedure to appeal funding and eligibility decisions.
- Approve or disapprove the library district service areas which are recommended by the State Librarian.

Section 2. Advocacy. The GAC supports advocacy efforts for strengthening libraries by:

- Encouraging increased library usage and encouragement of lifelong learning.
- Positive professional recruitment of librarians and equitable salaries and benefits for library staff.
- Strong commitment to adequate local and state funding.
- Support of a more receptive public policy environment that values libraries as key community partners.

ARTICLE III -MEMBERSHIP AND TERM OF OFFICE

Section 1. Members. The GAC consists of 12 members named by the Governor to the Advisory Council on Library Development. The Secretary of Education and the State Librarian shall be ex officio members of the Advisory Council. The Council is inclusive in its makeup and provides a broad representation of the statewide library community. In accordance with the Library Code, Council includes six professional librarians; three trustees of local libraries; and three lay persons.

Section 2. Attendance. Members are expected to attend scheduled GAC meetings. The Chair may excuse any member who requests an excused absence. Members are also expected to take an active interest and participate in local and state library workshops and events.

Section 3. Term of Office. The term of office shall be four years from the third Tuesday of January. Members of the Council are appointed for four-year terms, or to fill unexpired terms. A member shall serve until his or her successor has been appointed and is qualified.

Section 4. Vacancies. Should a member vacancy occur, the Office of Commonwealth Libraries will notify the appropriate agency within 60 days; then submit Letters of Request for appointment and resumes from candidates to the Secretary of Education. The Secretary will then recommend the appointment package to the Governor's Director of the Office of Public Liaison. The Governor will make the appointment.

Section 5. Removal. Members of Council who make a good faith effort to attend GAC meetings should have no more than two unexcused absences per year. If attendance is problematic, the member will be offered the opportunity to resign from Council.

ARTICLE IV -MEETINGS

Section 1. Regular Meetings. The GAC meets at least four times annually. Council fixes the dates of its own meetings and places as it shall determine. Meeting announcements will follow the provisions of Act 84 of 1986 also known as the "Sunshine Law."

Section 2. Special Meetings. Special meetings may be called by the Chair, five or more Council members or the State Librarian for specific business. Notice for the special meeting shall be distributed in writing at least two weeks prior to the date of the meeting. Action taken at a special meeting where a quorum does not exist must be confirmed at the next regularly scheduled meeting.

Section 3. Open Meetings. All meetings of the Council at which formal actions are taken shall be open to the public except as provided by law. At the discretion of the chair, members of the public who attend as observers may be invited to comment

on matters before the Council.

Section 4. Meeting by telephone or teleconference. When or if it is impossible for members to travel to the meeting site, council members may participate in a meeting by means of conference call or similar communication equipment; provided, however, that all members participating in the meeting can hear and respond to each other. Such participation shall constitute presence in person at the meeting.

Section 5. Committee Meetings. The report of a committee's proceedings given to Council at its meetings shall be sufficient record of that committee's meeting.

Section 6. Quorum. A simple majority of the members of Council shall constitute a quorum.

ARTICLE V - OFFICERS

Section 1. Chair. The chair of the Council is appointed by the Governor.

Section 2. Vice Chair. The chair of the Council shall nominate a vice-chair to be confirmed by the full council to serve in the absence of the Chair or in the event of a vacancy in that office. The appointment is for one year and is submitted to the Council for confirmation at the first meeting held during each calendar year.

ARTICLE VI - COMMITTEES

There shall be five standing committees of the Council.

1. Executive Committee – Composed of the Chair, the Vice-chair, one member at large elected by the Council and the State Librarian. The committee shall have such powers as may be given it from time to time by the Council. It may act for the Council in certain matters when given that assignment. It shall meet periodically to plan and discuss strategy for Council activities, agendas and to recommend appointees.

The four additional committees are appointed annually by the Chair. Each Committee shall be composed of three members of Council and a member of the Office of Commonwealth Libraries staff. The State Librarian and the Chair of the GAC shall be ex-officio members of all committees.

2. By-Laws Committee – The Committee shall research past practices, propose changes and updates to the by-laws in order to reflect Council's mission. Bylaws should be reviewed at least every two years or more frequently, if requested.
3. Preservation – The Committee ensures that the State Library of Pennsylvania's Rare Collections Library renovation project and subsequent operation fulfills the need to preserve the unique collection and that the scientific knowledge

gained from that operation is disseminated to all libraries, particularly those holding special old/or significant paper-based collections.

4. State Library – The Committee works with the leadership of the State Library of Pennsylvania to assist with service to government agencies; as a Federal and State documents depository; as a statewide resource center and in building a collection of materials for, by, and about Pennsylvania.
5. Advocacy for Legislation - The Committee has a focused awareness of the executive and legislative branch roles in formulating state and federal legislation concerning libraries, line items in the Budget that fund library appropriations and grant programs of benefit to libraries. The Committee will also provide information for the orientation of newly elected legislators and acquaint them with library issues.

ARTICLE VII -COMPENSATION

Members shall serve without compensation other than reimbursement for travel and other actual expenses incurred in the performance of their duties.

ARTICLE VIII -AMENDMENTS AND OPERATION OF COUNCIL

The Bylaws Committee will review these bylaws periodically and propose to the Council such revisions as experience and changes in law indicate are appropriate. A two- thirds vote of the entire Council shall be required to amend these bylaws. Notice of the proposed amendment shall be given 30 days prior to the meeting at which such amendment is to be considered.

In situations not provided for in these bylaws or in statute, the latest edition of Robert's Rules of Order shall govern the actions of the GAC.

ARTICLE IX -CONFLICTS OFINTEREST

A conflict of interest may exist when the interests or activities of any Council member may be seen as competing with the interests or activities of Council or if the member derives financial or other material gain as a result of direct or indirect relationship involving Council activities. Members shall disclose any possible conflict of interest. No member shall vote at any Council or committee meeting on any matter in which he/she has a conflict of interest.

Approved by Council September 28, 2014