

# **NORTH DAKOTA LIBRARY COORDINATING COUNCIL BYLAWS**

## **Article I: Name**

The official name is the North Dakota Library Coordinating Council.

The Council was established by the North Dakota legislature per NDCC 54-24.4.

## **Article II: Membership of the Council**

The Governor of the State of North Dakota appoints nine members who are North Dakota residents. In addition, two members serve ex-officio: the current president or designee of the North Dakota Library Association as a voting member and the North Dakota State Librarian as a non-voting member.

### Constituency of Members

The Council shall be composed of eleven (11) members as follows:

- 2 Representatives of Public Libraries
- 1 Representative of Higher Education Institutions
- 1 Representative of School Libraries
- 1 Representative of Special Populations which includes the disabled, minorities, the economically disadvantaged and the rural remote
- 2 Librarian at large
- 2 Citizens at large
- North Dakota Library Association President or designee
- State Librarian

The term of office of an appointed member is three years. No appointed member of the Council shall serve for more than two consecutive full terms, after which an interval of at least one (1) year must elapse before the same member may be reappointed. New members will rotate onto the Council at the first meeting of the fiscal year.

Vacancies occurring before the expiration of term shall be filled by the Governor upon recommendation of the State Librarian in consultation with the Coordinating Council membership. Any member appointed to fill a vacancy is eligible for two additional full terms. Absence from three (3) consecutive meetings shall constitute grounds for removal from Council membership. After a second consecutive missed meeting, the State Library will send a letter of notification regarding removal from the Council if the next meeting is missed.

## **Article III: Duties of the Council**

The Council shall:

- Advise the State Librarian on the development of, and policy matters arising in the administration of, the State Library.
- Assist the State Librarian in the evaluation of activities aided by the Library Services and Technology Act.
- Provide advice on the development and coordination of the services rendered by all publicly supported libraries.
- Assist in the evaluation of library programs provided by all publicly supported libraries.
- Promote the improvement of library and information services in accordance with the current Library Vision.
- Help establish, publicize, and uphold statewide standards for public libraries.
- Communicate information about North Dakota libraries to state and other public officials and the media as deemed useful.
- Invite the Governor and other state officials to Council meetings as appropriate.
- Support the State Library's relationship with the North Dakota Library Association, North Dakota Department of Public Instruction, North Dakota University System, and other organizations as appropriate.
- Approve the distributions of grants to libraries, except for grants distributed under NDCC 54-24.2.

#### **Article V: Meetings**

The Council shall hold a minimum of four meetings each year, one in each quarter. Special meetings may be called, and regularly scheduled meetings can be canceled or rescheduled, only by joint action of the Council chair and the State Librarian, and only upon notice to the members. Meetings may be held via videoconference.

Notice of meetings must be given to the Secretary of State at the same time the Council is notified. The public must be notified thirty (30) days in advance. This is done through

the Bismarck Tribune newspaper and the North Dakota State Library listserv. A quorum shall consist of six members. If there is a vacancy on the Council, the quorum shall be amended accordingly.

#### Voting

A minimum of six votes is required for passage of any action. Each member shall be entitled to cast one vote on each question being voted on. There shall be no voting by proxy. Dissenting votes or abstentions shall be clearly expressed when voting is in process. A motion fails on a tie vote. Awarding of any grant or contract requires approval by two-thirds of the members of the council per NDCC 54-24.4-03.

#### Officers

The Council shall elect a chair and vice-chair from its membership at the spring meeting with the office to be assumed at the first meeting of the fiscal year. Officers shall serve for a term of one (1) year. In the event of the absence, disability, resignation, or conflict of interest of the chair, the vice-chair shall exercise all the powers and duties of the chair. In the event the chair is permanently unable to perform the function of the office, the vice-chair shall automatically become chair and the position of vice-chair shall be deemed vacant. At the next regular meeting, the Council shall elect from its own members a successor to fill this vacancy.

#### Proceedings

The agenda to be considered at any regular or special meeting shall be specified on the meeting notice, which shall be transmitted to each member at least seven (7) days prior to the meeting. Each formal action of the Council shall be embodied in a formal motion. The Council shall keep a record of its resolutions, transactions, findings, and determinations in the form of minutes which shall be transmitted to each Council member. The Council will follow Robert's Rules of Order.

### **ARTICLE VI: Financial Support of the Council**

All members of the Council should be reimbursed for reasonable expenses incurred in connection with attendance at Council meetings or other trips as may be authorized by the Council. Reimbursement shall be consistent with the laws of the State of North Dakota.

### **ARTICLE VII: Relationship of the Council to the State Librarian**

The Council's function and responsibilities are independent of the State Librarian, but there shall be full cooperation and coordination between the Council and the State

Librarian. The Council has neither approval or disapproval authority except for state funds provided under NDCC 54-24.4, but it may recommend actions and point out areas of concern, based on its evaluation, to the State Librarian, who has authority to administer the Library Services and Technology Act and make final decisions on all plans and programs.

Adopted: October 29, 1997

Revised: June 17, 2004; June 15, 2011; November 2, 2015; November 13, 2020;  
September 9, 2021