

**BYLAWS
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 Council.

ARTICLE II - PURPOSE

Section 1: Statute.

The purpose of the Council is to carry out the duties under statutory authority assigned to the Advisory Council on Library Development; in compliance with The Public 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; hereinafter referred to as State Librarian.
- Advise 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 Council shall determine the outcome of the appeal.
- Assist in increasing public understanding of and formulating plans for furthering the purposes of Education Code (24 PA. C.S.) Chapter 93 of The Public Library Code.
- 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 Council encourages the strengthening of libraries through legislative and community advocacy efforts that:

- inspire increased library usage for literacy and lifelong learning.
- ensure the recruitment of professional librarians and support equitable salaries and benefits for library staff.
- acknowledge the need for adequate local and state funding.
- support a public policy environment that values libraries as key community partners and recognizes libraries as pillars of democracy, equity, diversity, and inclusion.

ARTICLE III - MEMBERSHIP AND TERM OF OFFICE

Section 1: Members.

The Council is inclusive in its makeup and provides a broad representation of the statewide library community.

1. The GAC shall consist of twelve (12) members appointed by the Governor to the Advisory Council on Library Development. In accordance with The Public Library Code, Council includes:
 - a. six (6) professional librarians;
 - b. three (3) trustees of local libraries; and
 - c. three (3) laypersons.
2. Ex-officio Members
The Secretary of Education and the State Librarian shall be ex officio members of the Advisory Council. Ex-officio members shall serve without a vote.
3. Definitions
 - a. Professional librarian: one who has a college degree in addition to one or more academic years of professional library education (*24 Pa.C.S. Chapter 93 - relating to Public Library Code*). A professional librarian shall be employed in the following library fields: academic, public, school, and special.

- b. Trustee of local library or library system: one who sits on the governing board of a public library or library system which has legal fiduciary responsibility and makes library policy.
- c. Layperson: one who is not employed in the library profession and has a meaningful connection to library services.

Section 2: Term of Office.

- 1. Each member of the advisory council shall serve a term of four years, from the third Tuesday of January of the year in which the member takes office.
- 2. The Council Chair has the authority to recommend appointments.
- 3. If a trustee member no longer meets the member category definition under which they were appointed, they may complete their term and apply for one additional appointment following the expiration of their local board position.
- 4. A member is eligible for reappointment and shall serve until a successor has been appointed and is qualified.

Section 3: Vacancies.

Should a member vacancy occur, the Office of Commonwealth Libraries notifies the appropriate agency within the Governor’s Office within 60 days; then submits Letters of Request for appointment and resumes from candidates to the Secretary of Education. The Secretary recommends the appointment package to the Governor’s Office. The Governor makes the appointment.

Any vacancy on the Council occurring before the expiration of a term shall be filled by appointment. Such appointments shall serve until that term expires. At the conclusion of the term, the Chair may recommend reappointment.

Section 4: Attendance.

- 1. Regular Meetings - Members are expected to attend scheduled Council meetings.
 - a. The Chair may excuse any member who requests an absence.
 - i. Members of the Council shall have no more than one (1) excused absence per year.
 - ii. Excused absences include but are not limited to the following: a family emergency, illness of a member/family, or safety concerns.
 - iii. The Chair may exercise judgment in accepting absences or partial absences to cover unanticipated scenarios.
 - b. The Chair may deem a request for an absence as unexcused.
 - i. Members of the Council shall have no more than one (1) unexcused absence per year.
 - ii. Unexcused absences include those in which the member fails to notify the Chair in a timely manner.
 - iii. Partial attendance (e.g. arriving late or leaving early) is a partial unexcused absence. Two (2) such instances result in a full absence.
- 2. Committee Meetings - Members are expected to attend scheduled Committee meetings.
 - a. The Committee Chair may excuse any member who requires an absence.
 - b. Excessive absences will be reported to the Council Chair.
- 3. Library Community Activities - Members are expected to take an interest and participate in local and state library activities.

Section 5: Removal.

- 1. If a member does not act in accordance with the Bylaws of the Council and professional standards, the member will be asked to resign.

Council adheres to the American Library Association Code of Ethics.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings.

The Council shall meet at least four times a year at such times 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 4a: Virtual Meetings.

Any Council meeting may be conducted solely by one or more means of remote communication through which all of the Council members may participate with each other during the meeting, if the number of Council members participating in the meeting would be sufficient to constitute a quorum.

Members are required to attend regular business meetings in person unless the scheduled meeting is only being held virtually or the request to attend virtually has been deemed a reasonable exception and approved in advance by the Chair.

Virtual participation in a meeting constitutes presence in person at the meeting.

Section 4b: Virtual Voting

Council activity that requires voting may occur either during a virtual meeting or through electronic technology.

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 Governor shall designate one member of the Council as chairperson.

Section 2. Vice-Chair.

The Chair of the Council shall nominate a vice-chair to be confirmed by the 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.

Section 1. Executive Committee

The Executive Committee is composed of the Chair, the Vice-chair, one (1) 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.

Section 2. Standing Committees

These committees are appointed annually by the Chair. Each committee shall be composed of three (3) 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.

1. **Bylaws** - The Committee researches past practices, proposes changes and updates to the bylaws in order to reflect Council's mission. Bylaws should be reviewed at least every two years or more frequently, if requested.
2. **Guidelines and Policies** – The Committee reviews existing guidelines and policies to determine continued relevance and accuracy. The Committee proposes new guidelines and policies in concert with the Office of Commonwealth Libraries.
3. **Library Relations** – The Committee educates and communicates with the Council on library issues, follows legislation and regulatory actions affecting libraries, and recommends advocacy with policy makers. Additionally, the Committee engages with libraries across Pennsylvania about council business by communicating regularly with the library community, government officials, and the media.
4. **Planning** – The Committee develops and proposes ideas for implementation of the strategic mission of Council through goals and objectives. The Committee reviews existing plans annually and makes recommendations for updates and revisions.

Section 3: Ad Hoc Committee

The Chair may create Ad hoc committees, as necessary. Council members may serve on an Ad hoc committee when appointed by the Chair. Non-Council members may be invited to serve on ad hoc committees as needed.

ARTICLE VII - FINANCIAL

Section 1: Expenses

Except for reimbursement for travel and other actual expenses incurred in the performance of duties, each member of the Council shall serve without compensation.

ARTICLE VIII - AMENDMENTS AND OPERATION OF COUNCIL

The Bylaws Committee will review these bylaws at least every two years and propose to 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 OF INTEREST

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.