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Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: April 2, 2013

Re: **Proposed bylaws amendments**

The following amendments to the State Library Commission bylaws are proposed based on the review of the bylaws conducted by the State Library Commission at their February 2013 meeting. Action is requested to adopt the proposed changes.

BYLAWS OF THE MONTANA STATE LIBRARY COMMISSION

1. A chairperson and vice-chairperson shall be elected annually, at the **last first** regular meeting of the **calendar fiscal** year, to serve for the **following-current calendar fiscal** year. The chairperson shall preside at all meetings and shall appoint such committees as may be appropriate. The vice-chairperson shall serve in the absence of the chairperson. The State Librarian shall act as secretary to the Commission and attend its meetings. The representatives from the Office of Public Instruction and the University system are precluded from serving as chairperson or vice-chairperson.
2. The commission shall meet six times during each calendar year (except in cases of financial exigency), and at such other times as may be appropriate. The goal is to have no more than three months between meetings. Special meetings may be called by the chair or at the request of two members.
3. Any four members shall constitute a quorum.
4. Members of the Commission shall receive expenses and any compensation as provided by statute. All travel for Commission members shall be approved by the Commission.
5. The State Librarian shall present quarterly financial reports (not necessarily at meetings) which accurately portray the financial situation of all funds for which the Commission is responsible.
6. The State Librarian shall carry out policy decisions of the Commission and is responsible for management of the State Library programs. Management information requests by

Commission members shall be made to the State Librarian.

7. The State Librarian shall assist the Commission in preparing an annual report for its submission to the Governor and State Legislature.
8. The rules contained in "Robert's Rules of Order Newly Revised," most recent edition, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with Montana law or Administrative Rules or these bylaws.
9. These bylaws may be reconsidered at any commission meeting, the action to amend the bylaws taken at the next regular Commission meeting.
10. These bylaws shall be placed on the agenda for review at the February meeting each year.
11. If an appointed or designated member of the State Library Commission does not attend and is not designated as excused by the Commission chairperson for two consecutive meetings, the Commission shall request the appointing authority to make a new appointment.
12. Meetings will be conducted according to Montana's open meeting laws, and a limited amount of time will be set aside on the agenda for comments from observers and visitors. During the conduct of business, the chairperson may recognize an observer for comment.