**LIBRARY ADVISORY COUNCIL OF THE**

**SPECIAL SERVICES UNIT,**

**VERMONT DEPARTMENT OF LIBRARIES**

**BYLAWS**

**ARTICLE I. NAME.**

**The name of this committee is the Library Advisory Council of the Special Services Unit, Vermont Department of Libraries, hereafter referred to as the Council and the Library, respectively.**

**ARTICLE II. PURPOSE.**

**The purpose of the Council is to give advice and make recommendations to the Library and, when appropriate, to the National Library Service for the Blind and Physically Handicapped of the Library of Congress, on practices, policies, and goals of library services to individuals who are blind or visually impaired, persons who are unable to hold a book because of physical limitations, or persons with other print disabilities. The Council shall further serve as an advocate for the promotion and further development of library services for such persons.**

**ARTICLE III. MEMBERS.**

**SECTION 1. Membership on this Council is representative of those organizations and individuals having a direct interest in library services to persons who are blind, visually impaired, physically disabled, or otherwise print disabled.**

**SECTION 2. This Council shall strive for no less than five members, and no more than 15, at least two of which must be consumers.**

**SECTION 3. Members shall serve two-year terms:**

1. **Terms should all be so established that one-half of all terms shall expire every year.**

**SECTION 4. Members shall be sought from:**

1. **Patrons of the Library who are regular users in good standing;**
2. **The major state and local consumer groups: Vermont Council of the Blind, local chapters of the National Federation of the Blind, others that may form;**
3. **The major state agencies/organizations for persons with disabilities: Division for the Blind and Visually Impaired, Vermont Association for the Blind and Visually Impaired, Vermont Assistive Technology Program, Vermont Center for Independent Living;**
4. **Patrons under the age of 25, and parents, guardians or teachers of patrons under the age of 25;**
5. **Patrons who are veterans of the armed forces, or who work for organizations supporting veterans who are blind, visually impaired, physically disabled, or otherwise print disabled;**
6. **Patrons who are utilizing the Library’s large print collection;**
7. **Patrons who are utilizing the Library because of physical, not visual, conditions;**
8. **Public or school librarians who are experienced at outreach to special populations, utilize the Library’s large print deposit collections, or refer patrons to the Library; and**
9. **Representatives of other related organizations.**
10. **Members may fulfill multiple representative roles; for example, a patron of the Library who also represents the Vermont Association for the Blind.**

**SECTION 5. Each member is expected to attend all meetings. After two unexcused absences, the seat shall be considered vacant. Attendance by remote means, such as teleconferencing or videoconferencing, shall be accepted as meeting attendance for the purposes of this Section. Members are expected to attend in person at least one meeting a year. Members may send a designated alternate without voting rights to one meeting a year.**

**SECTION 6. Each member, being present, shall have one vote. The Librarian shall have voting privileges prior to the first meeting of the Council. Thereafter, the Librarian shall not vote, but shall serve as an ex officio member of the Council.**

**SECTION 7. Prior to the first meeting of the Council, the members shall be selected by the Librarian. Thereafter, members shall be elected by the full Council.**

**SECTION 8. Nomination of members-at-large:**

1. **Every year, nominations will be solicited for members on the Council;**
2. **Notices soliciting nominations for the Council shall be publicized in the Library’s newsletter and other area-wide publications directed toward individuals who are blind, visually impaired, physically disabled, or otherwise print disabled;**
3. **At least thirty days prior to the final meeting of the calendar year, all nominations must be received by the Vice-Chairperson;**
4. **Agencies and consumer organizations shall be contacted directly through their heads or presidents, who will submit the names of their representatives.**

**SECTION 9. Election of members:**

1. **Each member shall receive the slate of nominees from the Vice-Chairperson, in writing or via email, no less than fourteen days prior to the election;**
2. **Nominations shall also be accepted from the floor at the time of the election;**
3. **Members shall be elected by a majority vote of all members present and voting at that meeting;**
4. **At the first meeting in the following calendar year the term for all new members shall begin;**
5. **No member shall be elected or appointed to more than two consecutive terms;**
6. **A member who has served more than half a term is considered to have served a full term. This provision does not include the members of the committee that first organized the Council and authored the Bylaws.**
7. **An emeritus member may return to serve again after two elections have taken place. If the Council is unable to find willing participants after an exhaustive search, an emeritus member may return without waiting for two elections, with a unanimous vote of the existing Council.**

**SECTION 10. Vacancies:**

1. **A vacancy on the Council may be filled by an election at the next regular meeting of the full Council, provided the seat being vacated is not that of Chairperson;**
2. **Vacancies which occur among agency or organizational representatives shall be filled by those groups.**

**ARTICLE IV. OFFICERS.**

**SECTION 1. There shall be elected from the membership the following officers: A Chairperson; a Vice-Chairperson; and a Secretary.**

**SECTION 2. The term of office shall run one year, from January 1 through December 31.**

**SECTION 3. After the first year, no person may hold office who has not been a member of the Council for at least one year.**

**SECTION 4. Nomination and election of officers:**

1. **At least 30 days prior to the final meeting of each calendar year, nominations must be received by the Vice-Chairperson;**
2. **Each member shall receive the slate of candidates for office from the Vice-Chairperson, in writing or via email, no less than 14 days prior to the election;**
3. **At the last meeting of the calendar year, the Vice-Chairperson shall present a slate of candidates for the election of officers;**
4. **Nominations are also accepted from the floor at the time of the election;**
5. **Officers are elected by a majority vote of all members present and voting at that meeting;**
6. **No officer may serve more than two consecutive terms in the same office;**
7. **An officer who has served more than half a term in the office is considered to have served a full term.**

**SECTION 5. Duties of the officers:**

1. **The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Council;**
2. **The Chairperson shall preside at all meetings, appoint committees, and perform related duties;**
3. **The Vice-Chairperson, upon the absence of the Chairperson, shall perform the duties of the Chairperson and discharge other such duties as may from time to time be required;**
4. **The Secretary shall be responsible for notifying members of meetings, taking minutes, distributing copies of minutes in the appropriate format to all members, and other related duties.**

**SECTION 6. The Chairperson of the Committee and at least one other officer must be a Library user.**

**SECTION 7. Vacancies:**

1. **A vacancy in the office of the Chairperson is filled immediately by the Vice-Chairperson. A new Vice-Chairperson shall be elected at the next regular meeting of the full Council;**
2. **A vacancy in the office of Vice-Chairperson or Secretary shall be filled by an election at the next regular meeting of the full Council.**

**ARTICLE V. MEETINGS.**

**SECTION 1. Regular meetings of the Council shall be held at least four times a year.**

**SECTION 2. All meetings shall be held in a location which has facilities accessible to all persons, including those who are mobility impaired.**

**SECTION 3. At least one meeting per calendar year shall be held at the Library in Berlin. The location of all other meetings shall be determined by the members of the Council.**

**SECTION 4. Special meetings may be called by the Chairperson and one member of Council, or at least three members of the Council, provided that all members are notified at least seven days in advance of the special meeting.**

**SECTION 5. The agenda for each meeting shall be distributed to each member by the Chairperson, in the appropriate format, no less than 14 days prior to each meeting.**

**SECTION 6. Fifty percent plus one member shall constitute a quorum for the purpose of conducting business.**

**SECTION 7. All meetings shall be open to anyone who wishes to observe. Observers who desire to address the Council shall make their desire known to the Chairperson prior to the start of the meeting. At the discretion of the Chairperson, a limited amount of time will be made available for this purpose, dependent on the other matters before the Council.**

**ARTICLE VI. COMMITTEES.**

**Special committees, such as a Bylaws Committee, may be appointed by the Chairperson as needed. The Chairperson shall be an ex officio member of all committees.**

**ARTICLE VII. PARLIAMENTARY AUTHORITY.**

**The rules contained in the most current edition of *Robert’s Rules of Order, Revised,* available in audio from the National Library Service, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order the Council may adopt.**

**ARTICLE VIII. AMENDMENT TO THE BYLAWS.**

**These Bylaws may be amended at any meeting by a two-thirds vote of those members present and voting, provided such amendment has been filed with a Bylaws Committee and distributed to all members, in the appropriate format, at least 30 days in advance of the meeting.**

**Adopted October 19, 2012**

**Amended July 21, 2016**