

Oregon Talking Book and Braille Library Advisory Council Bylaws

ARTICLE I Oregon Talking Book and Braille Library Advisory Council

The name of this group is the Oregon Talking Book and Braille Library Advisory Council of the State Library of Oregon, which hereafter shall be referred to as the Council and the Library.

ARTICLE II Purpose

The purpose of this Council is to act as an advisory group to the State Library of Oregon Board (hereafter referred to as the Board). The Council will receive and consider requests of policy change and funding prior to final decisions by the Board. The Council may also, when appropriate, make recommendations 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 persons who are print disabled. The Council shall further serve as an advocate for the promotion and further development of library services for all Oregonians with print disabilities.

ARTICLE III Members

SECTION 1. Membership on this Council shall be representative of those organizations and individuals having a direct interest in library services to persons who are print disabled.

SECTION 2. This Council shall consist of the following members:

- One voting organizational member each representing the American Council of the Blind of Oregon, National Federation of the Blind, and Commission for the Blind
- Seven voting members-at-large, such as: one public librarian-at-large; one senior citizen user-at-large; one user-at-large; one caregiver of a user to be the caregiver-at-large ; one instructor to be the teacher-at-large

Factors to be considered during the nomination and appointment of new members-at-large will be geographic representation, age, service use, and other pertinent patron characteristics.

There will be three non-voting members of the Council: two Oregon Talking Book and Braille Library staff members, and the State Librarian or designated representative.

SECTION 3. Terms and vacancies:

1. Members of the Council shall serve four-year terms. Staggered terms shall be established and maintained so that about one quarter of the terms expire in successive years.
2. Terms for all members-at-large shall begin at the first meeting of the calendar year after their appointment.
3. No member shall be appointed to more than two consecutive terms. Former Council members will be eligible for re-nomination to serve on the Council after a break of one year.
4. Organizational members are not subject to term limits.
5. In the event of a vacancy for a member-at-large, the Board will appoint a replacement to serve the remainder of the term. In the event of a vacancy for an organizational member, the organization will appoint another representative.

SECTION 4. Attendance:

1. Each Council member is expected to attend all meetings.
2. After two consecutive unexcused absences, the seat shall be considered vacant. Unexcused absence is defined as missing a meeting without notifying the State Library before the meeting begins.

SECTION 5. Selection of organizational members:

The State Library will contact the president, chair, or head (leader) of each agency, group, or organization. That leader will submit the name of one person who will attend the Council meetings as a voting member. If the appointed person is no longer able to attend the Council meetings, they must notify the State Library.

SECTION 6. Nomination of members at-large:

1. Every two years or in the event of a vacancy, nominations for vacant member at-large positions will be solicited from as many state-wide sources as possible.
2. Notices soliciting nominations for the Council may be publicized in the library's newsletter and/or other area-wide publications directed toward Oregonians who are print disabled, to assure public knowledge of the available seats on the Council.
3. Nominations will include a short statement of interest from the nominee when submitted.
4. The State Librarian in consultation with the Talking Book and Braille Library Program Supervisor will select one candidate for each position to recommend to the Board for appointment to the Council.

SECTION 7. Appointment of members at-large:

1. Each State Library Board member will be sent the list of candidates from the State Librarian and Talking Book and Braille Library Program Supervisor fourteen days prior to the final State Library Board meeting of the calendar year.
2. Candidates will be approved for appointment by a majority vote of the State Library Board.

ARTICLE IV Officers

SECTION 1. The Council shall elect a Chair.

SECTION 2. Terms:

1. The term of office for Chair shall run one year, from the first meeting of the calendar year to the first meeting of the calendar year one year hence.
2. The Chair may serve no more than three consecutive terms in the same office.
3. An officer who has served more than half a term (one year) in the office is considered to have served a full term.

SECTION 3. Nomination and election of officers:

1. At the Council's first meeting of the calendar year, the election of officers will be an agenda item;
2. The Talking Book and Braille Library Program Supervisor will solicit nominations from the floor; all council members eligible to vote are eligible to be nominated.
3. There must be a minimum of one candidate for each position.
4. Officers shall be elected by majority vote of a quorum of the Council.

SECTION 4. 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 Chair shall preside at all meetings; coordinate with the State Library to set agendas; and appoint committees.
3. The State Library shall be responsible for assigning the duty of minute-taking; notifying members of meetings and special meetings; keeping records including Council members names, terms, phone numbers, addresses, and preferred format; assisting the Chair in setting the agenda; distributing the agenda and minutes from prior meetings; reporting to the Council excused and unexcused absences; notifying nominees for the Council that they have or have not gained a seat on the Council; approving the language of Council recommendations before submission to the Board, and assisting with other duties as requested by the Chair.

SECTION 5. The Chair need not be an Oregon Talking Book and Braille Library user.

SECTION 6. Vacancies:

1. A temporary absence in the office of the Chair will be filled by a Talking Book and Braille Library staff member. That member will not have a vote.
2. A permanent vacancy in the office of the Chair will be at the next regular meeting of the Council.

ARTICLE V Meetings

SECTION 1. Regular meetings of the Council shall be held at least twice each calendar year, one in the Spring and one in the Fall. . Spring meetings will include review and recommendation of the Annual Donation and Expenditure Plan.

SECTION 2. All meetings shall be held in a location that has facilities accessible to all persons, including those who have a mobility impairment.

SECTION 3. Meetings will be held virtually and will be accessible with captioning enabled.

SECTION 4. Draft minutes will be posted to the public website in a timely manner.

SECTION 5. Special meetings may be called by the Chair, 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 6. The agenda for each regular meeting shall be distributed to each member by the State Library in an appropriate format, no less than seven days prior to the meeting. Format may be Braille, audio, print, large print, or e-mail. Each council member is responsible for notifying the State Library of their preferred format.

SECTION 7. Fifty percent plus one member shall constitute a quorum for the purpose of conducting business. Teleconference members are counted as part of the quorum. Non-voting members will not be included in the quorum count. Once a quorum is established, the meeting remains official until adjournment.

SECTION 7. All meetings are open to anyone who wishes to observe.

ARTICLE VII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Revised, shall govern the Council in all cases to which they are applicable, and which they are not inconsistent with these by laws and any special rules of order the Council may adopt.

ARTICLE VIII Amendment to the Bylaw

These bylaws may be amended at any meeting by a two-thirds vote of the Council members present and voting, provided the proposed amendment(s) have been distributed to all members, in the appropriate format, at least thirty days in advance of the meeting. All amendments to the bylaws must receive final approval by the State Library Board.

Adopted October 21, 1994

Revised & Adopted October 14, 1996

Revised & Adopted March 1, 2001

Revised & Adopted November 16, 2006

Revised & Adopted June 13, 2008

Revised December 22, 2014

Revised June 15, 2015

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