

# **BYLAWS**

## **of the Advisory Committee to the**

### **Blind and Physically Handicapped Library Services Mississippi Library Commission**

#### **ARTICLE I. Name**

The name of this committee is the Advisory Committee to the Blind and Physically Handicapped Library Services of the Mississippi Library Commission which hereinafter shall be referred to as the committee and the library respectively.

#### **ARTICLE II. Purposes**

The purpose of this committee is to advise the library and, when appropriate, the National Library Service for the Blind and Physically Handicapped of the Library of Congress on practices, policies, and goals of library services to blind and physically handicapped individuals. The committee shall also serve as an advocate for the promotion and development of library services for all blind and physically

handicapped individuals by seeking ways to enhance the quantity and quality of library services for unserved or underserved eligible individuals; stimulating public awareness of the program; encouraging appropriate volunteer efforts; and exploring needs and avenues for the development of new equipment and materials.

### **ARTICLE III. Members**

***Section 1. Number and Qualifications.*** The committee shall consist of no less than 15 members who are individuals or representatives of organizations and agencies having a direct interest in library services to the blind and handicapped. At least seven members must be consumers including at least one who is physically handicapped. The size of the committee may be increased with the advice and consent of the library.

***Section 2. Composition.*** The committee shall be comprised of:

- a.** One representative each from the National Federation of the Blind, Mississippi Division and the Mississippi Council of the Blind;
- b.** One representative each from the Mississippi Office of Vocational Rehabilitation for the Blind; Addie McBryde Rehabilitation Center for the Blind; the Rehabilitation and Research Training Center at Mississippi State University; and the Mississippi School for the Blind;

- c. At least one member who is a parent of a child who is a library user;
- d. Two members appointed by the librarian; and
- e. At least seven members-at-large.

***Section 3. Library Staff.*** The library staff shall not be members of the committee but may attend meetings as resource persons.

***Section 4. Term.*** Members shall serve four-year terms and shall be divided into two classes so that one-half of all terms shall expire every two years. At the first meeting after the organizational meeting, members shall draw lots to determine the length of their terms, one-half for two years and one-half for four years. Thereafter, all members shall serve a term of four years. Members may serve two consecutive terms.

***Section 5. Rights and Responsibilities.*** Each member, being present, shall have one vote. Each member is expected to attend all meetings. After two consecutive unexcused absences, the seat shall be considered vacant.

#### **ARTICLE IV. Appointment and/or Election of Members**

The library shall identify and invite appropriate persons to the organizational meeting. Thereafter, members shall be named as follows:

##### ***Section 1. Members-at-large.***

- a.** Every two years, nominations shall be solicited for members-at-large on the committee. Notices soliciting nominations shall be publicized in the library newsletter and other area-wide media directed toward blind and physically handicapped individuals to ensure general awareness of available committee seats.
- b.** All nominations must be submitted to the Nominating Committee at least thirty days before the final meeting of the calendar year.
- c.** Each committee member shall receive the slate of nominees in writing from the chairperson of the Nominating Committee no less than fourteen days before the election.
- d.** The Nominating Committee shall present the slate of candidates for members-at-large at the last meeting of the calendar year.
- e.** A simple majority elects.
- f.** New members take office at the first meeting in the next calendar year.

***Section 2. Representatives and Appointees.***

**a.** The Nominating Committee chairperson shall request the librarian and the chief executive officers of the organizations and agencies identified in Article II, Section 2 a and b to submit the names of their appointees and representatives to the Nominating Committee no less than thirty days before the election for inclusion in the slate to be provided to the committee no less than fourteen days before the election.

**b.** These candidates shall be presented to the committee for information at the time of election of members-at-large at the final meeting of the calendar year.

**c.** Appointees and representatives shall take office at the first meeting on the following calendar year.

***Section 3. Vacancies.***

**a.** If the seat of a member-at-large becomes vacant through the resignation, death, or termination of a member, the seat for the unexpired term shall be filled, by election, at the next regular meeting.

**b.** Vacancies among representatives or organizations or agencies or appointees shall be filled by the designated authority at the next regular meeting.

- c. A member who has served more than one-half of a full term will be considered to have served a full term.

## **ARTICLE V. Meetings**

***Section 1. Regular Meetings.*** Regular meetings of the committee shall be held at least two times each year.

***Section 2. Special Meetings.*** Special meetings may be called by the chairperson or at least five members of the committee provided that all members are notified at least seven days before the special meeting.

***Section 3. Place.*** All meetings shall be held in a location which has facilities accessible to all persons, including those who are mobility impaired. The first meeting of each calendar year shall be held in the facilities of the Blind and Physically Handicapped Library Services, 1221 Ellis Avenue, Jackson, Mississippi 39209. The site of all other meetings shall be determined by the committee.

***Section 4. Agenda.*** The agenda for each meeting shall be distributed to each member in appropriate format no later than fourteen days before each meeting.

***Section 5. Quorum.*** A simple majority of the members shall constitute a

quorum for the purpose of conducting business.

**Section 6. Open Access.** All meetings shall be open to anyone who wishes to observe.

## **ARTICLE VI. Officers**

**Section 1. Number and Titles.** Officers, to be elected from and by the members, shall be a chairperson, vice-chairperson, and secretary.

**Section 2. Term.** Officers will serve a one-year term beginning January 1 and ending December 31. An officer may serve no more than three consecutive terms in the same office.

**Section 3. Eligibility.**

- a. The chairperson and at least one other officer must be a library user.
- b. After the first year of committee operation, no person may hold office who has not been a member of the committee for at least one year.

**Section 4. Nomination and Election.**

- a. Nominations for office must be submitted to the Nominating Committee no less than thirty days before the final meeting of the calendar year.
- b. Each committee member shall receive the slate of nominees in writing

from the chairperson of the Nominating Committee no less than fourteen days before the election.

**c.** The Nominating Committee shall present a slate of candidates for office at the last meeting of each calendar year.

**d.** Nominations shall be accepted from the floor at the time of the election providing such nominations have the consent of the person nominated.

**e.** A simple majority of all members present and voting elects.

***Section 5. Vacancies.***

**a.** A vacancy in the office of the chairperson shall be immediately filled by the vice-chairperson for the remainder of the term. A new vice-chairperson shall be elected at the next regular meeting of the committee.

**b.** A vacancy in the office of vice-chairperson or secretary shall be filled for the remainder of the term by an election at the next regular meeting of the full committee.

**c.** An officer who has served more than one-half of the one-year term shall be considered to have served a full term.

***Section 6. Duties of Officers.*** The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the committee.

- a. The chairperson shall preside at all meetings, appoint committees, serve ex officio without vote on all committees except Nominating, and perform related duties.
- b. The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson and discharge such other duties as may be required.
- c. 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.

## **ARTICLE VII. Committees**

*Section 1. Standing and Ad Hoc Committees.* Standing and ad hoc committees shall be appointed by the chairperson. The standing committees shall include, but not be limited to: Nominating, Bylaws, Public Relations, Retrieval of Equipment, and Assessment of Technological Advances.

- a. The Nominating Committee shall consist of three members of the full committee and shall present a slate of candidates to the membership, in accordance with procedures detailed in Articles IV and VI, one nomination for each member-at-large seat to be filled and one nomination for each

office.

**b.** During the organizational year, the Bylaws Committee shall develop the committee's bylaws for approval of the membership. In subsequent years, the Bylaws Committee shall consider proposed amendments and present recommendations to the members for deliberation and action.

**c.** The Public Relations Committee shall develop and implement a plan to stimulate awareness, understanding and support of the library's services to the blind and physically handicapped and of the committee's program of work.

**d.** The Retrieval Committee shall develop and implement a plan to help recover unused equipment so that it may be returned to circulation.

**e.** The Technological Advances Assessment Committee shall consider and recommend mechanisms for the most effective applications of new techniques to enhance services to blind and physically handicapped persons.

***Section 2. Other Committees.*** The chairperson may appoint other standing or special committees as may be needed from time to time.

***Section 3. Ex Officio.*** The committee chairperson shall be an ex officio (without vote) member of all committees except the Nominating Committee.

**ARTICLE VIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Revised shall govern the committee in all cases in which they are not inconsistent with these bylaws.

**ARTICLE IX. Amendments**

These bylaws may be amended at any meeting by a two-thirds vote of members present and voting provided such amendments have been reviewed and distributed to all members by the Bylaws Committee in the appropriate format no less than thirty days before the meeting.

Adopted February 23, 1996

Amended August 15, 2002