

## Protocols for the Secretary's Council on Library Development

The Secretary's Council on Library Development, as established in 181.022 RSMo, will generally use the following protocols in conducting Council business and meetings. The Council is also governed by 15 CSR 30-200.010 (G), which defines the composition and general charge of the Council. The Council will also comply with any other applicable statutes, particularly the Sunshine Law.

1. The Council's members are appointed by the Secretary of State, to include members of the House of Representatives, members of the senate, representatives of the public; and of libraries, trustees of Missouri libraries, and users of the state libraries. (RSMo 181.022.3) The state librarian serves as an ex-officio member of the Council, without voting privilege.
  - a. Current membership consists of up to 19 members:
    - i. Up to 3 citizens;
    - ii. 2 members of the House of Representatives, 2 Senators; 2 each from public libraries, public library trustees, schools, and academic libraries;
    - iii. 1 from special libraries;
    - iv. 1 each representing state employees, library services providers, and users of Wolfner Library services;
    - v. State Librarian as Ex Officio, non-voting
2. Appointments are for a three year period (RSMo 181.021.2), with reappointment permissible for a second term of three years. Members whose terms have expired may continue to serve until a replacement is appointed, up to one year additional.
3. Appointed Council members from the Legislature may, with approval of the chair, designate an alternate to attend in their place. This alternate may participate in Council discussions, but may not be counted to reach a quorum, nor vote on any motions.
4. Each year, the Council shall select one of their number to serve as chair of the Council for a two year term. The chair is selected at the first meeting of the calendar year.
5. The Council generally meets three times each year, at a date and place selected in advance. Travel expenses of Council members to attend meetings are paid, subject to state travel rules. An agenda and attachments are distributed to Council members, typically one week prior to the meeting.
6. The Council generally follows Robert's Rules of Order, using the rules at section 49 of Robert's Rules governing conduct of business in small boards where applicable.
7. At the beginning of each meeting, the Chair will assess the number of members to determine whether a quorum is present. At live meetings, attendance by conference call is permissible, if such arrangement is available at the meeting site. A quorum shall consist of a majority of all members appointed at the time.
8. Voting: The Council votes on all motions, either through voice vote or raising of a hand. Votes are typically requested for approval of changes in policy of the state library, or of LSTA plans and proposals brought before the Council. All motions and votes will be recorded in the minutes.

9. Upon approval of the chair, a scheduled meeting may also be conducted by conference call, webinar or other electronic means. A quorum must be in attendance at the time of any votes taken. Votes may be conducted by voice vote, roll call, signifying a vote in the chat facility of a webinar, or other means. All votes will be recorded.
10. Meeting minutes will record, at a minimum: the kind of meeting, name of Council members present, date, time and place of the meeting, the presence of the chair or their substitute, and whether the minutes of the previous meeting were approved. In addition, they should contain a separate paragraph on each subject, and should show all main motions, the wording of the motion, and the action taken on the motion; plus a brief summary of any reports or presentations, and the time of adjournment. An audio recording of the meeting will be made to facilitate the transcription of the minutes. Draft minutes are reviewed by the State Librarian prior to distribution to members of the Council. Minutes of the meetings are generally approved by vote at the next business meeting following the report. The approved minutes are posted to the state library website.

Approved, 04/25/14