

## 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 representatives of the public; and of libraries, trustees of Missouri libraries, and users of the state libraries. (RSMo 181.022.3) **Members of the House of Representatives, members of the Senate, and 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 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. **2 members of the House of Representatives, 2 Senators as Ex Officio, non voting**
    - vi. 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.
4. The Council chair shall be selected from current eligible members and shall serve for a two year term. This selection will be made by a vote of the Council members at the fall or final meeting of the year, for a term beginning in January of the following year. Eligible members are those with two years remaining in their term; or, members with one year remaining in a first term and eligible for reappointment to a second term.
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 **voting** 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.
11. A Council member shall withdraw himself from any discussion or deliberation and abstain from any vote regarding a matter before the Council in which the member, the members spouse or dependent children maintain a direct pecuniary interest. "Direct pecuniary interest" includes, but is not limited to, an ownership interest or employment by a business entity which may receive a profit or loss in revenue or otherwise be directly affected economically by the matter before the Council.
12. Additions and changes may be made to these protocols by vote of a quorum at a Council meeting, as described in item #8. Any voted changes go into effect immediately.

Approved, 11/15/2018