

## Protocols for the Wolfner Advisory Council

1. The Wolfner Advisory Council will generally use the following protocols in conducting Council business and meetings. The Council will also comply with any other applicable statutes, particularly the Sunshine Law.
2. The Council's members are appointed by the Secretary of State, to include four (4) permanent organizational members: (1) National Federation of the Blind, (2) The Department of Education/Elementary and Secondary Education, (3) the Missouri Rehabilitative Services for the Blind, and, (4) the Missouri Council of the Blind. The permanent organizational representatives shall be appointed by their respective organizations, and five (5) general public members appointed by the Secretary of State. The state librarian and the director of the Wolfner Library serve as ex-officio member of the Council, without voting privilege.
3. Appointments are made by the Secretary of State for a three year period, 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.
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. At the same meeting a vice-chair will be elected. Two members shall be chosen, a chair and vice-chair.' The vice-chair will serve in the absence of the chair. Both will serve a two year term beginning at the first calendar meeting of the year. Their two year terms begin the day they were elected.
6. 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.
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. Excessive absences: Because the Council meets a limited number of times per year, it is important that members attend as many meetings as possible. In order to conduct Council business a quorum is required.
9. Voting: The Council votes on all motions, either through voice vote or raising of a hand. All motions and votes will be recorded in the minutes.
10. 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.

11. 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.
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.