Bylaws
Regents Public Library Advisory Committee

Article I. Name, Purpose, and Function

- The name of this committee shall be the Regents Public Library Advisory Committee, hereafter abbreviated as RPLAC, which refers in this document to the Regents Public Library Advisory Committee as a whole.
- The purpose of RPLAC shall be to represent the public library systems of Georgia before the Board of Regents of the University System of Georgia, developing and recommending to the Board of Regents information, guidance, and plans to insure:
    - Equitable library service for all Georgians,
    - Optimal organization and relationships in and among library systems, o Financial and legislative support for library systems, o Projections of service needs for the 21st century,
    - An optimal role for the Georgia Public Library Service in leading and supporting the activities of public libraries throughout the state,
    - Visibility and public awareness of library systems as a source of lifelong learning and enrichment.
- In this capacity RPLAC shall review, discuss, and make recommendations in areas covering public library services for all Georgians, including: o The statewide strategy for public library services, including fiscal implication of strategic goals,
    - Major opportunities for the Georgia Public Library Service (the state library agency) to pursue,
    - Challenges facing public libraries and proposed solutions,
    - Programs, policies, and practices that insure effective and efficient use of public library resources to effectively serve all Georgians,
    - Items of consideration for future budget requests, o Legislation governing public libraries,
    - Future ideas, service practices, business practices, technologies, and opportunities that public library systems may implement to the benefit of library users throughout Georgia.

Article II. Membership

- RPLAC shall be composed of 12 directors of public libraries in Georgia.
- Each member of RPLAC shall hold a full-time, permanent position, hired by a library board of trustees.
- Three directors from each of four groups of library systems shall serve staggered terms of three years each:
    - Urban/Rural Multi-County Regional Library Systems o Rural Multi-County Regional Library

Systems o Urban Single County Library Systems
o Rural Single County Library Systems

- Any director having served one full term of three years shall be eligible to serve a future three-year term after one year has elapsed from completion of their latest term.
- The State Librarian shall serve ex-officio as a member of RPLAC.
- One or more Regents shall be appointed by the Chairman of the Board of Regents to serve as liaisons to RPLAC.
- Each year, at the spring statewide Public Library Directors Meeting, the RPLAC Secretary shall coordinate meetings of the four groups of representative library systems. Each group shall vote on a public library director to represent the group. This new representative shall replace the outgoing RPLAC member whose term expires on June 30th of the year. A library director must be present to vote.
- Members of RPLAC shall receive no compensation for being a member of RPLAC but may be reimbursed for any responsible and necessary expenses incurred in the performance of RPLAC business including mileage at State approved rates.
- Vacancies or resignations of RPLAC members before the end of their term of office will normally be filled in the same manner as members are elected to RPLAC. If a vacancy occurs prior to term end, the RPLAC Secretary shall inform the appropriate representative group of public library systems of the vacancy. The Secretary shall then coordinate a special meeting of the affected library group to occur at the next statewide Public Library Directors Meeting. At that time the public library directors of that group shall vote for a new library director to represent the group for the duration of the unexpired term. In some instances, vacancies and resignations may be filled by electronically polling the entire membership of the appropriate group for nominations and then conducting an electronic vote of the group to fill the vacancy if there is a RPLAC meeting before the next public Library Director's Meeting. Notice of nomination and election for electronic voting must be electronically mailed to each member of the representative group two (2) weeks prior to a designated "close of ballot" date. Ballots returned shall be counted if they are received on or before the designated close of ballot date.
- An RPLAC member may be removed if the member misses two (2) consecutive meetings of any type. The Chair shall call for the Secretary to conduct an electronic vote to fill the position if there is a RPLAC meeting scheduled before the annual Public Library Director's Meeting.

Article III. Voting

- A quorum of voting RPLAC members must be present to consider adoption of motions or direction of official action of the committee. Eight members of RPLAC shall constitute a quorum.
- Motions may be made and passed by a simple majority of RPLAC members present.
- Each public library director serving on RPLAC shall have one vote.
- A RPLAC member must be present to vote.

Article IV. Officers

- Officers shall include a Chairperson and a Recording Secretary. The Chairperson, hereafter called the Chair, is elected. The Recording Secretary, hereafter called the Secretary, is appointed by the Chair.
- The term of office for the Chair is one year. The Chair is elected by a majority of those RPLAC members in attendance at the Annual Meeting. The election shall be voted upon by RPLAC members who will hold positions as of July 1st of the same year. The newly elected Chair will assume the duties of the position on July 1st.
- The Chair shall preside at RPLAC meetings, coordinate the activities of subcommittees, and communicate all actions and recommendations of RPLAC to the Board of Regents through the approved channel outlined under Reports.
- In the event that the Chair cannot attend a regular or called meeting, the Chair shall appoint a member of RPLAC to serve in their stead for the duration of the meeting.
- The Chair shall designate *ad hoc* subcommittees of RPLAC as needed and specify a chairperson for each subcommittee. The RPLAC Chair shall either appoint subcommittee members or call for volunteers from among the RPLAC members.
- The Chair shall be the official spokesperson for RPLAC to the public library directors in Georgia. It shall be the responsibility of the Chair to regularly direct the transmission of meeting minutes, reports, general information, meeting dates, etc. to the public library directors. The Chair may facilitate this information through the Secretary. The Chair shall also be responsible for informing the public library directors of the actions of RPLAC in person at each statewide Public Library Directors Meeting.
- The Secretary shall provide the minutes of each RPLAC meeting.
- In the event that the Secretary cannot attend a meeting, the RPLAC Chair will appoint another member of RPLAC to serve as Secretary for the duration of the meeting.
- The Secretary shall post all minutes of official RPLAC meetings to all public library directors via the RPLAC page on the Board of Regents web site and/or by listserv distribution when officially approved.
- At least two weeks prior to each RPLAC meeting, the Secretary shall notify each member of RPLAC and the Board of Regents liaisons regarding the date, time, and place of the upcoming meeting.
- The Secretary shall conduct the balloting for the vote on new RPLAC members by the four representative groups of libraries at the spring statewide Public Library Directors Meeting. The Secretary shall also coordinate any special elections to fill vacancies that occur prior to the end of RPLAC member terms.
- The Secretary shall keep the following information on file and available for review:
    - An official list of RPLAC members and subcommittee members, including the number of years each one has served,
    - An archival record of all agendas and minutes of each meeting and any documents or reports that RPLAC or any of its subcommittees generate for presentation to the Board of Regents, the Georgia Public Library Service, or the public library directors.

Article V. Subcommittees

- RPLAC subcommittees shall be *ad hoc*, designated by the Chair, and renewed on a yearly basis, according to issues facing public libraries.
- A chair for each subcommittee shall be appointed by the RPLAC Chair.
- Members for a new subcommittee shall be appointed by the RPLAC Chair, either directly or by asking for volunteers.
- All subcommittee chairs and members must be current members of RPLAC.
- The RPLAC Chair shall serve ex-officio on all subcommittees but will not have an official vote on any matter under consideration by a subcommittee.

Article VI. Meetings

- RPLAC as a whole shall meet no less than four times per year, often coinciding with the dates of statewide Public Library Directors Meetings.
- Meetings of RPLAC as a whole can be called by the RPLAC Chair, by a written request of a two-thirds majority of the RPLAC members, or by the State Librarian.
- Communication among the entire RPLAC committee by email or other means may be regular and frequent if issues are pressing. RPLAC provides extensive communication to its members by an email listserv.
- Subcommittees may work by whatever means is most expedient and cost-effective, such as exchange of email, fax, conference call, video conference, or separate face-to-face meetings, as situations dictate.

Article VII. Rules of Procedure

- Rules of procedure not specifically addressed in these bylaws generally follow the current edition of Robert's Rules of Order - Revised.

Article VIII. Reports

- The Chair shall report the actions, decisions, and recommendations of the Regents Public Library Advisory Committee to the State Librarian.
- The State Librarian, as an ex-officio member of RPLAC, shall have input and discussion with the committee about its actions, shall receive officially communicated actions, findings, reports and recommendations of RPLAC, and shall serve as the principal means of communication with the Board of Regents.
- Subcommittee findings and reports are first to be submitted to RPLAC as a whole for review before being submitted to the State Librarian.

Article IX. Staff Liaisons and Staff Support

- The Chancellor may designate University System personnel to serve as staff liaisons or support staff to RPLAC as needed.
- The State Librarian may assign Georgia Public Library Service staff members as liaisons or support staff to RPLAC as needed per project or on a timed or permanent basis.

Article X. Adoption/Amendment of Bylaws

- The bylaws and all amendments to the bylaws must be approved by two-thirds of the RPLAC membership in attendance at a meeting, or by two-thirds of the RPLAC membership when polled by the Chair. Proposed amendments must be distributed to the RPLAC members two weeks before the vote to amend is taken.

Revised August 13, 2014 - RPLAC

Attachments

- Chart with libraries in categories