

## **Mission Statement**

### **Mission:**

The State Library of Louisiana inspires and supports literacy and lifelong learning for all Louisianans through access to information, strengthening communities, supporting exceptional library services, and preserving Louisiana's heritage.

### **Agency Philosophy:**

The State Library of Louisiana, its Board of Commissioners and staff value:

- i. Equal access to information for all citizens,
- ii. The literary and cultural heritage of Louisiana,
- iii. Intellectual freedom, and
- iv. Reading.

## **BYLAWS**

### **ARTICLE I NAME**

Section 1. The name of this organization shall be the board of commissioners of the State Library of Louisiana (La. R.S. 25:2).

Section 2. The organization shall hereinafter be referred to as the "Board."

### **ARTICLE II PURPOSE AND AUTHORITY**

Section 1. The Board was created by an act of the Louisiana legislature and its membership, powers, functions, and responsibilities have been modified from time to time by later acts of the Louisiana legislature. The Board's authority is derived from such legislation and is limited by it.

Section 2. The Board possesses advisory authority and the authority to select and remove the State Librarian in accordance with law. (La. R.S. 25:6-7; La. R.S. 36:209(A)(4) -901).

Section 3. The Board, through the State Librarian, shall plan and work toward a coordinated system of parish and regional libraries throughout the state so as to give and furnish every citizen and resident of the state free library service of the highest quality consistent with modern methods and as may be justified by financial and economic conditions. (La. R.S. 25:8).

Section 4. The Board may perform other functions authorized by law. (La. R.S. 25:9; La. R.S. 36:209, - 901).

### **ARTICLE III MEMBERSHIP**

Section 1. The Board shall be composed of seven members appointed by the Lieutenant Governor, by and with the advice and consent of the Louisiana Senate. (La. R.S. 25:2).

Section 2. The members of the Board shall be selected without political consideration from the entire state, and at all times at least two members of the Board will be women. (La. R.S. 25:3).

Section 3. Members of the Board shall be appointed for five-year terms, each member to serve until his successor is commissioned and qualified (La. R.S. 25:2).

Section 4. A member of the Board may be removed by the appointing authority for cause. (La. R.S. 25:2).

4a. Cause may include but is not limited to abandonment of office; malfeasance in office; gross misconduct in office; violation of a law, bylaw, policy or breach of a duty related to his office; other conduct detrimental to the efficient and orderly operation of the public entity; failure to meet statutory qualifications; impeachment; or conviction of a crime unrelated to the member's public duties.

4b. A member of the Board may be deemed to have abandoned his office upon failure to attend two regular meetings of the Board in a fiscal year, unless the absence was excused by the appointing authority in response to the member's request.

Section 5. A member of the Board may resign at any time by giving written notice of such resignation to the appointing authority.

### **ARTICLE IV OFFICERS**

Section 1. Officers of the Board shall consist of a Chair, Vice-Chair and an Executive Secretary.

Section 2. The State Librarian shall serve as Executive Secretary. (La. R.S. 25:4).

Section 3. Election of officers, except the Executive Secretary, shall take place at the annual meeting.

Section 3a. The Chair and Vice-Chair shall be elected by the Board for a term of one year and may be reelected.

Section 3b. Terms of office for the elected officers begin upon election at the annual meeting.

Section 3c. Vacancies in office shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

Section 4. Duties of the officers are defined herein and may from time to time be modified or expanded by the members as needed.

Section 4a. The Chair shall preside at all meetings, create and appoint ad hoc committees, and perform the duties generally assigned to this office.

Section 4b. The Vice-Chair, in the absence of the Chair, shall preside over meetings and perform other duties as assigned.

Section 4c. In the absence of the Chair and Vice-Chair, the members shall elect a temporary Chair to preside at the meeting and perform other duties as assigned.

Section 4d. The Executive Secretary, as an officer but not a member of the Board, shall serve without vote in meetings of the Board and committees of the Board.

Section 4e. The Executive Secretary shall:

- i. keep the minutes of the Board meetings and other records of the Board,
- ii. issue notice of all regular and special meetings of the Board and its committees,
- iii. notify the Lieutenant Governor of any vacancies on the Board,
- iv. attend all meetings of the Board and its committees, and
- v. perform duties generally assigned to this office.

## **ARTICLE V MEETINGS**

Section 1. Regular meetings of the Board shall be held quarterly on a day and time established by the Board. Upon the call of the Chair or of any three members of the Board by written request, the Chair shall be required to call a meeting. (La. R.S. 25:4).

Section 2. The annual meeting of the Board, at which the Board elects officers, shall be held at the time of the regular meeting in the first quarter of the Fiscal Year. The Fiscal Year is July 1 – June 30.

Section 3. Special meetings of the Board may be called by the Chair or any three members of the Board by written request. (La. R.S. 25:4).

Section 4. A majority of the Board members shall constitute a quorum for the transaction of business. (R.S. 42:13).

Section 5. The Executive Secretary shall provide to every member of the Board written notice of the date, time and place of each meeting (regular, special, annual and committee) at least ten days prior to the date of the meeting.

Section 6. The Executive Secretary shall provide the public notice of all meetings in compliance with Louisiana Open Meeting Law. All public notices of meetings of the Board or any Committee shall include the meeting's agenda, date, time and place. (La. R.S. 42:19A(1)(b)(ii)).

Section 7. All meetings of the Board or any Committee shall be open to the public, unless closed as an executive session or under one of the other exceptions contained in La. R.S. 42:16, 17 or - 18. (La. R.S. 42:14).

Section 8. Unless otherwise approved by affirmative vote of a majority of the members present, the order of business for regular meetings shall be:

- I. Call to order
- II. Public Comment
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
- VI. Agenda Items
- VII. Announcements
- VIII. Adjournment

## **ARTICLE VI COMMITTEES**

Section 1. The Board Chair may from time to time create and appoint members to ad hoc Committees for specified purposes.

Section 2. The Chair of each committee shall be a Board member. Membership may include non-Board members. No committee shall consist of fewer than three persons.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of this Board provided they are not inconsistent with the Louisiana administrative code, Louisiana revised statutes, these bylaws, and any special rules of order that the Board may adopt.

## **ARTICLE VIII AMENDMENTS**

Section 1. These bylaws may be repealed or amended by a two-thirds affirmative vote of the members present and voting at any meeting of the Board, provided the notice of the meeting at which the bylaws are repealed or amended stated that such repeal or amendment would be proposed at the meeting and identified the Article(s) and Section(s) to be amended or repealed or the proposed amendment or repeal had been presented in writing at least ten days prior to the meeting at which the action is taken.