

# **BY-LAWS OF THE (NEVADA) STATE COUNCIL ON LIBRARY AND LITERACY**

## **ARTICLE I**

### **NAME**

The name of this consortium is the (Nevada) State Council on Libraries and Literacy hereinafter known as COUNCIL.

## **ARTICLE II**

### **GOALS AND OBJECTIVES**

The Council shall advise the Department of Cultural Affairs; and may examine and carry out all duties authorized by NRS 380A.081.380A.031; the Library Services and Technology Act and the Workforce Investment Act.

#### **Section 1.**

The Council consists of:

- (a) A representative of public libraries;
- (b) A trustee of a legally established library or library system;
- (c) A representative of school libraries;
- (d) A representative of academic libraries;
- (e) A representative of special libraries or institutional libraries;
- (f) A representative of persons with disabilities;
- (g) A representative of the public who uses these libraries;
- (h) A representative of recognized state labor organizations;
- (i) A representative of private sector employers; and
- (j) A representative of private literacy organizations, voluntary literacy organizations or community based literacy organizations.
- (k) A classroom teacher who has demonstrated outstanding results in teaching children or adults to read.

#### **Section 2.**

The director of the following state agencies or their designees shall serve as ex officio voting members of the Council pursuant to Public Law No. 102-73:

- (a) The Department of Administration
- (b) The Department of Education;
- (c) The Department of Employment, Training and Rehabilitation;
- (d) The Department of Health and Human Services;
- (e) The Office of Economic Development;
- (f) The Department of Corrections.

### Section 3.

Officers of state government whose agencies provide funding for literacy services may be designated by the governor or the chairman of the Council to serve whenever matters within the jurisdiction of the agency are considered by the Council.

### Section 4.

Unless specifically appointed to a shorter term, the term of office of a member of the council is 3 years and commences on July 1 of the year of appointment. The terms of office of the members of the council must be staggered to result in, as nearly as possible, the appointment of three or four members to the council on July 1 of each year (NRS 380A.031).

## **ARTICLE III**

### **FUNCTIONS AND DUTIES**

The functions and duties of the Council shall be the following:

1. Advise the State Library and Archives Administrator on the development of the State Plan mandated by the Library Services and technology Act (LSTA), including the preparation of the State Plan and Annual Report.
2. Advise the State Library and Archives Administrator on policy matters arising in the administration of the State Plan submitted under LSTA.
3. Examine and provide policy, advice and oversight to the whole state of libraries, librarianship, library education, library resources, information services, and all allied and cognate activities and prepare a record of its findings.
4. Require public libraries to provide necessary library statistics and reports in order for the Council to make recommendations for the advancement of libraries.
5. Report biennially to the Governor and Legislature. The report must be filed on or before January 1 of each odd-numbered year.
6. Publish any material pertaining to its work that it may order issued.
7. Review plans and applications submitted by libraries and political subdivisions for state grants-in-aid and make recommendations to the State Library and Archives Administrator concerning approval.
8. Examine and evaluate the programs for literacy in this state.
9. Establish a plan for coordinating programs and activities for promoting and increasing literacy in this state.

**ARTICLE IV**  
**COUNCIL OFFICERS**

Section 1.

The Council shall elect the chairperson and elect a vice-chairperson/chairperson-elect at the first meeting held after July 1 of each year.

Section 2.

The vice-chairperson/chairperson-elect shall serve a term of two years and shall succeed to the office of chairperson at the expiration of the chairpersons' term in the second year of the term.

The chairperson and vice-chairperson may serve a maximum of two years one term, with the ability to be re-elected not more than once.

Section 3.

The State Library and Archives Administrator will serve as the secretary to the Council.

**ARTICLE V**  
**COUNCIL MEETINGS**

Section 1. Regular Meetings

The Council shall meet at least two times per year and may meet upon the call of the chairperson.

Section 2. Quorum

A majority of the Council will constitute a quorum.

Section 3. Open Meetings

All regular and special meetings of the Council shall be open to the public, except those authorized under (NRS 241.030) for consideration of personnel matters, which may be held in executive session.

Section 4. Parliamentary Authority

Robert's Rules of Order Newly Revised will be the rules for the conduct of Council meetings insofar as they do not conflict with this constitution.

Section 5. Agenda Items

Designated Staff of the Division of State Library and Archives with approval by the chairperson shall prepare the agenda for each meeting. Any member may place an item on the agenda by

notifying the designated staff. Unless five days prior notice has been given of the pending consideration of an agenda item, any member of the Council may cause that item to be held over to the next meeting.

## **ARTICLE VI**

### **AMENDMENTS**

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the Council members, provided that the amendment has been submitted in writing at least 10 days prior to the meeting.

Adopted February 23, 1995.

Amended February 27, 1998.

Amended October 3, 2001.

Amended September 16, 2009.

Amended June 14, 2014.