

SECRETARY OF STATE

BYLAWS OF THE

ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

REVIEWED AND ADOPTED
SEPTEMBER 10, 2015

Members of the Illinois State Library Advisory Committee and its subcommittees serve as representatives of areas of librarianship rather than representing a local interest or specific organization with the exception of some ex-officio members of the Illinois State Library Advisory Committee. Questions regarding discussion and action during meetings of these groups should be addressed to the Director of the Illinois State Library.

Meeting minutes are available online at
[http://www.cyberdriveillinois.com/departments/library/about/committees/
islac_meetarchive.html](http://www.cyberdriveillinois.com/departments/library/about/committees/islac_meetarchive.html)

Illinois State Library
September 2015

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C O N T E N T S

I.	Establishment and Purpose.....	4
II.	Membership.....	4
III.	Officers.....	5
IV.	Duties of Officers.....	5
V.	Subcommittees.....	5
VI.	Meetings.....	6
VII.	Member Compliance Requirements.....	6
VIII.	Policies and Guidelines.....	7
IX.	Quorum.....	7
X.	Ethics Training Certification.....	7
XI.	Open Meetings Act Training and Certification.....	7
XII.	Conflict of Interest Disclosure.....	7
XIII.	Appeals.....	7
XIV.	Public Comment.....	7
XV.	Reviews.....	8
XVI.	Parliamentary Authority.....	8
XVII.	Amendments.....	8
XVIII.	Grant Application Notification and Fair Hearing Procedure.....	8

Secretary of State
TEXT OF ADOPTED RULES
BYLAWS OF THE ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

I. ESTABLISHMENT AND PURPOSE

- a) The Illinois State Library Advisory Committee, hereinafter referred to as The Committee, is created by Public Act 77-1690, Illinois Compiled Statutes 1994, Chapter 15, Section 320/5.
- b) There is hereby created an Advisory Library Committee whose duty it shall be to make recommendations concerning the policies, services, and management of the State Library. The Advisory Committee shall additionally advise the State Library in the development of State and federal library plans; provide input in addressing policies, issues, and activities for library development and cooperation among different types of libraries; make recommendations concerning the evaluation of statewide services; and address the use of technology to expand access to information for the State's citizens. (15 ILCS 320/5)
- c) The Advisory Committee has the responsibilities and duties to make recommendations to the State Librarian as follows:
 - i) General policies of the State Library;
 - ii) Budget policies to the State Librarian pertaining as to the annual appropriations for the State Library
 - iii) Library standards for all libraries required by federal law or regulation to administer federal aid;
 - iv) Policies of the State-funded library systems; and
 - v) Policies of federally-funded library programs.

The committee may further assist in communicating the goals, plans, policies and work of the State Library to all governmental officials and the general public. (15 ILCS 320/5)

II. MEMBERSHIP

- a) The Committee shall consist of 20 persons appointed by the State Librarian. The appointments shall consist of the following:
 - 13 Library professionals broadly representative of Illinois libraries (including academic, public, school, and special libraries), library systems and other consortia; and
 - 7 citizens.Additional persons may be made ex officio members of the Committee, but without voting powers. (15 ILCS 320/5)

Secretary of State
TEXT OF ADOPTED RULES
BYLAWS OF THE ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

- b) The Advisory Committee shall elect its own chairman and vice chairman and committee members shall serve without compensation but may be reimbursed for expenses incurred as members of the committee. (15 ILCS 320/5)
- c) Each committee member shall serve for a term of 3 years, or until his or her successor is appointed, and the State Librarian may stagger the terms. No person shall serve for more than 2 consecutive 3-year terms. (15 ILCS 320/5)

III. OFFICERS

- a) The officers shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be elected by The Committee from its membership each fiscal year.
- b) The Chair and Vice-Chair shall be elected for a term of one year and may be re-elected for not more than one consecutive term.
- c) The Director of the State Library shall serve as Secretary of the Committee and votes only in case of a tie. (15 ILCS 320/5)
- d) The Committee shall fill vacancies for the balance of the term of the vacant office of either the Chair or Vice Chair.

IV. DUTIES OF THE OFFICERS

- a) The duties of the Chair shall be to call and preside at all meetings, appoint committees and carry out the duties generally pertaining to this office.
- b) The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair.
- c) The Secretary shall keep and distribute the minutes of the meetings of The Committee and carry out the duties generally pertaining to this office. The Secretary shall give timely notice of all meetings.

V. SUBCOMMITTEES

- a) The Executive Subcommittee shall consist of the officers and of the Chair of each of the other Subcommittees. In addition, with the approval of The Committee, the Chair of the Illinois State Library Advisory Committee may appoint additional members of The Committee to the Subcommittee. The

Secretary of State
TEXT OF ADOPTED RULES
BYLAWS OF THE ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

duties shall be to act in an advisory capacity to the Chair, to decide matters of immediate importance between meetings of The Committee for discussion and recommendation to the State Librarian.

- b) The Illinois State Library Advisory Committee may establish such other subcommittees as it deems necessary for the fulfillment of The Committee's responsibilities and duties. The number of members and composition of such Subcommittees shall be specified at the time of the Subcommittees' creation. In addition, Subcommittees which may be created and appointed by the Director of the State Library as a Subcommittee of the Illinois State Library Advisory Committee shall, with the approval of The Executive Committee, be considered, and so designated, a Subcommittee of the Illinois State Library Advisory Committee. The appointment of the Chair of such a Subcommittee created by the Director of the State Library shall be made by the Chair, Illinois State Library Advisory Committee, with the advice of the Director of the State Library.

The membership of Subcommittees of the Illinois State Library Advisory Committee may include persons who are not members of The Committee. In the event that the Chair cannot attend a meeting, the State Library staff will serve as Chair and report on the business of the Subcommittee to the State Library and to The Committee.

VI. MEETINGS

- a) Regular meetings shall be held at least three times a year at locations and on dates to be agreed upon by the Chair and Secretary.
- b) Special meetings may be called by the Chair, or in the absence of the Chair, by the Vice-Chair or Secretary. A special meeting may be called by the written requests of five members to the Secretary and to the Chair, or the Vice-Chair, if appropriate.
- c) Meetings of The Committee will be held in accordance with the provisions of the Open Meetings Act. (5 ILCS 120)

VII. MEMBER COMPLIANCE REQUIREMENTS

Member compliance requirements are available online:
<http://www.cyberdriveillinois.com/departments/library/about/committees/home.html>

Secretary of State
TEXT OF ADOPTED RULES
BYLAWS OF THE ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

VIII. POLICIES AND GUIDELINES

Policies and guidelines are available online:

http://www.cyberdriveillinois.com/departments/library/about/committees/committee_guidelines.html

IX. QUORUM

- a) The Illinois Open Meetings Act defines and establishes “quorum” for public bodies. See: (5 ILCS 120/) Open Meetings Act.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2> .

X. ETHICS TRAINING CERTIFICATION

- a) Rules for Ethics Training Certification are available online:

<http://www.cyberdriveillinois.com/departments/library/about/committees/home.html> .

XI. OPEN MEETINGS ACT TRAINING AND CERTIFICATION

- a) Rules for the Illinois Open Meetings Act training and certification are available online:

<http://www.cyberdriveillinois.com/departments/library/about/committees/home.html>

XII. CONFLICT OF INTEREST DISCLOSURE

- a) Rules for disclosure of conflict of interest are available online:

<http://www.cyberdriveillinois.com/departments/library/about/committees/home.html>

XIII. APPEALS

- a) Recommendations of The Committee shall be appealed in accordance with the approved procedure adopted by The Committee.

XIV. PUBLIC COMMENT

- a) Rules for public comment are available online:

http://www.cyberdriveillinois.com/departments/library/about/committees/public_participation.html

Secretary of State
TEXT OF ADOPTED RULES
BYLAWS OF THE ILLINOIS STATE LIBRARY ADVISORY COMMITTEE

XV. REVIEWS

- a) These bylaws and the Administrative Rules and regulations of the Illinois State Library shall be reviewed by the Committee or by a person or a Subcommittee so designated, at least once every two years, and a report of that review, with recommendations, if appropriate shall be included in the permanent record of The Committee.

XVI. PARLIAMENTARY AUTHORITY

- a) Robert's Rules of Order, latest edition, shall constitute the authority on all matters not covered by the bylaws.

XVII. AMENDMENTS

- a) These bylaws may be amended at any regular or special meeting by a two-thirds majority vote of the members present if written notice has been given not less than ten (10) day prior to such.
- b) All statutes and or websites that are referenced in these bylaws may be amended from time to time; the amendments will be adopted and incorporated by reference in these bylaws without need for future Board approval or ratification.

XVIII. GRANT APPLICATION NOTIFICATION AND APPEAL PROCEDURE

- a) Any agency submitting a grant application not considered for funding by the Illinois State Library shall be notified, explaining the reason for denial. (23 ILAC 3035.135, f)
- b) The Illinois State Library shall provide for hearings to reconsider decisions made concerning grant applications, as provided in Appeal Procedure, 23 ILAC 3035.150. (23 ILAC 3035.135, g)

ADOPTED by the Illinois State Library Advisory Committee, August 10, 1985
AMENDED by the Illinois State Library Advisory Committee, December 11, 1996
AMENDED by the Illinois State Library Advisory Committee, June 21, 2000
AMENDED by the Illinois State Library Advisory Committee, December 10, 2003
AMENDED by the Illinois State Library Advisory Committee, December 5, 2006
AMENDED by the Illinois State Library Advisory Committee, January 12, 2012
AMENDED by the Illinois State Library Advisory Committee, September 10, 2015