

# Bylaws for the California State Library, Braille and Talking Book Library User Advisory Council (BUAC)

## ARTICLE I: NAME

The name of this organization will be the User Advisory Council of the California Braille and Talking Book Library, which hereafter will be referred to as the Council and BTBL, respectively.

## ARTICLE II: PURPOSE

The purpose of this Council is to give advice and make recommendations to BTBL on practices, policies, and goals of library services to blind, visually impaired, physically disabled, learning disabled, and other eligible print disabled individuals in Northern California.

## ARTICLE III: MEMBERS

Section 1. Membership on this Council is to be representative of those individuals and organizations having direct interest in library services to individuals unable to read conventional print due to blindness, visual impairment, physical disability, and/or organic learning disability.

Section 2. This Council will consist of no fewer than 7 and no more than 15 members, of whom at least 2/3 will be patrons and will take into consideration the factors of geographic representation, age, service utilization, and other relevant patron characteristics.

Section 3. Membership will consist of:

- A. One representative from each of the following California State consumer organizations: the California Council of the Blind and the National Federation of the Blind of California. Each organization will appoint its own representative;
- B. One member who is a patron with an organic reading disability, i.e. Learning Disabled;

- C. One member who is a patron with a physical disability (other than blindness);
- D. One member who is an adolescent or the parent of a child who is a patron of BTBL;
- E. One member who is a member of the Blinded Veterans Association or is a veteran.
- F. The immediate past Council chair may be a member for no more than two additional years; and
- G. The remaining members will be members at large and should equally represent geographical areas within BTBL's 43 Northern California counties, low vision patrons, or institutions and/or service providers catering to eligible print-disabled clients.
- H. Ex Officio Members  
Ex officio members of the Council shall include the State Librarian of California, the CSL State Library Services Bureau Chief, and the Director of the Braille and Talking Book Library. Other State Library representatives will attend BUAC meetings as necessary. Ex officio members are non-voting members of the Council.

Section 4. Members other than BTBL staff will serve up to two, three-year terms:

- A. Terms will be so established that approximately 1/3 of all terms will expire every year.
- B. No member will serve for more than two consecutive terms.
- C. A member who has served more than half a term is considered to have served a full term.
- D. The term of membership will begin January 1 and will be completed on December 31.

- E. The second term of the immediate past Chair may be extended up to two additional years.

Section 5. Each member is expected to participate in all scheduled meetings, whether in person, via online chat software, or by telephone. After two unexcused absences, the seat will be considered vacant at the discretion of the Chair. Unexcused absence is defined as missing a meeting without notifying the Chair or the BTBL Director in advance. Members are expected to participate in ongoing Council activities.

Section 6. Each member of the Council will have one vote. Proxy voting will not be allowed.

Section 7. Selection of members:

- A. Each year applications will be accepted for vacant positions.
- B. Vacancies on the BUAC will be publicized annually. Application forms will be available on the BTBL web site, via Email upon request, or in accessible formats upon request via U.S. Mail.
- C. All applications must be received before November 15 by the Selection Committee.
- D. All applications will be submitted to the Selection Committee for consideration, and appointments will be made before the end of the calendar year.

Section 8. Vacancies:

- A. When a vacancy occurs in the Council at large, it may be filled from the latest application list; or in the event of no appropriate replacement from that list, the general selection process may be initiated. At the discretion of the Chair, the position may be left vacant until the next scheduled general selection process.
- B. When a vacancy occurs in the representation of a designated organization, the president of that organization will be notified to choose another representative.

## ARTICLE IV: OFFICERS

Section 1. Officers. The Council will have three officers elected from the membership: a Chair, a Vice-Chair, and a Secretary. With the exception of the first inaugural year of the BUAC , No person may hold office who has not been a member of the Council for at least one year. The Chair must further be a patron of BTBL.

Section 2. Election of Officers.

- A. During the April, May, or June meeting, members of the Nominating Committee will appoint a Chair. The Chair of the Nominating Committee will issue a call to the Council for nominations of new/returning officers. The Nominating Committee must receive nominations at least 45 days prior to the September or October meeting.
- B. The Nominating Committee will meet after nominations have been received. They will select one candidate for each office from those members nominated. If there are insufficient candidates to fill positions from those willing to serve, the Nominating Committee will canvass members so that a slate may be prepared for distribution to members prior to the September or October Council meeting. The location and format of the meeting of the Nominating Committee is at the discretion of the committee chair.
- C. The Library will be notified of the slate of officers 30 days prior to the fall meeting so that the slate may be distributed to the Council. Each member shall receive the slate of officers from the Chair of the Nominating Committee no less than fourteen days prior to the meeting.
- D. Each year during the Fall Council meeting, the Nominating Committee will present its slate of officers, and ask for additional nominations from the floor.
- E. The election of officers will be conducted by the Chair of the Nominating Committee. The Chair will be elected first, followed by the Vice-Chair and Secretary in that order.
- F. Officers are elected by a majority vote of all members present and voting.

- G. Officers may serve a maximum of two consecutive terms of one year each in the same office, except for the Secretary for whom there is no term limit.
- H. An officer who has served more than half a term in an office is considered to have served a full term.

### Section 3. Duties of the Officers

- A. The officers will perform the duties prescribed by these bylaws and by the parliamentary procedures adopted by the Council.
- B. The Chair will create the agenda for all meetings in consultation with the Library Director, the Executive Committee, and the immediate past Chair. The Chair's duties include, but are not limited to, presiding at all meetings, writing letters to the editor of print and/or online publications, submitting articles for inclusion in library publications, appointing committees, representing the Council at library events and performing other related duties as appropriate.
- C. In the absence of the Chair, the Vice-Chair will perform the duties of the Chair and conduct other matters that may be required. The Vice-Chair must also be willing to assume the role and responsibilities of the Chair if that position becomes vacant.
- D. The Secretary will be responsible for coordinating the preparation and dissemination of minutes, and for presenting them at meetings for approval.
- E. The Chair will prepare the meeting agenda after consulting with the BTBL Director and the Executive Committee.

Section 4. Terms in Office. One term in office for officers will run one year, from January 1 through December 31.

### Section 5. Vacancies in Offices.

- A. A vacancy in the office of Chair will be filled immediately by the Vice-Chair.

B. A vacancy in the office of Vice-Chair or Secretary will be filled by an election, conducted by the Chair of the Nominating Committee, at the next regular meeting of the full Council after the vacancy occurs.

## ARTICLE V: MEETINGS

Section 1. Regular meetings of the Council will be held in person, via telephone, via accessible online chat software or a combination thereof, at least three and no more than four times each year.

Section 2. At least one meeting will be held at BTBL unless otherwise determined. All written materials will be provided in an appropriate formats.

Section 3. Special meetings may be called by the Chair or by at least three members of the Council, provided that all members are notified at least 14 days in advance of the special meeting.

Section 4. A majority of the members will constitute a quorum for the purpose of conducting business.

## ARTICLE VI: EXECUTIVE COMMITTEE

Section 1. Membership. The Executive Committee will consist of the Chair, Vice-Chair, Secretary, BTBL Director, chair of each standing committee, and the immediate past Chair.

Section 2. Powers and Duties. The Executive Committee will have the power to act for the full Council between regular meetings, but may not act in any manner that is counter to the previously expressed positions of the Council.

Section 3. Meetings. The Executive Committee will meet at least once between each regular meeting to discuss matters of relevance and to set the agenda for the next meeting.

## ARTICLE VII: COMMITTEES

Section 1. Appointments.

- A. In each first meeting of the calendar year the Chair will appoint a Selection Committee Chair as part of a standing committee of the Council.
- B. Other committees, as relevant to the work of the Council, will be appointed as needed.

Section 2. Each committee member is expected to participate in all scheduled committee meetings.

Section 3. Except for the Selection Committee, each committee will select its chair from among the members of the committee.

Section 4. The chair or the chair's designee will be an ex-officio member of all standing and special committees.

#### ARTICLE VIII: RULES AND PROCEDURES

The rules contained in the current edition of Robert's Rules of Order , Revised (DB53865 or BR14142), will govern the Council in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the council may adopt.

#### ARTICLE IX: AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any meeting by a majority vote of all members, provided such amendment has been submitted to the Chair and distributed to all members in an appropriate format at least 14 days in advance of the meeting.

Reviewed by CSL Attorney Paul Smith on 12/7/2012