

Georgia Library Service for the Blind and Print Disabled (GLS) –
formally Georgia Libraries for Accessible Statewide Services (GLASS)

Library Consumers' Advisory Council (LCAC)

BYLAWS

ARTICLE I: Name.

The name of this organization is the Library Consumers' Advisory Council of GLS, which hereafter shall be referred to as the Council. GLS shall hereafter be referred to as the Library.

ARTICLE II: Mission and Purpose.

The mission of the Council is to identify and address the needs of the user community, communicate those needs to the appropriate resources and participate in follow up action.

The purpose of this Council is to serve in a consultative capacity to the Library, its primary objective being to aid in the improvement of library services to the blind and other people with print-related disabilities. The Council shall give advice and make recommendations to the Library and, when appropriate, to the National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress on practices, policies, and goals of library services to the blind and other people with print-related disabilities. The Council shall further serve as an advocate for the promotion and further development of library services for all blind and other people with disabilities.

ARTICLE III: Meetings.

SECTION 1. Regular meetings of the Council shall be held on a semi-annual basis (January and July),

SECTION 2. Council meetings shall be held in a location that has facilities accessible to all persons.

SECTION 3. The first meeting of each calendar year shall be held at GLS Atlanta. The location of all other meetings shall be determined by the majority vote of the members of the Council.

SECTION 4. Special meetings may be called by the chairperson or at least three members of the Council, provided that all members are notified at least seven days in advance of the special meeting.

SECTION 5. The business of this Council:

- A. Shall be conducted by the majority of the voting members;
- B. May be held via conference telephone call or as a remote computer meeting as determined by a majority of the Council;
- C. May accept absentee ballots that have been presented to the chairperson, in writing, and certified by the chairperson and secretary prior to voting.

SECTION 6. All meetings shall be open to anyone who wishes to observe.

ARTICLE IV: Committees.

SECTION 1. The chairperson shall appoint the following standing committees: bylaws committee, nominating committee, and public relations committee.

- A. The bylaws committee shall consider proposed amendments to the Council's bylaws, and present any proposed amendments to the members for deliberation and action;
- B. The nominating committee, consisting of three members of the full Council, shall present a slate of candidates to the membership;
- C. The public relations committee shall be responsible for outreach and educational efforts concerning the Library and the Council.

SECTION 2. The chairperson may appoint special committees as needed.

SECTION 3. The chairperson and vice-chairperson shall be ex officio members of all standing and special committees except the nominating committee.

ARTICLE V: Members.

SECTION 1. Membership on this Council is representative of those organizations and individuals having a direct interest in library services to the blind and other people with print-related disabilities.

SECTION 2. This Council shall consist of between 7 to 10 members, of which at least four must be users of library services. A majority of the members must be legally blind.

SECTION 3. Members shall serve a two year term with no more than two consecutive two year terms. A member can reapply after a one-year absence from the Council.

SECTION 4. Each member is expected to attend all meetings. After two consecutive unexcused absences, the seat shall be considered vacant. (Note: Determination of excused absences will be made at the discretion of the Council.)

SECTION 5. Each member, being present, shall have one vote. Library staff shall not vote but shall serve as ex officio members of the Council.

SECTION 6. Nomination of members at large

- A. Every year, or when applicable, nominations will be solicited for members-at-large applicants to serve on the Council;
- B. Notices soliciting nominations for the Council shall be publicized in the Library's newsletter and other area-wide publications.

SECTION 7. Election of members at large:

- A. The nominating committee shall be appointed at the August Council meeting. At the October Council meeting, the chairperson of the nominating committee shall present to each Council member, in preferred format, the slate of nominees of the members at large;
- B. At the last meeting of the calendar year, the nominating committee shall present its slate of candidates for the election of members at large;
- C. Nominations shall also be accepted from the floor at the time of the election;
- D. A majority of the voting membership is required to hold any election of members at large.
- E. The term for all new members at large shall begin at the first meeting in the following calendar year.

SECTION 8. Vacancies:

- A. A vacancy on the Council shall be filled by an election at the next regular meeting of the Council or at the earliest meeting wherein there is a

majority present, provided the seat being vacated is not that of the chairperson.

B. Vacancies, which occur among agency or organizational representatives, shall be filled by those groups.

ARTICLE VI: Officers.

SECTION 1. There shall be elected from the membership the following officers: a chairperson; a vice-chairperson, a secretary and a parliamentarian.

SECTION 2. The term of office shall run for one calendar year, from January 1 through December 31.

SECTION 3. Nomination and election of officers:

A. The nominating committee shall be appointed at the July Council meeting. At the July Council meeting, the chairperson of the nominating committee shall present to each Council member, in preferred format, the slate of nominees of the officers;

B. Elections shall be held at the ——— Council meeting. Nominations can be accepted from the floor;

C. A majority of the voting membership is required to hold any election of officers.

D. No officer may serve more than two consecutive terms in the same office.

SECTION 4. Duties of the officers:

A. The officers shall perform the duties prescribed by these bylaws;

B. The chairperson shall preside at regular and special called meetings, appoint committees, perform related duties such as establishing Council agendas, follow through on action items, and work in unison with the membership and Library staff;

C. The vice-chairperson shall perform the duties of the chairperson upon the absence of the chairperson and discharge other such duties as warranted;

D. The secretary shall be responsible for notifying members of meetings, taking minutes, distributing agendas and minutes in accordance with the chairperson, and all other such duties as warranted;

E. The parliamentarian shall be responsible for ensuring productive flow of the meetings by enforcing adherence to Roberts Rules of Order most recently revised.

SECTION 5. The chairperson and vice-chairperson must be GLS library users.

SECTION 6. Vacancies:

A. A vacancy in the office of the chairperson is filled immediately by the vice-chairperson. A new vice-chairperson shall be elected at the next regular meeting of the Council or at the earliest meeting wherein there is a majority present;

B. A vacancy in the office of the vice-chairperson, secretary or parliamentarian shall be filled by an election at the next regular meeting of the Council or at the earliest meeting wherein there is a majority present.

ARTICLE VII: Parliamentary Authority.

The Council shall be governed and operate consistent with the rules contained in the current edition of Robert's Rules of Order, as Revised.

ARTICLE VIII: Amendment to the Bylaws

These bylaws may be amended at any meeting by a two-thirds vote of those members present and voting, provided such amendment has been filed with the bylaws committee and distributed to all members, in the appropriate format, at least thirty days in advance of the meeting. These changes will be effective immediately upon final action.

Adopted June 17, 2002

Revised 12-03

Revised 12-04

Revised 9-14-09

Revised 6-7-10

Revised 12-03-12

Revised 12-4-17

Revised 10-18-22