APPENDIX 3

BYLAWS OF THE LOUISIANA FEDERAL DEPOSITORY LIBRARY COUNCIL
Revised December 2014; Approved February 2015

ARTICLE I. Name. The name of this organization shall be the Louisiana Federal Depository Library Council.

ARTICLE II. Purpose. The purpose of the Louisiana Federal Depository Library Council shall be to implement the Plan for Federal Depository Libraries in Louisiana, specifically to:

- Review the performance of the Louisiana federal depository libraries in implementing the Plan for Federal Depository Libraries in Louisiana.
- Make recommendations to the library community in Louisiana concerning the Federal Depository Library Program.
- Make recommendations to the Depository Library Council to the Public Printer and the U. S. Government Printing Office concerning the Federal Depository Library Program in Louisiana.
- Monitor and coordinate publicity about the Federal Depository Library Program in Louisiana.
- Seek official support of the Plan for Federal Depository Libraries in Louisiana from library administrators of federal depository libraries.

ARTICLE III. Membership

Section 1. General membership. The membership of the Louisiana Federal Depository Library Council shall consist of all of the depository coordinators of federal depository libraries in Louisiana or other representatives appointed by library administrators of federal depository libraries in Louisiana.

Section 2. Alternates. A member of the Council may designate an alternate to serve in his/her absence.

ARTICLE IV. Officers of the Council

Section 1. Officers. The Officers of the Council shall be a Chair and a Secretary. The term of office shall begin on July 1.

Section 2. Selection of Officers. The Chair and the Secretary shall be elected by the Council during its spring meeting. Members of the Council who have served a minimum of one year are eligible for election as Chair.

Section 3. Elections. Prior to the spring meeting, the Council shall solicit nominations for candidates to fill the positions of Chair and Secretary. The Chair will contact any
candidates who were nominated by others to ensure that they are willing to serve as officers on the Council. The Chair will present the slate of candidates to the Council at the spring meeting for a vote. Before the end of June, the successful candidates will be notified in writing by the Chair.

Section 4. Term of Office. The Chair and the Secretary shall serve a one-year term and shall be eligible for re-election to office. Both officers shall be limited to two consecutive terms.

Section 5. Vacancies. A special election may be held to fill the position of Chair or Secretary if the position is vacated before the term has expired.

ARTICLE V. Duties of the Officers

Section 1. The Chair. The Chair shall prepare an agenda and preside over all meetings of the Council. He/she shall have the duty of organizing the work of the Council. He/she shall appoint such committees as necessary to carry out the duties of the Council. Further, he/she shall serve as spokesperson for the Council.

Section 2. The Secretary. The Secretary shall record the minutes of meetings and proceedings of the Council. The Secretary shall send files documenting the work of the Council to the official repository for the Council.

ARTICLE VI. Meetings

Section 1. Regular meetings. The Council shall meet twice a year, in the spring and in the fall, at times and locations designated by the Chair of the Council. The Council may convene in person, virtually or a combination of the two within the year.

Section 2. Additional meetings. Additional meetings of the Council may be called at the discretion of the Chair, or upon the written request of a majority of the depository coordinators of federal depository libraries in Louisiana.

Section 3. Notice of meeting. Notice of regular and additional meetings shall be posted on the Bayoudoc e-mail list at least two weeks before the date of each meeting.

Section 4. Open meetings. Meetings of the Council shall be open to the public. All interested persons are encouraged to attend.

ARTICLE VII. Reports

Section 1. Minutes of meetings. The Secretary shall prepare minutes of each meeting. The minutes shall be distributed to all Council members and to all federal depository libraries in Louisiana within one month after the meeting.

Section 2. Liaison Reports. The Council encourages annual reports from representatives of LLA GODORT, ALA, AALL and FDLP.
Section 3. Official Repository. The Council may designate an official repository to house its papers.


ARTICLE IX. Amendments. These by-laws may be amended by a majority vote of the Council. Two weeks written notice of such proposed amendment to the by-laws must be given to members of the Louisiana Federal Depository Library Council.