LOUISIANA PUBLIC DOCUMENT DEPOSITORY PROGRAM
ADVISORY COUNCIL
(LPDDPAC)

BYLAWS

Revised 2014
I. Authority
Under the authority of Louisiana R.S. 25:121-124.1, the Public Document Depository System is created as a unit of the State Library. Rules governing the program are codified at L.A.C. 25:4107 and empowers the State Librarian to appoint an Advisory Council to the Recorder of Documents.

II. Name
The name of this organization shall be the Louisiana Public Document Depository Program Advisory Council (LPDDPAC).

III. Purpose
The purpose of the Advisory Council is to advise the State Librarian and the Recorder of Documents on matters concerning the Public Document Depository Program. "Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of Recorder of Documents and to provide a forum for the exchange of information and ideas." (L.A.C. 25:4107)

IV. Membership
A. General membership
The membership of the Advisory Council shall consist of nine (9) members appointed by the State Librarian.

B. Membership makeup
The three historical libraries – the State Library of Louisiana, LSU Baton Rouge, and Louisiana Tech University – shall each have a permanent position on the Council. Each historical library shall notify the State Librarian and the Recorder of Documents of its preferred representative to the Council whenever that position becomes vacant and request that the State Librarian appoint that designee. In addition, there shall be one (1) member representing the Louisiana Library Association Government Documents Round Table (LLA GODORT), one (1) member representing academic libraries, one (1) member representing public libraries, one (1) member representing special libraries, one (1) member representing state agencies, and one (1) member at large.

The Recorder of Documents shall be a non-voting ex-officio member except in the case of a tie vote of the Council.

C. Annual Election of Council Members
1. Slate
Prior to the spring meeting, the Council Chair shall publicly solicit nominations for candidates to fill the positions of representatives whose terms will be expiring in June of that year. The Chair will contact any candidates who were nominated by others to ensure they are willing to serve on the Council. The Chair will present the slate of candidates to the State Librarian for approval prior to the spring meeting.

2. Eligibility to Vote
Each depository library shall have one vote in the annual election, to be cast by the depository’s primary contact. If the current member at large is not employed by a depository library or is not the primary contact for a depository, the member at large shall have one vote.
3. Voting Process
The election will be held electronically prior to the spring meeting.

4. Appointment
Before the end of June, the successful candidate in each category shall be appointed by the State Librarian and notified in writing.

D. Term of office
The members shall serve, without compensation, two (2) years in staggered terms. In even numbered years the members representing academic libraries, public libraries, and special libraries will be elected. In odd numbered years the member at large and the members representing the LLA GODORT, and state agencies will be elected. Members may be appointed to additional terms. Terms shall begin on July 1.

E. Vacancies
As vacancies occur, the Chair will recommend new members to the State Librarian for appointment. If the Chair is unable to do so, the Secretary will recommend new members. Members appointed to fill unexpired terms shall serve until the expiration of such period.

F. Alternates
A member of the Council may designate an alternate to serve in his/her absence for a single meeting. The member must notify the Chair about the alternate prior to the meeting.

V. Officers
A. Officers
The officers of the Advisory Council shall be a chair and a secretary.

B. Selection of officers
The Chair and Secretary shall be selected by the returning and incoming Council members from their number after the spring meeting but prior to July 1. Incoming Council members may vote regardless of whether they have yet received the formal appointment letter from the State Librarian.

C. Term of office
Terms of office shall be one (1) year beginning on July 1 of each year. Both officers are eligible for re-election to office, limited to two (2) consecutive terms.

D. Duties
1. Chair
The Chair shall prepare the agenda, preside at meetings of the Advisory Council, coordinate elections, and conduct the business of the Council. S/he shall appoint such committees as are necessary and serve as spokesperson for the Council.

2. Secretary
The Secretary shall record the minutes of meetings and proceedings of the Council. S/he shall maintain a list of Council members with their terms, provide it to the Recorder for posting on the LPDDP website,
distribute information about the Council to each new member, and ensure that copies of all documents related to the work of the Council are sent to the Recorder.

VI. Meetings

A. Regular meetings
Meetings shall be held at least twice each year, in the spring and in the fall, at the time and in a manner designated by the Council, taking into consideration driving distance of the members. The spring meeting must be held prior to June 1.

B. Additional meetings
The Chair may call additional meetings of the Council. Upon written request of a majority of Council members or a majority of the chief administrators of state depository libraries, the Chair shall call a meeting of the Council.

C. Notice of meeting
The Chair shall send notice of regular meetings to the members of the Council at least thirty (30) days in advance. The Chair shall send notice of additional meetings to Council members at least fourteen (14) days in advance or may hold meetings upon less notice if a simple majority of the Council agrees.

D. Open meetings
Meetings are open to all interested parties.

E. Quorum
Five (5) appointed or alternate members shall constitute a quorum for purposes of voting and other official business.

VII. Reports

A. Meeting minutes
The Secretary shall prepare minutes of each meeting and shall distribute them to Council members and post them on the Louisiana government documents electronic discussion list. The Recorder's report to the Council shall be incorporated into the minutes.

B. Official repository
The State Library of Louisiana shall be the official repository of the Council's papers.

VIII. Amendments to Bylaws
These bylaws may be amended at any time by a simple majority vote of Council members. Notice of proposed amendments to the bylaws must be given to Council members and the Recorder of Documents at least two (2) weeks prior to the scheduled vote.