



**LOUISIANA PUBLIC DOCUMENT DEPOSITORY PROGRAM  
ADVISORY COUNCIL  
(LPDDPAC)**

**BYLAWS**

Revised 2018

## **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 empower 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 Louisiana Public Document Depository Program. A portion of L.A.C. 25:4107 (August 2017 version) notes: "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."

## **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 Advisory Council. Each historical library shall notify the State Librarian and the Recorder of Documents of its preferred representative to the Advisory 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 Advisory Council.

### **C. Annual Appointment of Advisory Council Members**

#### **1. Slate**

Prior to the spring meeting, via the Bayoudoc listserv ([bayoudoc@lists.latech.edu](mailto:bayoudoc@lists.latech.edu)), the Advisory Council Chair shall publicly solicit recommendations for persons to fill the positions of representatives whose terms will be expiring in June of that year. The Chair will contact any persons who are recommended by others to ensure they are willing to serve on the Council. The Chair will present the slate of recommended persons to the State Librarian for approval prior to the spring meeting. The State Librarian reserves the right to decline any or all recommended persons, in which case the State Librarian may select persons to appoint.

## 2. Announcement of New Appointments at Spring Meeting

Persons approved by the State Librarian for appointment to the Advisory Council for terms beginning July 1 shall be announced during the spring meeting..

## 3. Appointment

The State Librarian shall notify the successful appointees in writing before the end of June.

### 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 appointed. In odd numbered years the member at large and the members representing the LLA GODORT, and state agencies will be appointed. 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 Advisory 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 Advisory Council members from their number after the spring meeting but prior to July 1. Incoming 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 recommendations for appointments, and conduct the business of the Advisory Council. S/he shall appoint such committees as are necessary and serve as spokesperson for the Advisory Council.

## 2. Secretary

The Secretary shall record the minutes of meetings and proceedings of the Advisory Council. S/he shall maintain a list of Advisory Council members with their terms, provide it to the Recorder for posting on the LPDDP website, distribute information about the Advisory Council to each new member, and ensure that copies of all documents related to the work of the Advisory 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 Advisory Council. Numerous teleconference meetings have occurred via Adobe Connect at this website: <http://slol.adobeconnect.com/pddp-advisory-council-meeting/> If the members choose to meet in person, they should take into consideration driving distance of all the members. The spring meeting must be held prior to June 1.

### B. Additional meetings

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

### C. Notice of meeting

The Chair shall send notice of regular meetings to the members of the Advisory Council at least thirty (30) days in advance. The Chair shall send notice of additional meetings to Advisory Council members at least fourteen (14) days in advance or may hold meetings upon less notice if a simple majority of the Advisory 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 Advisory Council members and post them on the Louisiana government documents electronic discussion list Bayoudoc. The Recorder's report to the Advisory Council shall be incorporated into the minutes.

### B. Official repository

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

## VIII. Amendments to Bylaws

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