

## **Montana State Library Commission Guidelines**

### **Chair's Duties**

Many of these duties are responsibilities shared by all commissioners. See 'Commissioners' Duties' below.

The board chair:

1. Understands, supports, and is able to clearly explain the mission, goals, and objectives of the Montana State Library.
2. Develops meeting agendas in cooperation with the State Librarian.
3. Leads Commission meetings, following the orderly, fair, and civil parliamentary procedure detailed by the most recent edition of Robert's Rules of Order. New chairs are encouraged to study the sections of Robert's Rules, detailing the orderly running of meetings.
4. Is entitled to vote as a member of the Commission.
5. Appoint formal or informal subcommittees or work groups to accomplish the work of the Commission.
6. May be called to testify or otherwise represent the State Library to legislators, the Executive, funders, library partners, or Montana's library community.
7. Serves as the primary contact between the Commission and the State Librarian.
8. Is guided by the Commission's bylaws, pertinent sections of the Montana Code Annotated, and Montana's Administrative Rules Manual.
9. Sets a tone of civility, fair-play, respect, and inclusiveness, for all Commission business.
10. Understands that the chair's workload varies.
11. Performs other duties as required.

### **Vice-Chair's Duties**

The Vice-Chair acts as Chair when the Chair is unable to do so.

### **Commissioners' Duties**

1. The State Library Commission is established by Montana statute 22-1-101 (MCA).
2. The role of the State Library Commission is to set forth policies and funding priorities that empower the State Library to meet its mission and statutory obligations and to advocate for the State Library and the Montana library and information communities whenever possible.
3. The State Library Commission Group norms:
  1. The Commissioners will read and come to meetings prepared to discuss agenda items;
  2. Commission meetings follow Roberts Rules of Order;
  3. Commissioners are bound by the State Code of Ethics and Standards of Conduct:  
[http://leg.mt.gov/bills/mca\\_toc/2\\_2\\_1.htm](http://leg.mt.gov/bills/mca_toc/2_2_1.htm)