

**MEMO**

**To:** Montana State Library Commission  
**From:** Dalton Johnson, MSL Commissioner (Chair)  
Peggy Taylor, MSL Commissioner (Vice Chair)

**Subject:** FY 23 Bylaw revisions: Standing Committees  
**Date:** February 3, 2023

The following recommendations regarding Standing Committees and resulting changes to the Commission bylaws, are presented for discussion:

1. Amend Section 1 on Page two
  - a. This is a grammatical error and should be known as Section 5.
2. Amend Section 6 to allow election of a Committee Chairs by members of the Standing Committee.
  - a. After the Chair of the body has appointed members to the Standing Committee, the members shall elect a Chair for each Standing Committee.
3. Amend Section 6 to update and create Standing Committees with the following purposes.

The MSL Leadership team, with support from Montana State Librarian request that the Commission change the Finance Committee to the Finance and Administrative Services Standing Committee (FASSC) and create the External Services Standing Committee (ESSC). Each standing committee will work within the area of its assigned responsibilities and has limited authority to act independently of the full Commission, unless instructed otherwise. The intention of these changes is to allow greater participation from members of the Commission to guide the direction of the Montana State Library.

These recommendations do not remove the ability to create special committees as the need arises, however a special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee.

To accomplish these responsibilities most efficiently, we request the Finance and Administrative Services Standing Committee have an internal focus, whereas the External Services Standing Committee shall have an external focus. This recommendation is made due to the increased engagement and conversations held by members of the Commission seeking to be more informed and involved with Montana State Library operations. State Librarian Stapp supports this recommendation. She drafted the following proposal to guide future conversation among Commissioners on this proposal.

This document is not meant to be inclusive of all duties, but to guide the work and create a framework for the Standing Committees.

## DRAFT OPERATING PURPOSE

### 1. Finance and Administrative Services Standing Committee (FASSC)

- a. The FASSC serves in an advisory capacity to the State Library Commission and state librarian on high level matters.
- b. The FASSC will provide effective leadership in governance practices by providing commission member education and development.
- c. The FASSC will be responsible for ensuring good governance and employment practices by leading Commission policy development, adoption, and review.
- d. The FASSC works with the State Library Commission and State Library staff to develop and recommend to the Commission long-range strategies including recommendations to the Governor and Legislature.
- e. The FASSC reviews the annual budget and recommends it to the full Commission for approval and helps the Commission understand the State Library's finances.
- f. The FASSC shall conduct an annual evaluation of the State Librarian's performance in accordance with State of Montana procedure and make recommendations to the commission on the state librarian's goals.
- g. The FASSC shall facilitate an annual assessment of the Commission's performance.
- h. The FASSC shall report regularly to the Commission on Committee findings and recommendations.
- i. The FASSC performs such other duties as may from time to time be required by the Committee.

### 2. External Services Standing Committee (ESSC)

- a. The ESSC serves in an advisory capacity to the State Library Commission and state librarian on high level matters.
- b. The ESSC members represent the Commission on the Network Advisory Council, on the Trust for Montana Libraries Board, as a non-voting member on the Montana Land Information Advisory Council, and on other ad hoc work groups and task forces as assigned by the Commission Chair.
- c. The ESSC will provide effective leadership in matters of communication, policy development, and strategic planning that reflects the needs of MSL stakeholders.
- d. The ESSC will be responsible for providing guidance to the Commission and State Library staff regarding the public perception of the State Library.
- e. The ESSC works with the State Library Commission and State Library staff to develop and recommend to the Commission long-range strategies including recommendations to the Governor and Legislature.

- f. The ESSC shall report regularly to the Commission on Committee findings and recommendations.
- g. The ESSC performs such other duties as may from time to time be required by the Committee.

Discussion Draft

## DRAFT REVISED BYLAWS NEED TO UPDATE

### BYLAWS OF THE MONTANA STATE LIBRARY COMMISSION

#### 1. MEMBERS

- a. The State Library Commission's composition is defined in statute. MCA 22-1-101

#### 2. COMPENSATION

- a. Members of the Commission shall receive expenses and any compensation as provided by statute. MCA 22-1-101, MCA 2-15-124. All travel for Commission members shall be approved by the Commission.

#### 3. OFFICERS

- a. The Commission has two officers, a chairperson and a vice-chairperson. Officers must be members of the Commission. MCA 22-1-101 specifies "presiding officer".
- b. The chairperson shall preside at all meetings and shall appoint such committees as may be appropriate.
- c. The vice-chairperson shall serve in the absence of the chairperson.
- d. In the absence of both the chairperson and vice-chairperson the chair will appoint a temporary acting chair.

#### 4. ELECTIONS of OFFICERS

- a. Elections shall be held annually for chairperson and vice-chairperson.
- b. At the last meeting of the fiscal year, which is normally in June, candidates shall self-nominate themselves for office, or be nominated by other commissioners.
  - 1. Commissioners will accept or decline nominations.
  - 2. At this (normally June) meeting, the commission, for the purposes of receiving and discussing officer nominations, shall discuss commission priorities for the coming fiscal year. Nominees shall describe their interests in serving as an officer.
  - 3. The nominees for chair and vice-chair shall make up the slate of prospective officers.
- c. At the first regular meeting of the fiscal year, which is normally held in August, the chairperson and vice-chairperson shall be elected annually from the slate of prospective officers, to serve for the current fiscal year.
  - 1. At this meeting, the chair shall conduct successive votes until one nominee for each office receives a plurality of the votes.
- d. Officers remain in their elected positions until a replacement is elected. Newly elected officers will assume their office when elected, normally at the first meeting of the fiscal year in August.



## 5. MEETINGS: QUORUM, RULES, & ATTENDANCE

- a. The commission shall meet six times during each calendar year (except in cases of financial exigency), and at such other times as may be appropriate. The goal is to have no more than three months between meetings.
- b. Any four members shall constitute a quorum.
- c. Special meetings may be called by the chairperson or at the request of two members.
- d. The rules contained in "Robert's Rules of Order Newly Revised," shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with Montana law or Administrative Rules or these bylaws. See Addendum for Summary of Motions.
- e. Meetings will be conducted according to Montana's open meeting laws MCA 2-3-203, and a limited amount of time will be set aside on the agenda for comments from observers and visitors. During the conduct of business, the chairperson may recognize an observer for comment.
- f. If an appointed or designated member of the State Library Commission does not attend and is not designated as excused by the Commission chairperson for two consecutive meetings, the Commission shall request the appointing authority to make a new appointment.

## 6. SUBCOMMITTEES AND WORK GROUPS

- a. There is a standing Finance and Administrative Services Standing Committee of the State Library Commission established by Commission Charter. The finance committee coordinates the Commission's financial oversight responsibilities. Members of the finance committee shall be appointed by the chair at the first meeting of each fiscal year. No more than three commissioners shall serve on the finance committee at any one time. The committee may include other non-Commissioners whose experience in accounting, finance, or business may assist the committee and Commission to meet their financial management responsibilities.
- b. There is an External Services Standing Committee of the State Library Commission established by Commission Charter.
- c. Additional standing committees may be formed by the State Library Commission by amending the bylaws.
- d. Ad Hoc work groups may be formed by the chair of the Commission at the request of the Commission or state library staff. Work groups shall be charged by the chair to accomplish specific, timebound, tasks. Members of work groups will be appointed by the chair. No more than three commissioners shall serve on a work group.

## 7. STATE LIBRARIAN

- a. In addition to managing the routine affairs of the Commission and attending its meetings, the State Librarian shall:
  1. Present, for Commission approval, quarterly financial reports which accurately portray the financial situation of all funds for which the Commission is responsible.



2. Carry out policy decisions of the Commission and is responsible for management of the State Library programs. Management information requests by Commission members shall be made to the State Librarian.
3. Assist the Commission in preparing an annual report for its submission to the Governor and State Legislature.

#### 8. BYLAWS AMENDMENT & REVIEW

- a. These bylaws may be reconsidered at any commission meeting, the action to amend the bylaws taken at the next regular Commission meeting.
- b. These bylaws shall be placed on the agenda for review, normally at the February meeting each year.