

SOURCE DOCUMENTS

IOWA COMMISSION OF LIBRARIES BYLAWS



I. NAME AND PURPOSE

A. The Iowa Commission of Libraries, hereafter referred to as the Commission, is established and operates in accordance with the Code of Iowa. ([Iowa Code Chapter 256](#), sections 256.50 through 256.73, entitled “Library Services,” and especially section 256.52, entitled “Commission of libraries established—duties of commission and state librarian—state library fund created.”)

B. The Commission’s specific powers and duties are set forth in Chapter 256 of the Code of Iowa. ([Iowa Code section 256.52](#))

II. MEMBERSHIP

A. The Commission shall consist of nine (9) members serving four-year terms including an appointee of the Iowa Supreme Court, the Director of the Department of Education or the director’s designee and seven appointees of the Governor. ([Iowa Code section 256.52\(1a\)](#) and [Iowa Administrative Code 286--1.3\(3\)](#))

B. In accordance with Chapter 69.15, Code of Iowa, a Commission member is considered to have submitted a resignation from the Commission if that person has missed three or more consecutive meetings of the Commission or if that person attends fewer than one-half of the regular meetings of the Commission within any period of twelve calendar months beginning on July 1 or January 1. ([Iowa Code section 69.15](#), entitled “Board members—nonattendance—vacancy”)

III. COMMISSION MEETINGS

A. The Commission shall conduct its meetings in accordance with Chapter 21 of the Code of Iowa, Iowa’s Open Meetings Law. ([Iowa Code section 21.1](#), entitled “Intent—declaration of policy”)

B. The Commission shall conduct its meetings according to parliamentary procedure as outlined in Robert’s Rules of Order. These rules may be temporarily suspended by the Chairperson with a majority vote of the Commission members in attendance. The chair shall appoint the Parliamentarian. (Not found in the Iowa Code or the Iowa Administrative Code. Several state agencies have named ROBERT’S RULES OF ORDER their parliamentary procedure manual in their administrative rules.)



STATE LIBRARY
OF IOWA

Researched by Mandy Easter, Law Librarian/Library Consultant
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C. The Commission shall meet at least four times a year (not found in Code or rule, although several state agencies put board or commission meeting frequency into their rules) at a time and place determined by the chairperson ([Iowa Code section 256.52\(2\)](#) and [Iowa Administrative Code 286--1.3\(3\)](#)) and may meet at such other times as necessary to efficiently conduct Commission business (not in Code or rule). Commission members may attend meetings via teleconference if necessary. Voting is allowed by teleconference for members attending electronically ([Iowa Code section 21.8](#), entitled "Electronic meetings").

D. The State Librarian shall distribute the meeting materials (including the agenda) to Commission members at least four (4) days prior to Commission meetings. (Not found in Code or rule)

E. Special meetings may be held at any time at the call of the chairperson or State Librarian or at the call of any five members of the Commission (not found in Code or rule), provided that notice thereof is given to all Commission members at least twenty-four hours in advance of the special meeting ([Iowa Code section 21.4\(2a\)](#), which mandates 24-hours' notice to the public, not board or commission members specifically). Members may attend and vote via teleconference if necessary. ([Iowa Code section 21.8](#))

F. A quorum at any meeting shall consist of five Commission members. ([Iowa Code section 256.52\(2\)](#) and [Iowa Administrative Code 286--1.3\(3a, b\)](#))

G. The State Librarian shall be present and participate in each meeting of the Commission. (Not found in Code or rule)

H. The Commission shall record its proceedings as minutes and shall maintain those minutes in accordance with Chapter 22 of the Code of Iowa, Iowa Open Records Law. ([Iowa Code section 21.3](#), entitled "Meetings of governmental bodies"; [Iowa Code Chapter 22](#); [Iowa Administrative Code 286--1.3\(4\)](#); and [Iowa Administrative Code 286--2.15\(1\)](#))

I. The Chairperson, in consultation with the State Librarian, may cancel a meeting when conditions are considered unsafe to meet. If a meeting is cancelled due to unsafe conditions, then all business that would have been conducted at that meeting will be conducted at the discretion of the Chairperson either at a special meeting or combined with the business at the next regularly scheduled meeting. (Not found in Code or rule)

IV. OFFICERS AND COMMITTEES

A. The officers of the Commission shall be chairperson and vice-chairperson. The State Librarian shall designate a staff member to serve as Secretary. In the absence of the Secretary, the State Librarian shall appoint another staff person to serve as secretary pro tem. (Not found in Code or rule.) The chairperson and vice-chairperson shall be elected ([Iowa Code section 256.52\(2\)](#) provides for the chair's election, but not the vice-chair's election) at the first regular meeting of each fiscal year (starting July 1) and shall assume their duties at the next meeting or

immediately upon the resignation of the current officers. (The remainder of this bylaw is not found in Code or rule.)

B. The duties of all officers shall be such as by custom and law and the provisions of the Act as usually devolving upon such officers in accordance with their titles. The chairperson shall be ex-officio, and may serve as a member of special committees. (Not found in Code or rule)

C. The chairperson shall appoint committees as are needed and/or recommended by the State Librarian and/or members of the Commission including the yearly appointment of members to a bylaws committee and a nominating committee. In addition, the chairperson will appoint members to a budget committee and a strategic planning committee to act as liaisons between Iowa Library Services staff and the Commission. (Not found in Code or rule)

D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Commission. (Not found in Code or rule)

E. Commission members attending committee meetings may attend via teleconference if necessary. ([Iowa Code section 21.8](#))

V. DUTIES AND RESPONSIBILITIES

A. The Commission hires ([Iowa Code section 256.52\(3a\)](#)) and shall evaluate the State Librarian after 6 months of service for a new hire ([Iowa Administrative Code 11--58.1](#)) and on an annual basis thereafter ([Iowa Administrative Code 11--62.2\(2\)](#)). A committee will be appointed by the chairperson to conduct the yearly evaluation. Input will be sought from Commission members. Additional input may be requested from Iowa Library Services administrative staff. (The remainder of this bylaw is not found in Code or rule.)

B. The Commission shall review and approve the proposed budget submitted by the State Librarian ([Iowa Code section 256.52\(5\)](#)) by September 1 of each year ([Iowa Code section 8.23](#), entitled "Annual departmental estimates," which says in subsection 1 that agency budgets must be submitted to the Department of Management by October 1st).

C. The Commission shall set policy and adopt rules ([Iowa Code section 256.52\(4\)](#)). The State Librarian shall periodically make policy recommendations to the Commission that will promote the efficiency of Iowa Library Services in its service to the people of the State of Iowa ([Iowa Code section 256.52, subsection 3b\(1\) and \(4\)](#)).

E. The State Librarian shall administer the policies of the Commission. (Not found in Code or rule.) Among his/her duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties ([Iowa Code section 256.52, subsection 3b\(1, 4\)](#)). The State Librarian shall keep the Commission informed on budget, program development, and policy needs. (Not found in Code or rule)

VI. AMENDMENTS

A. Amendments to these rules may be proposed at any regular meeting but become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the members present at any meeting provided they do not conflict with the provisions of the Act. (Not found in Code or rule.)

BYLAWS NOT ORIGINATING IN STATUTE OR RULE:

III.B. The Commission shall conduct its meetings according to parliamentary procedure as outlined in Robert's Rules of Order. These rules may be temporarily suspended by the Chairperson with a majority vote of the Commission members in attendance. The chair shall appoint the Parliamentarian.

III.C. The Commission shall meet at least four times a year...and may meet at such other times as necessary to efficiently conduct Commission business.

III.D. The State Librarian shall distribute the meeting materials (including the agenda) to Commission members at least four (4) days prior to Commission meetings.

III.E. Special meetings may be held at any time at the call of the chairperson or State Librarian or at the call of any five members of the Commission.

III.G. The State Librarian shall be present and participate in each meeting of the Commission.

III.I. The Chairperson, in consultation with the State Librarian, may cancel a meeting when conditions are considered unsafe to meet. If a meeting is cancelled due to unsafe conditions, then all business that would have been conducted at that meeting will be conducted at the discretion of the Chairperson either at a special meeting or combined with the business at the next regularly scheduled meeting.

IV. A. The officers of the Commission shall be chairperson and vice-chairperson. The State Librarian shall designate a staff member to serve as Secretary. In the absence of the Secretary, the State Librarian shall appoint another staff person to serve as secretary pro tem. The...vice-chairperson shall be elected...at the first regular meeting of each fiscal year (starting July 1) and shall assume their duties at the next meeting or immediately upon the resignation of the current officers.

IV.B. The duties of all officers shall be such as by custom and law and the provisions of the Act as usually devolving upon such officers in accordance with their titles. The chairperson shall be ex-officio, and may serve as a member of special committees.

IV.C. The chairperson shall appoint committees as are needed and/or recommended by the State Librarian and/or members of the Commission including the yearly appointment of

members to a bylaws committee and a nominating committee. In addition, the chairperson will appoint members to a budget committee and a strategic planning committee to act as liaisons between Iowa Library Services staff and the Commission.

IV.D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Commission.

V.A. A committee will be appointed by the chairperson to conduct the yearly evaluation. Input will be sought from Commission members. Additional input may be requested from Iowa Library Services administrative staff.

V.E. The State Librarian shall administer the policies of the Commission. ...The State Librarian shall keep the Commission informed on budget, program development, and policy needs.

VI.A. Amendments to these rules may be proposed at any regular meeting but become effective only after a favorable vote at a subsequent meeting. Any of the foregoing rules may be temporarily suspended by a unanimous vote of all the members present at any meeting provided they do not conflict with the provisions of the Act.