

Connecticut Digital Library Advisory Board

Bylaws

Article I - Name

The official name is the Connecticut Digital Library Advisory Board. Two shortened forms of the name may also be used: the Connecticut Digital Library Board and CDLAB.

Article II - Legal Status

The Connecticut Digital Library Advisory Board was established on November 2001 by the State Library Board and the Board of Governors for Higher Education, as an integral part of their responsibility to plan and develop the Connecticut Digital Library under the provisions of Connecticut General Statutes 4d-82.

The Connecticut Digital Library Advisory Board will replace the previous Connecticut Library Network Governing Board and the Academic Library Accountability Committee upon approval of these by-laws by the Connecticut State Library Board and the Board of Governors for Higher Education.

Article III - Offices, Secretary, Records

Section A. Offices: The principal offices of the Connecticut Digital Library Advisory Board (Connecticut Digital Library) shall be at the Middletown Library Service Center, 786 South Main Street, Middletown, Connecticut 06457.

Section B. Secretary: The State Library will supply administrative support for the Connecticut Digital Library Advisory Board.

Section C. Records: The official records of the Connecticut Digital Library Advisory Board shall be housed at the principal offices and shall be made available for review upon request.

Article IV - Purpose

The Connecticut Digital Library Advisory Board shall advise the State Library Board and the Board of Governors for Higher Education on policy, needs assessment and content selection for the Connecticut Digital Library, currently known as iCONN.

The Connecticut Digital Library Advisory Board shall coordinate with the Educational Content Committee on matters relating to library resources and the accessing of educational content collections through the Digital Library. The Board shall also coordinate with the Network Committee on matters relating to the delivery of Digital Library services over the Education Network.

The Goals of the Digital Library are:

- To ensure universal access to a core level of library and information resources for every resident of Connecticut through their public library, school, college, and from home;
- To provide information resources to every school in Connecticut so that all students are prepared to function in an information society;
- To provide information resources to the increasing number of students taking advantage of on-line courses at Connecticut's colleges and universities;
- To enhance the quality of teaching, research and education at Connecticut's colleges and universities by supporting online information resources;
- To support the information needs of all Connecticut citizens.

Article V - Reporting Structure

The Connecticut Digital Library Advisory Board shall report to the State Library Board and the Board of Governors for Higher Education. The Chairperson of the Connecticut Digital Library Advisory Board, or a designee, shall take all policy, legislative, and budgetary recommendations to the State Library Board and the Board of Governors for Higher Education for review.

Article VI - Responsibilities

The primary responsibility of the Connecticut Digital Library Advisory Board is to advise regarding priorities and policy related to the operation of the Connecticut Digital Library and to assure that the CDL functions in a manner that effectively meets the educational and research needs of the general public, higher education students and faculty, and elementary and secondary school students and teachers

To do this, the Connecticut Digital Library Advisory Board shall advise on the following:

1. Priorities for database content;
2. Mechanisms for ongoing planning and evaluation, public relations and marketing;
3. Development of liaisons with other appropriate agencies, and organizations, including other state agencies, libraries, schools and academic institutions;
4. Recommendations to the State Library Board and the Board of Governors for Higher Education on planning, policies, funding, and staffing;
5. Planning Processes.

Article VII - Membership

Section A. Criteria for Membership: The primary criteria for board membership are individual expertise and commitment to the purpose of the Connecticut Digital Library. Connecticut Digital Library Advisory Board members should be broadly representative of the library, educational, and business communities of Connecticut. Geographical and type of library representation are important but secondary considerations when considering criteria for Connecticut Digital Library Advisory Board membership. As the Connecticut Digital Library

grows and develops, other types of representation may be added to the makeup of the Connecticut Digital Library Advisory Board.

Section B. Membership: The membership of the Connecticut Digital Library Advisory Board shall be fifteen members:

1. One representative from the Commission for Educational Technology;
2. One representative from the State Department of Education;
3. One representative from the business community, or a library user;
4. One parent of a student in a Connecticut K-12 school;
5. One student in a Connecticut K-12 school or college;
6. One Teacher in a Connecticut school or college;
7. Seven professional librarians with at least two representatives from each audience served: school, public and academic libraries;
8. The State Librarian and the Commissioner of Higher Education, or their designees, shall serve as ex-officio members of the Board.

Article VIII - Members' Terms of Service

Section A.

1. Terms of Service: The terms of the representatives from the State Department of Education and the Commission for Educational Technology shall be at the discretion of the Commissioner of Education and the Commission respectively. The State Librarian and the Commissioner of Higher Education, or their designees, shall serve as permanent members of the Board. All other members shall serve two-year terms; none of these may serve more than two consecutive terms. Terms of service begin and end on the day of the Annual Meeting in January (or the next regularly scheduled Board meeting) of each year.

2. Appointment: The Connecticut State Library Board will appoint the member in Section B, category 3 and the two school and two public librarians in category 7. The Board of Governors of Higher Education will appoint members in Section B categories 4 through 6 and the two academic librarians in category 7. The seventh professional librarian in category 7 will be appointed on a rotating basis by the State Library Board and the Board of Governors of Higher Education beginning with the State Library Board.

Section B. Length of Terms for Initial Board: The thirteen members of the initial Board, in categories 3-7 above, shall draw lots to determine which will serve one-year terms, and which will serve two-year terms at the January 2002 Board meeting. Thereafter, all members shall serve two-year terms. No individual may serve more than two consecutive terms.

Section C. Changes to Membership: From time to time, the Connecticut Digital Library Advisory Board may determine the need for changes in membership and/or representation. Any such changes to the Connecticut Digital Library Advisory Board membership shall require the prior approval of the State Library Board and the Board of Governors for Higher Education.

Article IX - Officers and Terms of Office

Section A. Officers: The officers of the Connecticut Digital Library Advisory Board shall be Chair and Vice-Chair.

Section B. Appointment of Chair: The members of the Connecticut Digital Library Advisory Board shall select both the Chair and Vice-Chair.

Section C. Terms of Office: Terms of office for the Chair and Vice-Chair shall be one year. Officers shall be elected at the Annual Meeting (or the next regularly scheduled Board meeting) of the Connecticut Digital Library Advisory Board. Officers may not serve more than two successive terms.

Article X - Duties of Officers

Section A. Chair: The Chair shall preside at all meetings; may call special meetings; may establish special committees and task forces; may appoint committee and task force members and chairs; and may designate a facilitator, as needed, to assist in the conduct of meetings.

Section B. Vice-Chair: The Vice-Chair shall preside in the absence of the Chair, or as the Chair may determine.

Section C. Attendance at State Library Board meetings: The Chair or a designee shall attend meetings of the State Library Board, the Board of Governors for Higher Education and the Commission for Educational Technology to report on Connecticut Digital Library Advisory Board activities and recommendations, and report back to the Connecticut Digital Library Advisory Board on matters affecting its work.

Article XI – Committees and Task Forces

Section A. Standing Committees: The Membership and Nominations Committee shall be the only standing committee of the Connecticut Digital Library Advisory Board.

Section B Charge: The charge of the Membership and Nominations Committee shall be to recruit candidates for Board membership, recruit candidates to fill any vacancies that may occur, and to prepare a slate of candidates for Board officers.

Section C. Process for Nominations: The Membership and Nominations Committee shall establish and communicate a process that assures broad-based participation of the Connecticut Digital Library constituent community in the identification and nomination of persons to serve on the Connecticut Digital Library Advisory Board.

Section D. Review and Recommendations for Nominations: The Connecticut Digital Library Advisory Board shall review all nominations and make recommendations to the State Library Board and the Board of Governors for Higher Education for appointments or reappointments to the Connecticut Digital Library Advisory Board.

Section E. Task Forces: The Connecticut Digital Library Advisory Board may establish Task Forces as needed to accomplish certain activities or functions, as may be required for the operation of the Connecticut Digital Library, or to assist the Connecticut Digital Library Advisory Board in its deliberations and decision-making. All Task Forces shall have at least one member from the Connecticut Digital Library Advisory Board.

Article XII - Meetings

Section A. Regular Meetings: During its initial year, the Connecticut Digital Library Advisory Board will meet monthly on a scheduled basis, with additional meetings called as needed. Thereafter, the Connecticut Digital Library Advisory Board will establish a meeting schedule that reflects the operating needs of the Connecticut Digital Library. Meetings will be held at the Connecticut Digital Library Offices and at other locations throughout the state, as appropriate.

Section B. Quorum: An official quorum shall be a simple majority of the total number of appointed members of the Connecticut Digital Library Advisory Board. No binding actions shall be taken or final decisions reached without a quorum present at a meeting.

Article XIII - Amendments

These bylaws may be amended by a 2/3 vote at any regularly scheduled Connecticut Digital Library Advisory Board meeting, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

Note: Robert's "Rules of Order", current edition, shall govern in all matters not covered by these bylaws.

9/25/01 (Revised 12/7/05)