

Bylaws of the Depository Library Council

Mission

The mission of the Depository Library Council (the “Council”) is to assist the Government Publishing Office (GPO) in improving public access to government information through the Federal Depository Library Program (FDLP) and optimizing resources available for operating the Program.

Purpose

The purpose of the Depository Library Council is to provide advice on policy matters dealing with the FDLP as provided in Title 44, U.S. Code. The primary focus of the Council's work will be to advise the Director of the U.S. Government Publishing Office (hereinafter “Director”), the Superintendent of Documents, and appropriate members of GPO staff on practical options for the efficient management and operation of the FDLP.

The Council shall be structured to provide the Director with a diverse range of opinions and expertise. Additionally, it shall represent a cross section of the various types of libraries in the FDLP. In order to meet this goal, at least half of the Council's members shall work in Depository Libraries and have experience providing services for Government information.

Meetings

The Council shall conduct a minimum of two official meetings each year, with the meetings to be held approximately six months apart (hereinafter referred to as the spring and fall meetings). Notice of official meetings of the Council shall be published in the *Federal Register* and communicated to members of Council at least 30 days prior to the meeting date. All such meetings will be open to the public. All votes and decisions of the Council, including official recommendations to the Director, will be conducted at the official meetings.

The Council may also conduct working sessions throughout the year. These working sessions typically will be held virtually by means of synchronous or asynchronous telecommunications

(e.g., conference calls, email communications, etc.). The Council shall summarize any material discussions and actions taken during the working sessions and report on them at the next official meeting, as appropriate.

Membership

The Council shall consist of fifteen members appointed by the Director. New members shall be appointed prior to the spring meeting and their term shall begin on June 1. Members shall serve three-year terms, with five members retiring each year on June 1 and five new members entering. Vacancies on the Council will be filled in cases where the remaining term is at least eighteen months. All appointments to the Council will be made by the Director after consideration of recommendations from the Council, library associations, and others as deemed appropriate by the Director. Council members should promptly notify the Director of any substantive changes in their employment status (e.g., change in employer, job duties, retirement, etc.). The Director may ask Council members to step down from the Council if s/he believes the change in employment status warrants such action. Members may be appointed for more than one term.

Officers

Each fall, members of the Council shall select a Chair-elect of Council. The Chair-elect shall assume the office of Chair on June 1 of the following year. Members of Council may serve more than one term as Chair. The Chair shall preside over all meetings of Council, shall be responsible for the agendas for the fall and spring meetings, shall appoint such committees, working groups, or task forces as necessary to carry out the duties of Council, and shall serve as direct liaison between Council and the Director. In the absence of the Chair, these duties shall be carried out by the Chair-elect or in absence of the Chair-elect by a designate appointed by the Chair.

At the spring meeting, members of the Council shall select a Secretary of Council. The Secretary shall serve for one year and assume office on June 1. The Secretary may serve more than one term of office. It is the responsibility of the Secretary to coordinate the preparation of a summary report of each meeting for distribution to the Federal Depository Library community. The Secretary also shall summarize any decisions or actions taken during conference calls or other working sessions, and handle correspondence and other record keeping at the request of the

Chair. In the absence of the Secretary, the Chair shall appoint a member of Council to serve in that capacity.

Obligations of Council Members

Members of the Council are expected to:

- Attend an orientation for new Council members;
- Attend all official Council meetings, held twice per year (spring and fall);
- Participate in conference calls (usually on a monthly basis);
- Participate in committee work and other Council assignments as needed (e.g., respond to requests for feedback from GPO);
- Attend FDLP conferences, webinars, and other sessions as appropriate.

GPO will pay travel costs for Council members related to official Council meetings and the orientation session.

Amendments to the Bylaws

This document may be modified by the Director or by a majority vote of the Council.

Adopted as the Council Charter on November 1, 1993

Revised and adopted by Council on October 18, 2010

Revised and adopted by Council as the Council Bylaws on April 29, 2016