



Depository Library Council Bylaws and Operating Procedures

Effective: 03/09/2020

Section I: Purpose

The Depository Library Council (DLC) serves in an advisory capacity to the Director of the Government Publishing Office (GPO) on matters that relate to improving public access to our Government's information through the Public Information Programs of the Superintendent of Documents:

- Federal Depository Library Program (FDLP);
- Cataloging and Indexing Program (C&I);
- GPO's System of Online Access, govinfo; and
- National Collection of U.S. Government Public Information.

The DLC shall provide advice on policy and operational matters that provide and support services to Federal depository libraries and the general public.

The DLC fosters dialogue between the GPO and the depository library community and other Government information stakeholders, studies issues, solicits comments, and develops recommendations for improving public access to Federal information. The DLC serves in an advisory capacity only.

The GPO Director or the Designated Federal Official (DFO) may approve the creation of subcommittees, as necessary to support the DLC's work. Subcommittees shall report to the DLC and they must not provide advice or work products directly to the GPO. The chairperson shall be a member of the DLC. Activities of the subcommittees will be in compliance with these Bylaws and Operating Procedures and, as much as is practicable, the Federal Advisory Committee Act (FACA).

Section II: Authority

The DLC is established by the authority of the Director of the Government Publishing Office (GPO), who has determined that the DLC is necessary and in the public interest. The DLC shall operate as much as is practicable, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix.¹

¹As a Legislative Branch Agency, GPO does not fall within the definition of "agency" for the purposes of FACA; however, GPO has adopted its provisions where practicable and will treat them "Best Practices."

Section III: Membership Selection and Appointment

The DLC shall consist of an odd number of members, not to exceed fifteen (15), who are appointed to overlapping terms by the Director of GPO. Any member appointed to fill a vacancy from an unexpired term will serve for the remainder of that term. Members will be selected based on specific needs of the DLC in order to balance those viewpoints required to effectively address activities and policy issues under consideration.

At least half of the membership shall represent employees of an FDLP library. Further, these members will represent regional and selective depository libraries, and various types and sizes of libraries. Other DLC members will represent GPO's designated communities² and a diverse cross section of the United States/Territories and properly reflect, as much as is possible, diverse ethnicities and racial groups; gender; geographic areas; professional library organizations; and required expertise in the areas of information lifecycle management, education and training; and information technologies.

GPO actively seeks to maintain a diverse membership on the DLC to ensure the Director of GPO is provided with impartial advice. Membership will be composed of Representative members and Regular Government Employees.

Membership includes the responsibility to:

- Attend the new DLC member orientation.
- Attend DLC meetings.
- Attend monthly update calls with GPO.
- Participate in committee work and other DLC assignments as needed.
- Stay engaged with the Council, GPO, and the depository community, particularly the constituencies the member represents.

GPO reserves the ability to remove any member who is unable to fully participate in the DLC's meetings and committee work.

Section IV: Meeting Procedures

The DLC shall meet no more than twice a year. The Director of GPO, however, may call additional meetings as may be necessary. Meetings will be called by the DFO who will determine the location and duration of the meeting. The DFO, in consultation with the Chair, will plan the meetings according to the following considerations:

²The Designated Communities are a representative subset of the broader groups who provide content to and consume information from GPO's system of online access, govinfo, including the following stakeholder groups: Academic (education/research), Data Consumer, Federal depository, and non-depository libraries, Government (Federal, state, and local), Interested Citizens, Internal GPO, Legal, News Media, Non-profits, Private Industry, and Transparency Organizations.

A. Agenda: The DFO will approve the agenda for all meetings, and will distribute the agenda to the members prior to each meeting and will publish an outline of the agenda with the notice of the meeting in the Federal Register. Items for the agenda may be submitted to the DFO and/or the DLC Chair by any member of the DLC. Items may also be suggested by non-members, including members of the public.

B. Minutes and Records: The DLC's Secretary will prepare minutes of each meeting and will distribute copies to each DLC member. Minutes of open meetings will be available to the public. Minutes of closed meetings will also be available to the public upon request, subject to the withholding of matters about which public disclosure would be harmful to the interests of the Government, industry, or others, and which are exempt from disclosure under the Freedom of Information Act (FOIA). The minutes will include a record of the persons present (including the names of DLC members, names of staff, and the names of members of the public from whom written or oral presentations were made) and a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the DLC.

All documents, reports, or other materials prepared by, or for, the DLC constitute official government records and must be maintained according to General Records Schedule 6.2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying.

C. Open Meetings: All meetings of the DLC will be open to the public. Once an open meeting has begun, it will not be closed for any reason. All materials brought before, or presented to, the DLC during the conduct of an open meeting, including the minutes of the proceedings of an open meeting, will be available to the public for review or copying at the time of the scheduled meeting.

Members of the public may attend any meeting or portion of a meeting that is not closed to the public and they may, at the determination of the Chair, offer oral comment. The Chair may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that oral comment from the public is excluded and will invite written comment as an alternative. Members of the public may submit written statements to the DLC at any time.

D. Closed Meetings: Meetings of the DLC will not be closed. The work of the DLC does not pertain to any of the open meeting exemptions identified in the Government in the Sunshine Act (GISA). Should matters inappropriate for public disclosure arise during the course of open meeting discussions, the Chair will order such discussion cease.

Section V: Voting

When a decision or recommendation of the DLC is required, the Chair will request a motion for a vote. Any member, including the Chair, may make a motion for a vote. No second after a proper motion will be required to bring any issue to vote. A quorum of the majority of appointed DLC members is required for a vote to be conducted. Members must recuse themselves from any vote that is a conflict of interest for them.

Section VI: Role of DLC Officials

Depository Library Council Chair: The Chair works with the DFO, or her designee, to establish priorities, identify issues which must be addressed, determine the level and types of staff and financial support required, and serves as the communication focal point for the DLC membership. In addition, the Chair presides over meetings of the DLC and is responsible for certifying the accuracy of minutes developed by the DLC Secretary to document its meetings, corresponds with GPO, and transmits recommendations and work products to the Director of GPO. The Chair is elected each fall by a majority vote of the appointed members of the DLC, and serves a one-year term that begins 1 June.

Depository Library Council Secretary: The Secretary prepares and distributes the minutes of each meeting to members of DLC and the DFO. Minutes shall include an attendance roll, a summary of topics covered and discussion, and an itemization of any decisions or recommendations made or actions to be taken. The secretary coordinates with the DFO to ensure all required records of the DLC, and any subcommittees, are maintained and publicly accessible. The Secretary is elected each spring by a majority vote of the members of the DLC, and serves a one-year term that begins 1 June. In the absence of the Secretary from a meeting, the Chair shall appoint a member of Council to serve in that capacity.

Designated Federal Officer: The DFO serves as the government's agent for all matters related to the DLC's activities. The DFO, or her designee, must: (1) approve or call the meeting of the DLC; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) Chair meetings of the DLC, when so directed by the Director of the GPO, or his designee.

In addition the DFO, or her designee, is responsible for providing adequate staff support to the DLC, including the performance of the following functions: (1) Notifying members of the time and place for each meeting; (2) Maintaining records of all meetings, including subcommittee or working group activities, as required by Law; (3) maintaining the roll; (4) Preparing, with the DLC Secretary and subcommittee chairs, the minutes of all meetings of the DLC's deliberations, including subcommittee and working group activities; (5) attending to official correspondence; (6) maintaining official DLC records and filing all papers and submissions prepared for or by the DLC, including those items generated by subgroups and working groups; (7) acting as the DLC's

agent to collect, validate and pay all vouchers for pre-approved expenditures; and, (8) preparing and handling all reports, including an annual report.

The GPO Director or the DFO may approve the creation of subcommittees by the DLC, as necessary to support the Council's work. The chairperson shall be a member of the DLC. Other members of the subcommittee may be drawn in whole or in part from the DLC. Subcommittees shall report to the DLC and they must not provide advice or work products directly to the GPO.

Section VII: Expenses and Reimbursement.

Expenses related to the operation of the DLC will be borne by the GPO. Expenditures of any kind must be approved in advance by the DFO. Each organization within GPO which sponsors a specific DLC activity will be responsible for providing support services outlined in Section VI, and as much as practicable will assure compliance with FACA and GSA's related policies and procedures.

Federal government employees serving on the DLC are not eligible for any form of additional compensation. The government will pay travel and per diem for Council members. Non-government members will be paid at a rate equivalent to that allowable for federal employees.