

THE FLORIDA LIBRARY NETWORK COUNCIL GUIDELINES FOR ORGANIZATION AND OPERATION

The Florida Library Network Council (FLNC) serves as an advisory body to the Division of Library and Information Services. The Council is convened by and reports to the State Librarian.

Functions and Responsibilities

The Florida Library Network Council has the following specific responsibilities:

- Advise the Division of Library and Information Services on planning, guidelines, policy and priorities related to the development of state-wide library network and resource sharing programs;
- Consider the needs of all types of libraries, seek the input and represent the views of citizens, library users, librarians, library trustees, friends, related associations and agencies.
- Assist the Division in the evaluation of plans and proposals and program activities that involve networking technology and library resource sharing;
- Advise the Division on long-range planning and priorities for funding as it pertains to library network development and resource sharing programs;
- Communicate the goals, plans, policies and activities of the Division to government officials, library stakeholders, and the general public.

The Council has neither approval nor disapproval authority, but it recommends actions to the Division. The Division of Library and Information Services, as the legal authority for administering the Library Services and Technology Act and Long Range Plan for Library Development, makes final decisions on all FLNC plans and programs.

Florida's Sunshine (Open Meetings) Law, Section 286.011, *Florida Statutes*, requires that all meetings of state agencies be open to the public unless there is a specific statutory exemption. This law applies to any meeting of two (2) or more officials of any public agency, advisory board, or committee with the authority to make recommendations to a public agency.

Membership

The Advisory Council consists of fourteen members appointed by the State Librarian. The members broadly represent the library entities in the state, including public libraries, school media centers, public and private academic libraries, special libraries, library networks and multi-type library cooperatives.

Term of Appointment

The following agencies have a standing appointment to the Council and will be represented by their respective Director: the College Center for Library Automation (CCLA) and the Florida Center for Library Automation (FCLA). The Office for School Library Media Centers in the Florida Department of Education shall also have a standing appointment and be represented by the Program Specialist who directs the state-wide school media center programs. Other appointments are made

for four (4) year periods. Appointments may be staggered so that no more than five members will be newly appointed during any one year.

Operating Guidelines

Two meetings may be held during the year (October to September). Additional meetings may be called when necessary.

The official business of the Council can be carried out electronically using virtual technologies including, but not limited to, electronic mail, electronic balloting, teleconferencing, videoconferencing, and Web based meeting technologies.

Each member of Council will receive written notice of meetings at least thirty (30) days prior to the meeting at their last known address. Electronic mail notification and communication are acceptable for all Council business.

The State Librarian may request the replacement of a Council member who has not attended two consecutive meetings.

Roberts Rules of Order will be the authority for any parliamentary procedures when the Council meets in session. Electronic voting is acceptable.

A quorum of the members is a simple majority of the Council membership. No business will be transacted if a quorum is not present.

Recommendations of the Council will be made by majority vote.

Members should notify the State Library a minimum of forty-eight (48) hours in advance of the meeting if they cannot attend the meeting.

Officers

The State Librarian serves as chairperson of the Florida Library Network Council and is a voting member.

The Head of the Office of Community Development (Bureau of Library Development) serves as vice Chairperson and is a voting member.

The Chairperson presides at all meetings; may establish committees and appoint members to those committees; and carry out other duties that generally pertain to this office.

The vice-chairperson performs the functions of the chairperson in the absence of the chairperson.

Expenses of Members

Members will be reimbursed for actual expenses incurred while attending official meetings of the Council or performing official assignments of the Council. Expenses shall not exceed the limits of the State reimbursement policy for food, lodging and mileage (F.S. 112.061) and are subject to availability of funds.

Voting Conflicts

It is inevitable that from time to time proposals to be recommended for funding or policy decisions will involve an individual Council member, either as a proposer or as one whose institution will benefit from the decision made by the Council. In compliance with Section 112.3143, Florida Statutes, members who have a conflict of interest may make motions or vote on issues, proposals or other matters before the Council. However, the member must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication. If the member does vote on an issue after disclosing a conflict of interest, the member must complete a Memorandum of Voting Conflict for State Officers Form 8A.

Amendments

The Guidelines can be amended at any meeting of the Council by a two-thirds vote of the membership with the concurrence of the State Librarian.