

**Maryland Deaf Culture Digital Library Advisory Board
Bylaws (FINAL)**

Article I. Name

- A. The organization shall be named the Maryland Deaf Culture Digital Library (DCDL) Advisory Board.

Article II. Purpose

- A. Section §23-108 of the Education Article, Annotated Code of Maryland authorizes the Division of Library Development and Services (DLDS), Maryland State Department of Education (MSDE) to establish the Deaf Culture Digital Library (Maryland DCDL) as the primary information center on deaf resources for library customers and staff in the State.
- B. The Deaf Culture Digital Library (Maryland DCDL) Advisory Board will provide advice on initiatives that further advance the mission and goals of the Deaf Culture Digital Library.
- C. Specific responsibilities of the Maryland DCDL Advisory Board include:
 1. Assisting and advising on the execution of tasks statutorily required of the DCDL.
 2. Assisting in the development of a strategic plan.
 3. Advising on potential partnerships and strategic alliances with other entities such as the ODHHS, County library systems, the Division of Library Development and Services, Veterans' groups, State and local arts councils, Senior citizens organizations, and Deaf and Hard of Hearing organizations, including the National Association of the Deaf (NAD), the Hearing Loss Association of America (HLAA), and the Maryland Association of the Deaf (MDAD).
 4. Encouraging partnerships and collaborations with information service providers to help provide virtual access to information and research;

Article III. Membership

- A. The Maryland DCDL Advisory Board will consist of:
 - A representative of a county public library system;
 - the Assistant State Superintendent for Library Development and Services (DLDS) or designate;
 - the Director of the Governor's Office on the Deaf and Hard of Hearing (ODHH) or designate;
 - three representatives of Statewide deaf and hard of hearing organizations (i.e. MDAD); and
 - one member of the public at large representing other organizations as agreed on by the ODHHS and DLDS.
- B. All members shall be Maryland residents.
- C. The majority of members shall be deaf or hard of hearing.
- D. Each member of the Advisory Board serves without compensation.
- E. Tenure
 1. Each Advisory Board member will serve a 3-year term that may be renewed for one consecutive term.

2. Each appointed member serves for a term of three (3) years or until a successor is appointed and qualifies. Terms will be staggered. Initially, this will be accomplished by members serving 2- and 3-year terms.
3. An appointed member may not serve more than two consecutive terms.

Article IV. Officers

A. Elections and Terms of Office

1. The officers, consisting of a Chair, Vice-Chair and Secretary, shall be elected by the Advisory Board to serve one-year term.
2. The officers will comprise the Executive Committee, who shall act for the organization between Advisory Board meetings.

B. Duties of Officers

1. Duties of the Chair include preparing for the meeting, facilitating meetings, disseminating information to all concerned parties, and coordinating Advisory Board activities.
 - i. The Chair shall only vote to break a tie.
2. Duties of the Vice-Chair include assisting the Chair as needed, overseeing committees and subcommittees, as assigned, and assuming the duties and responsibilities of the Chair when the Chair is unable to perform these duties.
 - i. The Vice-Chair automatically advances to the Chair position when the Chair's term ends or in the event that the Chair steps down or is removed from the position.
 - ii. Duties of the Secretary include recording and preserving minutes and correspondence.

C. Resignation or Removal

1. If an Advisory Board member should resign, his/her position will be filled by appointment to the Board for the remainder of the term.

D. Conflict of Interest

1. A conflict of interest exists when directly or indirectly the activities or decisions of the Advisory Board benefit a Board member and/or the organization. Any conflict of interest shall be disclosed to the Advisory Board and made a matter of record in the minutes when the interest becomes a matter of Board action. Any Board member having a conflict of interest shall not participate in the discussion of that matter and shall not vote or otherwise use his/her personal influence on the matter.

Article V. Meetings

A. Frequency of Advisory Board Meetings

1. The Advisory Board shall meet a minimum of four times a year at a time set by the Chair.
2. The Advisory Board meeting at which time the Vice-Chair shall be elected and the Chair takes office will be held in September.

B. Attendance

1. Members must attend 75% of the Advisory Board meetings held in each fiscal year. Electronic attendance is permitted.
 2. If the attendance expectation is not met, the member will be assumed to have resigned and will be replaced by an appointee to the board.
- C. Quorum
1. Presence of sixty percent (60%) of the Advisory Board is required as a quorum to conduct business.
 2. A majority of those present and voting is required for action.

Article VI. Committees

- A. Appointment
1. Committees needed to manage the business of the Advisory Board will be named and approved by the Board.
 2. Committee Chairs and Members shall be appointed by the Chair.
- B. Ad hoc and Standing
1. Standing committees should report to the Advisory Board annually.
 2. Ad hoc committees should report periodically and upon completion of the assignment.

Article VII. Amendment of the Bylaws

- A. These bylaws may be amended by majority vote of the Advisory Board.
- B. Proposed amendments should be distributed 15 days before voting begins.

Article VIII. Parliamentary Authority

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Maryland DCDL Advisory Board in all cases to which they are applicable.

August 2016; Revised January 2017; Approved February 2017; Amended July 19, 2018