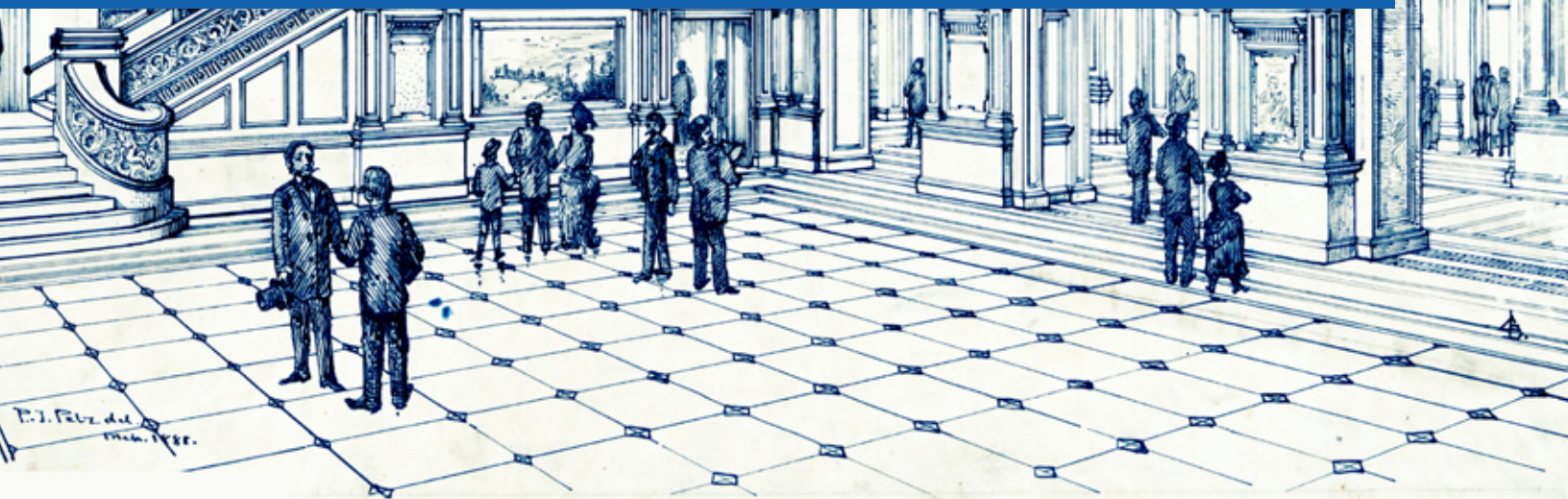


FEDLINK Bylaws



FEDLINK Bylaws

Preamble

The Federal Library and Information Network (FEDLINK) is an organization of federal agencies working together to achieve optimum use of the resources and facilities of federal libraries and information centers by promoting common services, coordinating and sharing available resources, and providing continuing professional education for federal library and information staff. FEDLINK serves as a forum for discussion of the policies, programs, procedures and technologies that affect federal libraries and the information services they provide to their agencies, to the Congress, the federal courts and the American people.

Originally established by the Librarian of Congress in 1963 as the Federal Library Committee (later the Federal Library and Information Center Committee or "FLICC"), FEDLINK continues in recognition of the need for cooperation and concerted action within the community of federal libraries and information centers in the 21st century. In 2001, the Congress established a statutory revolving fund under 2 U.S.C. § 182c to support FEDLINK interagency procurement and library support efforts.

The representatives of the FEDLINK membership establish these bylaws with the concurrence and approval of the Librarian of Congress for the purpose of governing the organization and operation of FEDLINK as it functions under the authority of the Librarian of Congress and with the cooperation and concerted action of other federal entities.



LIBRARY OF
CONGRESS

FEDLINK

Article I. Name

The name of this organization will be the Federal Library and Information Network (FEDLINK).

Article II. FEDLINK

Section 1. Membership.

The FEDLINK voting membership is composed of representatives of the following U.S. federal departments and agencies:

- A. Each of the National Libraries:
 - 1. Library of Congress
 - 2. National Agricultural Library
 - 3. National Library of Education
 - 4. National Library of Medicine
 - 5. National Transportation Library.

- B. Each cabinet level executive department, as defined in 5 U.S.C. § 101.

- C. Additional departments and agencies:
 - 1. Defense Technical Information Center
 - 2. Department of Air Force
 - 3. Department of Army
 - 4. Department of Navy
 - 5. Executive Office of the President
 - 6. Government Accountability Office
 - 7. General Services Administration
 - 8. Government Printing Office
 - 9. Institute of Museum and Library Services
 - 10. National Aeronautics and Space Administration
 - 11. National Archives and Records Administration
 - 12. National Technical Information Service (Department of Commerce)
 - 13. Office of Management and Budget
 - 14. Office of Personnel Management
 - 15. Office of Scientific and Technical Information (Department of Energy)
 - 16. Office of the Director of National Intelligence
 - 17. Smithsonian Institution

- D. The U.S. Supreme Court and the Administrative Office of the U.S. Courts.

- E. The District of Columbia.

- F. Federal independent agencies and government corporations not named above.

- G. Other major units within an agency or department wishing to include representatives for specific programs or operations will contact the FEDLINK Advisory Board (FAB) to request approval of their designates.

Section 2. Member Representatives.

The secretary or head of each member agency or department (or appropriate major unit thereof) will designate an individual to represent the agency or department in FEDLINK. The representative will serve at the pleasure of the designating agency or department. Representatives must be federal employees.

Section 3. Chair of FEDLINK.

The Chair of FEDLINK, hereafter referred to as the Chair, is the Librarian of Congress or the Librarian's designee. The Chair will preside at FEDLINK and FEDLINK Advisory Board (FAB) meetings and is responsible for approving the budget and calling regular and special meetings of FEDLINK and the FAB for transaction of business in accordance with the bylaws. The Chair will appoint committee and working group members and chairs. The Chair will appoint a FAB member to act as either chair or liaison to each of these standing committees and working groups.

Section 4. Ex Officio Member.

The FEDLINK executive director is an ex-officio, nonvoting member of FEDLINK and may not serve as the Librarian's designee as Chair.

Article III. Mission

The mission of FEDLINK is to achieve better utilization of federal library and information resources; to provide the most cost-effective and efficient administrative mechanism for providing necessary services and materials to federal libraries and information centers; to serve as a forum for discussion of federal library and information policies, programs and procedures; and to help inform Congress, federal agencies and others concerned with libraries and information centers.

Section 1. Coordinate.

FEDLINK will coordinate cooperative activities and services among federal libraries and information centers.

Section 2. Recommend.

FEDLINK will serve as a forum for federal librarians and information professionals to interact, consider, and make recommendations through the Librarian of Congress concerning:

- A. issues and policies that affect federal libraries and information centers,
- B. needs and priorities in providing information services to the federal government and to the nation at large, and
- C. efficient and cost-effective use of federal library and information resources and services.

Section 3. Advance.

FEDLINK will encourage advances in:

- A. improved access to information,
- B. research and development in the application of new information technologies,
- C. improvements in management of federal libraries and information centers,
- D. stewardship and preservation of federal information resources, and
- E. relevant educational opportunities.

Section 4. Procure and Support.

As authorized by the FEDLINK revolving fund statute, 2 U.S.C. § 182c, FEDLINK will:

- A. procure commercial information services, publications, and library support services that will help agencies use federal libraries and information resources efficiently and cost-effectively,
- B. provide related accounting services,
- C. provide education and training in products, services, technology, and techniques that will enhance the performance of federal libraries and information centers, and
- D. engage in other related matters serving member libraries and information centers.

Section 5. Executive Director Duties.

The executive director manages all aspects of programs, activities and staff members assigned to FEDLINK; receives policy guidance and direction from the Chair; and advice from the FAB. The executive director assumes a high level of initiative, vision and independent responsibility for this program of national significance.

Article IV. FEDLINK Meetings and Voting

Section 1. Meetings.

FEDLINK will meet semi-annually, in the spring and the fall, and at other times throughout the year when called by the Chair. The Vice-Chair of the FAB will preside in the absence of the Chair. The FEDLINK office will issue a notice at least thirty days in advance of the meeting. The spring meeting will include the annual business meeting for receiving reports, annual budgets and other business as may arise.

Section 2. Voting.

On recommendations submitted to the membership for a vote, each member representative will be entitled to one vote. Representatives may cast their votes in person, in writing, or by electronic or telephonic means. One third of the representatives of the current FEDLINK membership must cast a ballot for a vote to be valid. A member representative may designate a proxy, if such a proxy is a federal employee. Proxy designations will be in typed or written form, signed, or with a hard copy of an electronic mail transmission presented by the proxy designee at the time of the vote.

Section 3. Liaisons with Professional Associations.

At the discretion of the Chair, representatives from professional associations may attend FAB and FEDLINK meetings as guests.

Article V. FEDLINK Advisory Board

Section 1. Membership.

The FEDLINK Advisory Board (FAB) comprises thirteen voting members: the Chair, who serves ex officio, and twelve individuals appointed by the Chair – nine elected by the FEDLINK membership and three selected by the Chair.

- A. **Terms.** Members serve staggered three-year terms, limited to two consecutive terms in addition to any partial term served. The Chair will recognize three elected members and one appointed member each January. Members may not name or be represented by a designate.
- B. **Eligibility.** Candidates for elected FAB positions will be from the FEDLINK member representatives.
- C. **Chair-Selected Members.** Chair-selected members may be from the FEDLINK member representatives or from outside the membership. FAB members must be federal employees.
- D. **FEDLINK Executive Director.** The FEDLINK executive director will serve ex-officio as a nonvoting member of the FAB.
- E. **Vacancies.** Should a vacancy occur among the elected FAB members, through resignation or removal, the candidate with the next highest number of votes in the most recent FAB election will fill the vacancy. Should a vacancy occur among the Chair-selected members, the Chair will appoint a replacement to complete the term of the vacancy.
- F. **Removal.** The Chair may replace FAB members who miss three FAB meetings in a 12-month period.

Section 2. Duties and Responsibilities.

The FAB will:

- A. Propose program policies, objectives and plans;
- B. Recommend an annual budget and present it to the membership for review and to the Chair for approval;
- C. Participate in FEDLINK meetings;
- D. Establish FEDLINK committees, working groups and advisory councils as necessary, and publish a list of all such committees and councils annually;
- E. Apprise the federal library community of issues of general interest and of those related to FEDLINK programs, services, policies or objectives;
- F. Provide advice, policy guidance, and oversight to the FEDLINK executive director regarding FEDLINK programs and budgeting; and
- G. Recommend solutions for settling disputes and interpret matters relating to all FEDLINK business.

Section 3. Meetings.

The FAB will hold its first meeting of the year in January and meet at least bi-monthly. A quorum of six voting members will be necessary to vote and conduct business.

Section 4. Vice-Chair.

At its first meeting of each year, the FAB will nominate a Vice-Chair from within its membership for appointment by the Chair. The Vice-Chair will serve a term of one year and is eligible for reappointment, limited to two consecutive terms. Should the office of Vice-Chair become vacant, the Chair will promptly appoint a new Vice-Chair from the remaining FAB Members. The Vice-Chair will act in the absence of the Chair.

Article VI. FEDLINK Committees and Working Groups

Section 1. Committees.

FEDLINK committees will be of two classes: Standing Committees and Ad Hoc Committees.

A. Standing Committees.

Standing committees are permanent and administrative in nature and meet periodically with a fixed focus. The following are FEDLINK standing committees:

1. Awards,
2. Budget and Finance,
3. Membership and Governance, and
4. Nominating.

The FAB may establish other standing committees, as necessary.

- #### B. Ad Hoc Committees.
- The FAB may establish temporary ad hoc committees to address a specific task or objective and will disband the committee when the committee fulfills its purpose. Member agencies or departments may request the establishment of an ad hoc committee to address special situations or individual agency efforts.

Section 2. Working Groups.

FEDLINK Working Groups provide ongoing support for the mission of FEDLINK at the discretion of the FAB. The FAB may establish or disband working groups as necessary.

Section 3. Advisory Councils.

FEDLINK advisory councils are formed at the request of a member agency to address special situations or individual agency efforts. Advisory councils will be established by the FAB as necessary and disband when the task is completed or the objective met. The FAB will post a list of all advisory councils annually.

Section 4. Composition of Committees and Working Groups.

- #### A. Membership.
- The Chair will appoint members to committees and working groups and will determine the size of each committee and group. Membership is not limited to members of the FAB or FEDLINK voting representatives, but may be from the federal library community at large. In addition, the Chair may appoint specialists from outside the federal library community, including government contract staff.
- #### B. Committee and Group Chairs.
- The Chair will appoint a chair for each committee and working group to serve a one-year term and may extend the chair's term as necessary.
- #### C. FAB Liaison.
- The Chair will appoint a FAB member to serve as a liaison and participant for each standing committee and working group. The FAB liaison need not serve as the chair of the committee or group. The Chair will appoint a liaison for a one-year term and may extend the liaison's term as necessary. If a liaison ceases to be a FAB member, the Chair will appoint a new liaison to the committee or group.
- #### D. Ex-Officio Member.
- The FEDLINK executive director is an ex-officio member of all FEDLINK committees and working groups and may delegate this role to a FEDLINK staff member.



Section 5. Charters and Reports.

The FAB will establish a charter for each committee and working group stating the purposes and objectives of the committee or group. The chair and FAB liaison of each working group will collaborate to report regularly to the FAB on the activities of the committee or group, and, as appropriate, to submit a budget request to the FAB.

Article VII. Parliamentary Authority

FEDLINK will use the rules contained in the current edition of Robert's Rules of Order as a guide in all cases to which they are applicable and not inconsistent with these bylaws or any special rules applicable to FEDLINK.

Article VIII. Amendment of the Bylaws

Proposed amendments to the bylaws will be submitted to the Chair for discussion at a FAB meeting at least six weeks in advance of a vote, and, upon direction of the FAB, the proposed amendments will be circulated to the membership at least thirty days in advance of a FEDLINK meeting at which they are to be considered. These bylaws may be amended at any FEDLINK meeting by a two-thirds vote of the members voting, subject to the concurrence of the Chair.



Fall 2012

