

Kentucky State Board for the Certification of Librarians Bylaws

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Kentucky State Board for the Certification of Librarians Bylaws

Article I. Name and Authority

The Kentucky State Board for the Certification of Librarians (hereafter, "Board") was established by the Kentucky General Assembly in 1938 under Kentucky Revised Statutes 171.230-306.

Article II. Purpose

The Board is required by law to issue certificates to qualified library staff. KRS 171.260 requires that public libraries in Kentucky be administered and staffed by appropriately certified personnel. The Board believes that library staff must increase their skills and knowledge through continuing education to keep abreast of developments in the information age. This upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this certification program are:

1. to improve library service throughout the Commonwealth
2. to motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education
3. to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library service to their patrons
4. to improve the public image of librarians and libraries
5. to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel
6. to aid in structuring library educational programs to better meet the educational needs of librarians

Article III. Membership

Section 1. The membership of the Board is composed of the state librarian and five (5) members.

Section 2. Two (2) members shall be full-time professional librarians in active public library work, two (2) shall be public library trustees and one (1) shall be a professional librarian from a department or school of library science in a state university.

Article IV. Appointment and Terms

- Section 1. Members shall be appointed by the Governor from a list submitted by the board of directors of the Kentucky Library Association in accordance with KRS 171.240.
- Section 2. The term of office of each appointive member shall be four (4) years.
- Section 3. Vacancies shall be filled by appointment for the unexpired terms in the same manner as original appointments are made.
- Section 4. Resignations shall be tendered in writing to the Governor by way of the Kentucky Department for Libraries and Archives in accordance with KRS 63.010.
- Section 5. If a member appointed to the State Board for the Certification of Librarians ceases to satisfy the requirement stipulated in KRS 171.240(1) qualifying them for appointment, they shall immediately cease to serve and the position shall remain vacant until filled.
- Section 6. A member may be removed in accordance with KRS 63.020, 63.030, 63.060, or 63.080.

Article V. Quorum and Voting

- Section 1. Three members of the Board shall constitute a quorum and a quorum shall be necessary for the transaction of any official business. If the quorum consists of three members of the Board, their vote upon any official business brought before them must be unanimous.
- Section 2. The state librarian does not count towards a quorum.
- Section 3. Each member of the Board shall be entitled to one vote on all matters. No voting shall be done by proxy.

Article VI. Duties of Members

- Section 1. The Board shall grant certificates of librarianship to applicants who are graduates of library schools approved by the Board and shall grant certificates to other applicants when it has satisfied itself that the applicant is qualified for library work. Applicants shall provide such information as required by the Board to determine their qualifications.
- Section 2. The Board may issue renewals, determine the positions for which certificates of librarianship shall be required and adopt rules and

regulations for its own government and for carrying out the purposes of KRS 171.230 to 171.306.

Section 3. The Board may issue certificates to qualified persons who are serving in libraries not supported from public funds.

Article VII. Election of Officers

A chairman and secretary shall be elected at each annual meeting to serve during the ensuing year.

Article VIII. Duties of Officers

Section 1. The chairman of the Board shall:

- a. Perform the duties of a presiding officer at all meetings
- b. Appoint all committees and may serve as an ex-officio member at any committee meeting
- c. Authorize calls for special meetings

Section 2. The secretary of the Board shall:

- a. Oversee the recording and safekeeping of a true and accurate account of all proceedings of the board meetings, including records of attendance of Board members
- b. Minutes of all meetings shall, at a minimum, indicate members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Minutes may be revised and/or approved only by the Board
- c. Perform all the duties and assume all the responsibilities of the chairman in his/her absence at a regular or special meeting of the Board
- d. Kentucky Department for Libraries and Archives staff may be designated by the Board to perform the recording and safekeeping duties of the Board's official records

Article IX. Annual Meeting

The Board shall hold one (1) annual meeting each year in January. Election of officers shall occur at this meeting.

Article X. Regular Meetings

The Board shall hold regular meetings in accordance with KRS 61.820 on a schedule determined at the annual meeting.

Article XI. Special Meetings

The Board shall hold special meetings in accordance with KRS 61.823 as the Board deems necessary.

Article XII. Order of Business

The order of business at a regular meeting of the Board shall be unless modified by the chairman:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Certification Report
5. Unfinished Business
6. New Business
7. Public Comment
8. Adjournment

Article XIII. Duties of the Kentucky Department for Libraries and Archives

The Kentucky Department for Libraries and Archives shall at the direction of the Board:

1. Prepare meeting agenda
2. Write meeting minutes
3. Issue notices of all regular meetings and special meetings
4. Write and present certification report
5. Present extension requests, substitution requests and other correspondence to Board
6. Write official letters of the Board and keep these filed with Board records
7. Administer Library Science Tuition Scholarships

8. Print and mail certificates
9. Approve certification applications and annual summations
10. Process Library Science Tuition Scholarship payments and Board member travel reimbursements
11. Purchase certification materials and supplies
12. Seek volunteers for Board appointments

Article XIV. Committees

- Section 1. Special committees for the study or investigation of special projects may be appointed by the chairman, with the approval of the Board, to serve until the final report of the work for which they were appointed has been completed and presented at a regular board meeting.
- Section 2. No committee shall have powers other than advisory. All committee reports and/or recommendations shall be submitted to the Board for approval at a regular board meeting.
- Section 3. Committee members are not limited to Board members but may include Kentucky Department for Libraries and Archives staff and/or other citizens, as deemed appropriate by the Board.

Article XV. Rules of Order

The current edition of Robert's Rules of Order will be used in conducting all meetings of the Board.

Article XVI. Compensation

Board members shall receive no compensation for their services but shall be reimbursed for actual and necessary expenses incurred in attending all meetings of the Board.

Article XVII. Hearings

The Board shall grant hearings, to be conducted in accordance with KRS Chapter 13B, for the purposes of reconsidering applications and awards if the applicant files with the Board, within twenty (20) days of issuance of or refusal to issue a certificate, a petition for a hearing.

Article XVIII. Policies

- Section 1. In addition to operating in accordance with these Bylaws and the laws of the Commonwealth of Kentucky, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Kentucky Department for Libraries and Archives for the management and administration of the Certification Program.
- Section 2. Changes to these policies, plans, rules, and regulations may be amended or changed by a majority vote of members present at the meeting in which a quorum is present when the amendments and/or changes are brought to a vote.

Article XIX. Amendments to Bylaws

The Bylaws, as officially adopted, shall be amended only in accordance with the following procedure:

1. All Board members shall be furnished a written copy of the proposed changes and/or amendments.
2. Any changes and/or amendments shall be presented at a regular meeting of the Board with any vote upon their adoption occurring at the next scheduled regular meeting.
3. Favorable votes of three Members shall be deemed sufficient to adopt any changes and/or amendments.

Article XX. Review of Bylaws

The Board will review the Bylaws every three years commencing from date of adoption.

Motion made by Jonathan Campbell, seconded by Lindsey Westerfield, that the Bylaws as set forth herein, be adopted and declared by the chairman to be the official Bylaws of the Kentucky State Board for the Certification of Librarians. Resulting Vote: 3 Yes, 0 No. Done this day, the 17th day of January 2023.