

Bylaws
of the State Archives and Records Management Advisory Committee,
a Subcommittee of the State Libraries, Archives, and Records Commission

Article I

Name and Purpose

The name of this subcommittee shall be the State Archives and Records Management Advisory Committee (the Advisory), a subcommittee of the State Libraries, Archives, and Records Commission (the Commission).

The purpose of this subcommittee is to review proposed retention schedules, recommend their approval of public agency retention schedule revisions prior to the Commission meeting, review archives and records management issues, and make additional recommendations as needed.

Article II

Membership

The Advisory will consist of no more than nine but no fewer than five members (including the chair). Members shall be recommended by the Archives and Records Division Branch Managers (the Branch Managers) to the State Archivist. To the extent possible, the composition of the Advisory will be chosen to represent the best professional thinking of the records managers, archivists, journalists, attorneys, historians, political scientists, accountants, genealogists, cultural heritage personnel, and associations of public officials on the steps to be taken regarding any particular group or type of records.

The Kentucky Department for Libraries and Archives' State Records Branch (SRB) manager will act as the chair. In the absence of an SRB manager, the State Archivist will designate a chair. The remaining Advisory members will have a three-year term of service, beginning from their respective appointment dates. At the expiration of a member's term, the chair may opt to renew their term or rotate in a new member chosen by the State Archivist.

Should a member miss four consecutive meetings, the Chair will reach out via email. If no response is received, the Advisory may vote on removal at the next meeting.

Article III

Meetings

The Advisory will meet one week prior to the scheduled Commission meeting when schedule revisions will be under review. Notice of each meeting shall comply with Open Meetings Law and will be given to each member not less than one week prior to the meeting.

All issues to be voted on will be decided by a simple majority of those present at the meeting in which the vote takes place. Members who are not able to attend the meeting may contribute any notes or business to the chair or to a person designated by the chair.

Meeting minutes will be made available for approval in the meeting materials for the next scheduled meeting. Meeting minutes and other public records shall comply with the Open Records Act and Open Meetings Act.

Article IV

Bylaws

The Advisory will review these bylaws on an as-needed basis. Any revisions to these bylaws or added rules will be voted on by the Advisory. A majority vote will be required to present the bylaws to the Commission for approval.