

THE NEW HAMPSHIRE AUTOMATED INFORMATION SYSTEMS BOARD

BY-LAWS

Article I – NAME

The name of this organization shall be the New Hampshire Automated Information Systems Board (RSA 201-A:24)

Article II – OBJECT

The purpose of the New Hampshire Automated Information Systems Board (hereinafter referred to as “Board”) is to:

1. advise the state librarian and the commissioner of cultural affairs on statewide policies (RSA 201-A:24);
2. coordinate activities of the regional systems (RSA 201-A:24);
3. engage in long-range planning (RSA 201-A:24); and
4. review any rules proposed by the commissioner of cultural affairs relative to the New Hampshire Automated Information System and make recommendations thereto (RSA 21-K:5, II).

Article III – MEMBERSHIP OF THE BOARD

Section 1: The membership of the Board shall be as set forth in RSA 201-A:24 which provides as follows:

- 1 citizen appointed by the Governor
- 1 Representative appointed by the Speaker of the House
- 1 Senator appointed by the President of the Senate
- 1 representative of each board-approved regional system appointed by and empowered to speak for the regional system
- 1 appointed by the Chair of the New Hampshire State Library Advisory Council
- 1 representative from each library forum as provided for in RSA 201-D:7 appointed by and empowered to speak for the library forum
- 1 representative of the New Hampshire Library Association appointed by the Association
- 1 representative of the New Hampshire Educational Media Association appointed by the Association
- 1 representative of the New Hampshire Library Trustees Association appointed by the Association
- Commissioner of Department of Education or designee
- Commissioner of Postsecondary Technical Education or designee
- State Librarian
- Commissioner of Cultural Affairs, ex officio, nonvoting

Section 2. Legislative appointment shall terminate on January 1 of each odd numbered year. All other appointments shall be for one renewable 3 year term.

Section 3. Regional systems and library forums may appoint an alternate representative to the Board to attend meetings of the Board in the absence of their appointed representative. When serving on behalf of the appointed representative, the alternate shall have full rights and privileges.

Article IV – OFFICERS

Section 1. The officers of the Board shall be a Chairperson and Vice Chairperson. The Secretary of the Board shall be the State Librarian or his designee. The Chairperson shall preside at all meetings and determine the order of business unless otherwise voted by the Board, act as spokesperson for the Board in public meetings, and exercise the customary duties and authority of such office. The Vice Chairperson shall perform the duties of the Chairperson in the event for any reason the Chairperson does not preside. If neither the Chairperson nor the Vice Chairperson are available for any reason, the Board shall designate an Interim Chairperson.

Section 2. At the first meeting of the calendar year, the Board shall elect from its membership a Chairperson and a Vice Chairperson. These officers shall serve for a term of one (1) year or until their successors have been elected.

ARTICLE V – MEETINGS

Section 1. The Board shall meet at least quarterly and at such other times as it deems necessary (RSA 201-A:24-a).

Section 2. Quarterly meetings will be held in March, June, September, and December.

Section 3. The annual meeting of the Board shall be held in December.

Section 4. All members of the Board will be notified by mail or by telephone of regular or special meetings. Minutes of meetings and agendas shall be mailed with the meeting notice at least 14 days prior to a meeting.

Section 5. Special meetings shall be called by the Chair with the consent of two other members of the Board.

Section 6. A member of the Board may request the Chair to call a special meeting and/or submit agenda items to the Chair.

Section 7. A quorum of the Board shall constitute those present and voting. Action shall be by majority vote of those present and voting.

Article VI – COMMITTEES

Section 1. The Chairperson of the Board, with approval of the Board, may appoint standing committees from within the membership of the Board.

Section 2. The Chairperson of the Board, with approval of the Board, may appoint special or advisory committees within the membership of the Board.

Section 3. All standing, special, and advisory committees shall report to the Board at each regularly scheduled meeting.

Article VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws or as otherwise voted by the Board.

Article VIII – AMENDMENT

These by-laws may be amended by a majority vote of the members present and voting at any meeting if copies of the proposed amendments have been sent to the members at least 14 days before the meeting. Any member may submit an amendment.