

**By-Laws  
FSCS Steering Committee**

**December 2006**

**Purpose**

To develop procedures regarding FSCS, including database specifications, output, analysis, and use of data, quality control and training, long range planning, and related matters.

**Membership**

The steering committee shall consist of five (5) State Data Coordinators (SDCs)<sup>1</sup> (or other representatives designated by the state library agency) who are selected by state data coordinators at the annual business meeting. Elected SDCs represent local libraries, and the needs of states and regions of the country. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee or designee) and a representative of the U.S. National Commission on Libraries and Information Science (NCLIS), the FSCS coordinator at NCLIS, two (2) members of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), two (2) members of the U.S. Census Bureau, and three (3) members of the Institute for Museum and Library Services.

**After October 1, 2007, the following paragraph shall replace the above:**

The steering committee shall consist of five (5) State Data Coordinators (SDCs)<sup>2</sup> (or other representatives designated by the state library agency) who are selected by state data coordinators at the annual business meeting. Elected SDCs represent local libraries, and the needs of states and regions of the country. All terms shall be for three (3) years. Members can serve additional terms; but, must be off the committee for one (1) year between terms. In addition to the five (5) SDCs, ex-officio members shall include a representative of the Chief Officers of State Library Agencies (Chair of COSLA Research and Statistics Committee or designee) one (1) member of the National Center for Education Statistics (NCES) staff, the Director of the Office for Research and Statistics at the American Library Association (ALA), two (2) members of the U.S. Census Bureau, and three (3) members of the Institute for Museum and Library Services. The IMLS shall appoint two (2) subject specialists and one (1) secretary who serve at the discretion of the IMLS. The IMLS may appoint other ex-officio members.

Whenever possible, decisions shall be reached by consensus. When voting is necessary, a majority of elected and ex-officio members present shall determine the outcome. When there is a matter that requires the representation of the views of all SDCs, the steering committee chair shall call for a vote of the five (5) elected members.

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<sup>1</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

<sup>2</sup> In addition to the 50 states, SDC representation includes the District of Columbia and the territories as defined by the Institute for Museums and Library Services (IMLS) which governs eligibility for federal funding under the Pacific Resources for Education and Learning (PREL). The territories include: Puerto Rico, American Virgin Islands, American Samoa, Commonwealth of Northern Mariana Islands, and Guam.

The Steering Committee shall serve as a nominating committee to draw up a slate of State Data Coordinator (SDC) nominees for elected positions on the Steering Committee that will become vacant due to the expiration of the term at the next annual conference of the SDCs. Elections shall take place at the annual conference of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes of SDCs present and voting at the annual conference shall fill the available vacancy(ies).

If a vacancy should occur before the expiration of the stipulated term, the Steering Committee shall also nominate a minimum of two SDCs for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This section does not prohibit the Chair of the Steering Committee from appointing an interim member to the steering Committee who would serve until the next annual meeting. Newly-elected members of the steering Committee shall begin their terms immediately after the conclusion of the annual meeting.

### **Officers**

At the last meeting before the annual conference, a Chair and Vice-Chair shall be elected by and from the five (5) elected members. NCES shall designate or provide a secretary to record substantive actions of the Committee and to provide draft minutes to the Committee members within 30 days of each meeting.

#### **After October 1, 2007, the following paragraph shall replace the above:**

At the last meeting before the annual conference, a Chair and Vice-Chair shall be elected by and from the five (5) elected members. IMLS shall designate or provide a secretary to record substantive actions of the committee and to provide draft minutes to the Committee members within 30 days of each meeting.

### **Meetings**

The Steering Committee shall hold at least three (3) meetings each calendar year. Other meetings may be called by NCES as needed for specific purposes. The Steering Committee Chair shall propose agendas to be reviewed and approved by NCES and members of the Steering Committee at least one month prior to each meeting. The Steering Committee Chair will coordinate with Subcommittee Chairs to collect and distribute subcommittee agendas with the main agenda. Each Steering Committee member shall receive a copy of the agenda at least one week prior to each meeting.

The elected members of the Steering Committee shall caucus at the beginning of the first day of each Steering Committee meeting. When discussion warrants, additional caucuses may be called by a majority of the elected members.

### **Subcommittees**

The Steering Committee may delegate responsibilities to subcommittees, as needed. Membership on subcommittees shall not be limited to Steering Committee members.

Standing subcommittees include: Data Collection, Data Elements, Data Use, and Data Conference.

All subcommittees shall have objectives to be reviewed annually.

Subcommittee Chairs shall be appointed for the coming year at the last Steering Committee meeting before the annual conference. Subcommittee members shall be appointed by the Chair of the Steering Committee contingent upon available funding. The Chair of the COSLA Research and Statistics Committee or designee will be a permanent member of the Data Elements Subcommittee.

### **Committee Reports and Work Plan**

The outgoing Chair shall present a report of the Committee's activities in the past year to the SDCs at their annual conference.

At the Steering Committee's last meeting before the annual SDC conference, the committee shall propose objectives for the following calendar year. The incoming Chair shall present these objectives at the annual conference

Other recommendations regarding FSCS, which are adopted by the majority of the SDCs at their annual meeting, shall be referred to the committee for deliberation and action. Committee actions, as recorded in FSCS minutes, will be provided to all state data coordinators.

Proposed additions and conceptual changes to FSCS data elements are subject to the FSCS Policy and Procedures For Review of Data Elements.

### **Amendment**

These by-laws may be amended by a two-thirds vote of the SDCs present and voting at their annual conference.

Approved by the SDCs attending the FSCS Professional Development Conference on December 7, 2006.