BYLAWS

APPROVED: **NOVEMBER 20, 2006**

REVISED: **OCTOBER 29, 2010**
JANUARY 27, 2012

ARTICLE I: NAME: The name of this organization is the Ohio Historical Records Advisory Board, also known as OHRAB.

ARTICLE II: OBJECTIVES: To accomplish OHRAB's mission of enriching the culture and protecting the rights of Ohioans by fostering activities that identify, preserve, and provide access to the state's documentary heritage, OHRAB:

A. Advocates for issues that enhance the collection, preservation, and public use of historical records
B. Encourages organizations to seek funding for appropriate projects and provides guidance to those organizations
C. Reviews applications to the National Historical Publications and Records Commission (NHPRC) for grants
D. Serves as an advisory body to the Ohio History Connection for all issues related to historical records in Ohio
E. Encourages and supports programs and activities of other organizations whose goals are consistent with the mission of OHRAB
F. Endorses support of programs that use historical records in their educational activities
G. Plans appropriate goals, objectives, and an action agenda for the current year and the near future

ARTICLE III: MEMBERSHIP/LEADERSHIP/DUTIES:

A. MEMBERSHIP: OHRAB shall consist of no fewer than eight (8) and no more than sixteen (16) members. Pursuant to NHPRC regulations, a majority of the members must have experience in the administration of historical records or in a field of research or activity that makes extensive use of such records. OHRAB should be as broadly representative as possible of Ohio's public and private archives, records offices, and research institutions. Membership shall consist of:

1. Ex officio, voting:
a) State Archivist
b) Assistant State Archivist or other designee of the State Archivist

2. Ex officio, non-voting/advisory:
a) Director of the Ohio History Connection

3. Members appointed by the Governor of the State of Ohio.

B. TERMS OF SERVICE: Appointed members shall serve three (3) year terms, staggered among the membership. Terms are renewable, but no member may serve more than three (3) consecutive terms. Members continue to serve expired terms until replaced or re-appointed.

C. LEADERSHIP:

1. **State Coordinator:** The State Archivist shall serve as the State Coordinator
2. **Deputy State Coordinator:** The Assistant State Archivist or other designee of the State Archivist shall serve as the Deputy State Coordinator.
3. **Chair:** On an annual basis, the Chair shall be elected from and by a majority of the membership.
4. **Vice Chair:** On an annual basis, the Vice Chair shall be elected from and by majority of the membership.

D. DUTIES:

1. **State Coordinator:** The State Coordinator shall:
   - **a)** make recommendations to the Governor regarding appointments to OHRAB, based upon recommendations and counsel of current OHRAB members
   - **b)** act as meeting convener
   - **c)** work collaboratively with the Chair in developing meeting Agendas
   - **d)** perform other duties as prescribed by the NHPRC
   - **e)** serve in an ex officio capacity as prescribed by the NHPRC.

2. **Deputy State Coordinator:** The Deputy State Coordinator shall:
   - **a)** act as the OHRAB Secretary
   - **b)** serve as State Coordinator in his/her absence
   - **c)** serve in an ex officio capacity as prescribed by the NHPRC.

3. **Chair:** The Chair shall:
   - **a)** preside over OHRAB meetings
   - **b)** work collaboratively with the State Coordinator in developing meeting Agendas.

4. **Vice Chair:** The Vice Chair shall:
   - **a)** act as Parliamentarian
   - **b)** serve as the Chair in his/her absence.

5. **Members:** Members shall:
   - **a)** attend meetings in person on a regular basis; virtual attendance may be permitted for extenuating circumstances with approval of the Chair
   - **b)** participate on assigned committees
   - **c)** review grant proposals to the NHPRC by Ohio institutions, unless there is an inherent conflict of interest.

E. TERMINATION OF MEMBERSHIP: Members may be terminated from service on the Board:

1. at their own request
2. upon a majority vote of the Board after missing three (3) consecutive meetings
3. upon a majority vote of the Board for failure to consistently execute their duties as outlined above.

ARTICLE IV: MEETINGS

A. FREQUENCY: OHRAB shall meet at least 4 times per year to review grant applications and conduct other business. Other meetings may be called at the initiation of the Chair and/or Coordinator. All meetings shall be open to the public. OHRAB records shall be maintained by the Coordinator.

B. OPEN MEETINGS: While OHRAB is not legally subject to the Ohio Open Meetings Act, it embraces the spirit of the OMA in the conduct of its meetings.

C. QUORUM: A majority of the members must attend in person to achieve a quorum for the transaction of official business.

D. VOTING: Except as otherwise provided by these Bylaws, decisions of the Board require a majority vote of the members attending—physically and virtually. No member will be allowed to vote on any issue via proxy.

E. AGENDAS: Requests for agenda items from the members will take place at least four weeks in advance of the meetings. Agendas and board packet materials will be distributed to OHRAB members at least one week in advance of the meeting.

F. FINANCIAL REPORT: The State Coordinator will ensure that a financial report is presented at each meeting.

G. MEETING NOTICE AND MINUTES: Dates, location and agendas of meetings, along with approved minutes of meetings, will be posted on the OHRAB web site.

ARTICLE V: COMMITTEES

A. APPOINTMENTS: The Chair shall appoint committees as appropriate, based on advice and counsel of the Board.

B. OUTSIDE EXPERTISE: Such committees may include individuals with subject area expertise who are not members of the Board.

C. COMPOSITION: Every committee must be Chaired by a Board member.

D. FUNDING: OHRAB will fund the work of these committees within the limits of the OHRAB administrative budget as appropriate.

ARTICLE VI: PARLIAMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of OHRAB where not otherwise provided for in these Bylaws and NHPRC guidelines.

ARTICLE VII: AMENDMENT

These bylaws may be amended and revised by an affirmative vote of two-thirds (⅔) of the OHRAB membership, provided that there is a quorum.