

OKLAHOMA HISTORICAL RECORDS ADVISORY BOARD
By-Laws
(draft/pending board approval)

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

Article II. **MISSION AND PURPOSE:** The Oklahoma Historical Records Advisory Board's mission is to advocate, develop, and support programs that preserve and provide access to the documentary heritage of Oklahoma. Its purpose is to: 1) serve as the central advisory board for historical records projects in Oklahoma; 2) help ensure the identification, preservation, and use of the state's historical records; 3) act as the state-level review body for Oklahoma-based proposals submitted to the National Historical Records and Publications Commission's grant programs; and 4) encourage and support communication and coordination among the historical records community and the public.

Article III. **ORGANIZING AUTHORITY:** The Oklahoma Historical Records Advisory Board is a state board, appointed by the Governor, under the authority of federal statutes and regulations governing the National Historical Publications and Records Commission (NHPRC) program of the National Archives and Records Administration (NARA), 44 U.S.C. 2501; 36 C.F.R. 1206.

Article IV. **BOARD MEMBERSHIP:** OHRAB consists of at least seven board members, appointed by the Governor for three year, renewable terms. Members must have recognized experience in the administration of government records, historical records, or archives and be broadly representative of public and private archives, records offices, and research institutions in Oklahoma. Members continue to serve expired terms until replaced or reappointed.

The board may ask for the resignation of a member who fails to attend two (2) consecutive regular meetings of the board without excuse acceptable to the board or has had excessive absences during their term of office.

Article V. **ADMINISTRATION:** The Oklahoma Department of Libraries shall act as the administrative agent for the Board and shall perform such duties as may be prescribed by the Board or by law.

Article VI. **STATE COORDINATOR, DEPUTY STATE COORDINATOR, AND PROXIES:** In accordance with NHPRC regulations, the Governor appoints the State Coordinator, who shall be the full time professional official in charge of the state archival program or agency. The State Coordinator serves a renewable four year term and his/her employing agency shall serve as fiscal agent for the Oklahoma Historical Records Advisory Board. Since the Oklahoma Historical Society is a state funded agency with records responsibilities, its Executive Director must also be a member of the OHRAB.

The Director of the Oklahoma Department of Libraries and the Executive Director of the Oklahoma Historical Society may appoint and designate an employee of their respective agency as their proxy for purposes of carrying on the duties of the Oklahoma Historical Records Advisory Board.

As authorized by the NHPRC, the State Coordinator may designate a Deputy State Coordinator to assist in carrying out the duties and responsibilities of the position of State Coordinator. The Deputy State Coordinator shall be either another member of the Board or an employee of the State Coordinator's agency.

Article VII. **DEFINITIONS:**

Board means the Oklahoma Historical Records Advisory Board.

Department means the Oklahoma Department of Libraries

Record includes textual, non-textual, machine-readable, and other documentary materials, regardless of origin, physical form or characteristics.

Article VIII. **PURPOSE AND PROGRAM SCOPE OF THE OKLAHOMA HISTORICAL RECORDS ADVISORY BOARD:**

A. Planning

- 1) Develop and execute a strategic plan for historical records in Oklahoma.
- 2) Communicate and participate with archival, records management, historical, cultural, and other appropriate groups to support and develop common strategies for achieving goals and objectives.
- 3) Conduct studies to identify Oklahoma needs and/or evaluate the effectiveness of different approaches for addressing those needs.

A. Advocacy and Education

- 1) Promote and encourage programs and projects to raise public awareness of the significance of historical records and their conditions and needs.
- 2) Encourage and support communication and collaboration among the historical records community and information agencies for preserving and making available the state's historical records.
- 3) Monitor and offer commentary on any legislation, regulations, rulings, opinions, and procedures affecting Oklahoma's historical records.
- 4) Support education and professional training on archives and records.
- 5) Sponsor, develop and/or present conferences, seminars, and workshops on historical records topics.

B. Funding

- 1) Advocate and seek financial support for historical records programs and education.
- 2) Serve as the state-level review body for grant proposals to the NHPRC from Oklahoma institutions and organizations.
- 3) Promote and publicize grants programs and encourage participation through advice and assistance in proposal development.
- 4) Review and monitor the progress of grants that were evaluated by the board and recommended for funding.
- 5) Develop grant applications to address historical records issues of statewide concern.

OHRAB's program scope and interests relate, but are not limited, to records documenting the history and heritage of Oklahoma held by the following entities in Oklahoma:

- 1) state government
- 2) local governments
- 3) business and industry
- 4) libraries
- 5) Native Americans
- 6) ethnic groups and organizations
- 7) academic institutions
- 8) professional associations
- 9) religious denominations
- 10) historical societies and organizations
- 11) cultural organizations
- 12) genealogical and lineage organizations

Article IX. **STATE HISTORICAL RECORDS PLAN:** OHRAB maintains a current statewide strategic planning document that meets NHPRC criteria for state board planning, and for its own purposes. This planning document outlines a specific list of OHRAB goals, objectives, activities and performance measurements. The Board will perform an annual review of progress and report on it to NHPRC, the Governor, and the public.

Article X. **GRANT APPLICATION PRIORITIES:** OHRAB places special emphasis on soliciting, supporting and endorsing grant proposals that address four challenges: 1) Awareness; 2) Preservation; 3) Technology; and 4) Resources. The Board particularly welcomes proposals for projects that are consistent with the grant category priorities of the National Historical Publications and Records Commission and are collaborative. Projects addressing any of the areas listed below will be rated as the board's highest priority:

- 1) Identify and improve the preservation of, and access to, historical records.
- 2) Educate and train the staff and members of organizations that manage historical records.
- 3) Increase awareness of the significance and need to preserve records.
- 4) Preserve and make available historically significant records of Oklahoma's Native American tribes and groups.
- 5) Provide effective, efficient and systematic records management and archival programs for local government records;
- 6) Implement comprehensive and cost-effective state government records management and archival program for electronic records, including those for colleges and universities;

Article XI. **RECOMMENDATIONS ON GRANT APPLICATIONS:** OHRAB shall follow procedures established by the NHPRC for grant application review.

Article XII. **CONFLICT OF INTEREST:** OHRAB members who are staff at an applicant institution or who are otherwise formally involved with a proposed project shall not prepare an individual evaluation or summary of the project grant application. For purposes of this policy, formal involvement includes anyone in an administrative or policy-making position, such as a member of a board of directors or an administrative officer of a parent institution. Formal involvement shall also include service as a paid consultant who assisted in the preparation of a grant proposal. Board members shall declare any conflict of interest publicly and for the record at the Board meeting at which the grant application is considered, and shall excuse themselves from that meeting while the Board discusses the merits of the proposal.

In those instances when the State Coordinator is involved with a proposed project, he/she shall assign responsibility for collection of individual evaluations and preparation of the summary statement to the official listed in Article IV [Executive Director of the Oklahoma Historical Society] who is not serving as State Coordinator. In the event of a joint application from the Department of Libraries and the Historical Society, the Coordinator shall assign responsibility to another OHRAB member. In the event that seven or more OHRAB members are affected by this policy as applied to any grant application, the State Coordinator shall appoint a review committee consisting of at least seven persons to evaluate the proposal. The review committee shall consist of those Board members unaffected by this policy and other individuals chosen by these unaffected Board members.

Neither the State Coordinator, Deputy Coordinator, or any Board member shall receive any compensation for personal employment, either in a full time, part time, or consulting capacity from grant funds included in applications submitted for review by the Oklahoma Historical Records Advisory Board. They may, however, participate in such grant projects on a cost sharing basis, and may receive reimbursement for travel expenses incurred during the course of project activities and administration from Board grant funds when reimbursement is included in the list of authorized expenditures). They may also receive grant funds for personal employment from projects for which they have no formal review responsibility.

- Article XIII. **MEETINGS AND RECORDS:** OHRAB shall hold a minimum of three regularly scheduled meetings. Other meetings may be called at the initiation of the State Coordinator or by any other two Board members. All public forums and Board meetings shall follow posted agendas and be conducted in accordance with the provisions of the Oklahoma Open Meetings Law. Records of the Board shall be retained by the State Coordinator's employing agency in accordance with the requirements of the Oklahoma Open Records Act, the Records Management Act, and applicable rules promulgated by the Archives and Records Commission in accordance with the Administrative Procedures Act.
- Article XIV. **QUORUM:** Fifty percent (50%) of current OHRAB members shall constitute a quorum for the purposes of meeting and conducting business.
- Article XV. **COMMITTEES:** The State Coordinator shall appoint such committees as are necessary to effect the purposes and program scope of OHRAB.
- Article XVI. **RULES OF ORDER:** Robert's Rules of Order, latest edition, shall serve as parliamentary authority for OHRAB, subject to Oklahoma statutes and regulations.

Article XVII. **AMENDMENTS TO BY-LAWS:** Proposed amendments to these By-Laws must be sent to all OHRAB members at least thirty (30) in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting's agenda. Passage of amendments shall require a two-thirds vote of OHRAB members present and voting.

Revised Bylaws as Amended by the Board
February 24, 2004