

ALABAMA HISTORICAL RECORDS ADVISORY BOARD BY-LAWS

Article I. NAME

The name of this organization is the Alabama Historical Records Advisory Board, abbreviated as “HRB” and hereafter referred to as “the HRB” or “the board.”

Article II. ORGANIZING AUTHORITY

The HRB is authorized under federal regulations governing the National Historical Publications and Records Commission, or NHPRC (36 CFR, Chapter 12). It is established by Sections 41-6-100 through -105 of the Code of Alabama 1975.

Article III. MEMBERSHIP

The HRB consists of representatives from the 15 agencies listed in Section 41-6-103 of the Code of Alabama 1975. The terms of individual membership are as set forth in Section 41-6-104 of the Code of Alabama 1975. The HRB may ask for the resignation of a member who fails to attend three (3) consecutive meetings, without an excuse acceptable to the board, or who has had excessive absences during his or her term of office.

Article IV. STATE COORDINATOR, DEPUTY STATE COORDINATOR

The Director of the Alabama Department of Archives and History (ADAH) serves as Alabama Historical Records Coordinator (HRC) and is the central coordinating officer for the HRB. The HRC convenes meetings of the board, coordinates its activities and programs with the NHPRC, and acts as its representative in other state and national forums.

The HRC appoints a Deputy State Coordinator (DHRC), who assists in carrying out his or her responsibilities. The DHRC serves as acting coordinator at the HRC’s direction, or upon his or her resignation or inability to serve.

Article V. MISSION

The Alabama Historical Records Advisory Board (HRB) provides leadership and guidance to identify, preserve, and provide access to Alabama’s historical records. The Board also promotes a strengthened awareness of the importance of historical records to policy makers and to the public, and it serves as the agent in Alabama of the National Historical Publications and Records Commission.

Article VI. VISION AND DUTIES

The Alabama Historical Records Advisory Board (HRB) will: assist local governments and historical repositories in developing comprehensive, accessible, and efficiently managed documents and records preservation programs. We will accomplish this vision by:

1. encouraging cooperation and planning among the state’s local governments and historical records repositories;
2. fostering archival training and educational opportunities among the custodians and administrators of Alabama’s historical records; and
3. informing the public on the importance of properly preserving and using the state’s historical

records and making such information available on the HRB website.

The HRB shall perform the following duties:

1. Develop state priorities for historical records as part of a state board plan, under guidelines from the NHPRC.
2. Promote an understanding of the role and value of historical records in Alabama.
3. Solicit and develop proposals for NHPRC or other grant projects.
4. Foster and support cooperative networks and programs dealing with historical records.
5. Review and monitor the operation and progress of projects in the state financed by NHPRC grants.
6. Advise the state archives and other statewide archival, records, or information agencies.
7. Advise the NHPRC on archival issues of interest to the archival community in Alabama.
8. Provide programs for Alabama repositories to assist them in efforts to preserve and promote appreciation for Alabama's historical records.
9. Any other duties as may be prescribed by the Alabama Legislature.

The HRB's program scope and interests relate to, but are not limited to, records documenting the history and heritage of Alabama held by: state and local government agencies; historical and genealogical societies; libraries, archives, and academic or cultural institutions; religious denominations; ethnic groups or organizations; and business, industrial, or professional associations.

Article VII. STRATEGIC PLAN

The HRB creates and maintains an up-to-date state board plan meeting NHPRC planning criteria and outlining a list of objectives, activities, and timetables for accomplishing the mission stated in its authorizing legislation and by-laws.

Article VIII. COMMITTEES

The HRC may appoint committees of HRB members and delegate them to carry out specific duties or aspects of the board's work.

Article IX. PROCEDURES FOR GRANT APPLICATION REVIEW

Members of the board's grant review committee, which shall consist of no fewer than three members, will submit to the HRB an individual review of each grant application. Reviews will be available to the grant applicant and open to the public, but they will not be signed or the reviewing member identified. Based on the committee's recommendations, the board as a whole will review all grants submitted, following NHPRC procedures for receiving and reviewing applications. The HRB will recommend to the NHPRC for funding those applications approved by majority vote of a quorum of members present and voting. The HRC will prepare a summary of the board's recommendations and forward it to the NHPRC. This summary recommendation will be available to the public on request.

Article X. MEETINGS, QUORUM, AND RECORDS

The HRB shall meet at least biannually to review grant applications and/or conduct other business. Additional meetings may be called, as needed, by the HRC. Eight (8) members, not including the presiding officer (HRC or DHRC), shall constitute a quorum. The rules contained in *Roberts' Rules of Order Newly Revised* shall govern the proceedings at and the conduct of meetings of the board and its committees, in all cases in which they are applicable and which are not covered in or by the

by-laws. The board shall maintain records of all HRB meetings and activities. All meetings, procedures, and records are subject to the provisions of Alabama's open meetings and open records laws.

Article XI. CONFLICT OF INTEREST

HRB members who serve as staff of an applicant institution, or who are otherwise formally involved with either a proposed project or its submitting institution, shall not evaluate or vote on that project's grant application. For purposes of this policy, formal involvement includes anyone in an administrative or policy-making position. Formal involvement also extends to: a board member's spouse, child, or partners; and an organization with which the board member is negotiating or has any arrangement concerning employment or contractual services.

HRB members shall declare any conflict of interest publicly and for the record at the meeting at which the grant application is considered. They shall excuse themselves from the meeting while the board discusses the application's merits.

In instances when the HRC is involved with a proposed project, the HRC shall assign responsibility for collecting evaluations and preparing the summary to the DHRC. If the DHRC is also involved, the HRC shall assign this responsibility to another, unaffected HRB member. In regard to a particular grant application, if eight or more HRB members are affected by this policy, the HRC will appoint a special committee to review the application. It shall consist of HRB members who have no conflict of interest and replacements for the members who do have a conflict of interest.

Article XII. AMENDMENTS TO BY-LAWS

Proposed amendments to these by-laws must be sent to all HRB members at least thirty (30) days in advance of a scheduled meeting. Discussion of proposed amendments must appear as a separate item on the meeting agenda. Passage of amendments shall require a three-fourths vote of a quorum of the board, as defined in Article X.