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## Approved November 20, 2006

**1. Name** The name of this organization is the Ohio Historical Records Advisory Board, also known as OHRAB.

**2. Mission** The mission of the Ohio Historical Records Advisory Board is to enrich the culture and protect the rights of Ohioans by fostering activities that identify, preserve, and provide access to the state's documentary heritage.

To accomplish that mission OHRAB:

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

## 3. Membership

a. OHRAB consists of no fewer than 7 and no more than 20 members appointed by the Governor of the State of Ohio. NHPRC regulations require that a majority of the members have experience in the administration of historical records or in the 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 in the state.

- b. Members shall serve three year terms, staggered among the membership. Terms are renewable, but no member may serve more than three consecutive terms.
- c. The OHRAB Chairman/State Records Coordinator will make recommendations to the Governor regarding appointments, based upon recommendations and counsel of current OHRAB members.
- d. Three of the Governor-appointed members will be the State Coordinator, Deputy State Coordinator and State Archivist. For these members, the nine-year term limit will not apply.
- e. Members will continue to serve expired terms until replaced or reappointed.

#### **4. OHRAB Coordinator/Chair and Deputy Coordinator**

The Executive Director of the Ohio Historical Society shall serve as the OHRAB Coordinator and Chair, as required by NHPRC regulations. The State Coordinator shall act as meeting convener and OHRAB secretary. The OHRAB Coordinator/Chair may recommend to the Governor the appointment of a Deputy State Coordinator who shall serve to assist in carrying out the duties and responsibilities of the coordinator and to serve as an acting coordinator at the coordinator's direction or upon the coordinator's resignation or other inability to serve. The State Archivist may serve as Deputy Coordinator.

#### **5. Vice Chair**

Governor-appointed members who are not OHS staff will select from their number each year a member who will serve as Vice Chair. The Vice Chair will assist the State Coordinator in developing meeting agendas and representing OHRAB concerns. Vice Chairs will serve for one year, non-consecutive terms.

#### **6. Meetings**

- a. OHRAB shall meet at least three times per year to review grant applications and conduct other business. Other meetings may be called at the initiation of the Chair/Coordinator. All meetings shall be open to the public. OHRAB records shall be maintained by the Chair/Coordinator.
- b. A majority of the Governor-appointed members must be in attendance to achieve a quorum for the transaction of official business. Decisions of the Board require a majority of the Governor-appointed members attending any meeting at which there is a quorum.
- c. No member will be allowed to vote on any issue via proxy.
- d. Requests for agenda items from the members will take place at least four weeks in advance of the meetings.
- e. Agendas and board packet materials will be distributed to OHRAB members at least one week in advance of the meeting.

- f. The Coordinator/Chair will ensure that a financial report is presented at each meeting.
- g. Dates and agendas of meetings, along with approved minutes of meetings, will be posted on the OHRAB web site.

## **7. Committees**

- a. The Coordinator/Chair shall appoint committees as appropriate, based on advice and counsel of the Board.
- b. Such committees may include individuals who are not members of the Board.
- c. Every committee must have at least one Governor-appointed Board member.
- d. OHRAB will fund the work of these committees within the limits of the OHRAB administrative budget as appropriate.

## **8. Review of Grant Proposals to the National Historical Publications and Records Commission (NHPRC)**

- a. All grants submitted to NHPRC by Ohio institutions and agencies must be reviewed by OHRAB
- b. OHRAB will follow procedures established by the NHPRC for grant application review.
- c. OHRAB members will review grant applications in accordance with conflicts of interest policies established by the Ohio Historical Society and the State of Ohio.
- d. Prospective grants applicants are encouraged to meet with OHRAB to discuss their grant application(s) prior to the preparation of a final application and submission to NHPRC.
- e. The State Coordinator/Chair or Deputy Coordinator shall summarize the comments and scores of OHRAB members in order to reflect the consensus of the board. In addition to NHPRC, this review should be forwarded to all voting OHRAB members when it is completed.
- f. Board members should not discuss their evaluations with each other prior to the board review meeting so as to ensure a fair, independent, and unbiased evaluation. They should not share their evaluations with individuals not on the board.
- g. The Ohio Historical Society is encouraged to develop proposals that will benefit archival and historical records efforts throughout the entire state.

## **9. Ethics and Conflicts of Interest**

- a. OHRAB members will abide by ethics and conflict of interest policies as established by the Ohio Historical Society and the State of Ohio.
- b. In order to prevent the occurrence or appearance of conflicts of interest between OHRAB members and the NHPRC grants review process, OHRAB will follow this policy:
- i. Board members, including the coordinator/chair, who are employees of applicant institutions, or who are otherwise involved with proposed projects, shall not prepare evaluation sheets or summaries of the grant review for NHPRC. The Board may rule on specific questions of eligibility as necessary.
  - ii. 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.
  - iii. When the Coordinator is involved with a proposed project, the coordinator shall assign responsibility for collection of Board member evaluations, and preparation of the summary, to an unaffected member of the Board.
  - iv. If fewer than one-half of the Board members remain unaffected by this policy with respect to any individual grant application, the Coordinator shall appoint a review committee of at least six members to evaluate the application. The committee shall consist of those Board members unaffected by the policy and other individuals chosen by the coordinator and shall serve only to review the grant application in question.
- 10. Revisions** Revisions to these bylaws shall require approval of 2/3 of the Governor-appointed members.

Superseded by Revisions as of 29 October 2010 - Effective 29 January 2011