

**BY-LAWS OF THE BOARD OF TRUSTEES  
of the  
DAVIE COUNTY PUBLIC LIBRARY**

**ARTICLE I – MEMBERS**

The Board of Trustees shall be appointed by the Board of County Commissioners and shall be seven (7) in number. Trustees shall serve three-year, staggered terms and may serve two (2) consecutive terms.

The Board of Trustees should be representative of the geography and demographics of the county. Vacancies on the Board of Trustees shall be filled by the Board of County Commissioners for the unexpired term of the member creating the vacancy. The Board of Trustees shall submit recommendations to the County Board of Commissioners for appointment to each vacancy. The Library Director shall promptly notify the appointing body of any vacancies on the board.

A vacancy shall be deemed to exist on the Library Board whenever a member of the Board misses attendance at three regularly scheduled meetings in a fiscal year unless the Board shall determine that these absences are excused.

Excused absences will be accepted when the Board member notifies the Library Administrative office or another Board member before the meeting that they cannot attend.

Library employees and spouses of Library employees are not eligible to serve on the Library Board of Trustees.

**ARTICLE II – OFFICERS**

Officers of the board shall be elected annually by voice vote at the first meeting of the fiscal year, and shall be as follows: Chairman, Vice-Chairman, and Secretary.

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The Vice-Chairman shall, in the absence or disability of the Chairman, perform all the duties of the Chairman.

The Secretary of the Board shall keep a true and accurate account of all proceedings of the board meetings; shall assure minutes of each meeting are made a permanent part of the minute records. Current minutes are housed in the Library Director's office. Earlier minutes are housed in the History Room vault.

### ARTICLE III – MEETINGS

The regular meetings of the library board shall be held on the third Thursday of July, September, November, January, March, and May at 4:00 p.m. in the library.

The annual meeting shall be held at the time of the regular July meeting.

Special meetings may be called by the Chairman or upon written request of any member for the transaction of business stated in the call for the meeting.

**QUORUM:** A quorum for the transaction of business shall consist of four members of the Board.

To conduct their business, the Library Board of Trustees shall follow Roberts Rules of Order.

#### PLACING AN ITEM ON THE LIBRARY BOARD OF TRUSTEES MEETING AGENDA:

A party desiring to appear before the Board must submit a written request through the Library Director no less than seven (7) calendar days before the scheduled meeting. This written request must include the topic, purpose, necessary background information to understand the issue and what action they wish the Board to take, if any.

The speaker may address the Board for up to five minutes. The speaking time may be extended by a majority vote of the Board. The vote of the majority of the Board is considered final.

### ARTICLE IV – COMMITTEES

An *ad hoc* committee may be formed when the Chair of the Library Board deems it necessary and designates its purpose. It may be dissolved upon the completion of its tasks or at the pleasure of the Board.

The Chair of the Library Board shall appoint all committee members. Vacancies on committees may be filled by the Chair at any time.

All committees of the Library Board shall include at least two Trustees.

All actions by any *ad hoc* committee shall be recorded in written minutes of the committee meeting and shall include the exact wording of each motion and the result of each vote.

The Chair of the Library Board shall be an *ex officio* member of all Library Board committees. The Chair shall not be counted to determine the existence of a quorum. However, the Chair of the Library Board shall have a vote if in attendance at the meeting.

**COMMITTEE QUORUM:** A committee quorum is defined as a majority of the committee.

## **ARTICLE V – LIBRARY DIRECTOR**

**The Library Director shall be the executive officer of the library system and shall have general supervision and the responsibility of the libraries, under the direction of the Board of Commissioners through the County Manager, and reviewed by the Board of Trustees. The Library Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the financial operation of the library under the conditions set by county policies and with the advice and counsel of the Board of Trustees. The Library Director shall attend all board meetings except the times at which her/his appointment, evaluation, and/or salary are to be discussed and recommendations to the County Manager are decided.**

**Notices of board meetings shall be issued through the library.**

## **ARTICLE VI – ORDER OF BUSINESS**

**The order of business at the regular meetings shall be as follows:**

- Call to order**
- Minutes of the preceding meeting read and approved**
- Report of the Librarian**
- Reports of the Committees**
- Unfinished business**
- New business**
- Adjournment**

## **ARTICLE VII – REVIEW OF THE BY-LAWS**

**By-laws will be reviewed at each annual meeting.**

## **ARTICLE VIII – AMENDMENTS**

**By-laws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.**

Approved by the Board of Trustees of the Davie County Public Library

Date: September 19, 1996

Reviewed and amended July 15, 2004

Reviewed and amended June 18, 2008.

Revised and approved April 15, 2010.

Revised and approved July 21, 2011.