

CUSSETA-CHATTAHOOCHEE COUNTY PUBLIC LIBRARY BOARD BYLAWS

ARTICLE I

Duties and responsibilities of board members

Section 1: The Cusseta-Chattahoochee County Public Library Board of Trustees is the group from which the members of the Chattahoochee Valley Library Board of Trustees, the governing body of the Chattahoochee Valley Libraries, are drawn.

Section 2. The Cusseta-Chattahoochee County Public Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 3. The Cusseta-Chattahoochee County Public Library Board of Trustees shall discharge those duties delegated to it by the Chattahoochee Valley Libraries Board of Trustees. All formal actions of the Cusseta-Chattahoochee County Public Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 4. The Cusseta-Chattahoochee County Public Library Board of Trustees shall prepare and approve Cusseta-Chattahoochee County Public Library budgets and shall present the library's fiscal needs to its supporting agencies.

Section 5. The Regional Library System Director or his designated representative shall be notified in advance of all meetings of the Board or committees.

Section 6. It shall be the duty of the Cusseta-Chattahoochee County Public Library Board of Trustees to recommend the employment or dismissal of the Library Manager for the Cusseta-Chattahoochee County Public Library to the Director of the Chattahoochee Valley Libraries and other staff members as will be needed for the efficient operation of the library.

ARTICLE II

Duties of officers

Section 1: All officers of the Library Board shall be elected by and from the duly appointed voting trustees of the Library Board and shall consist of a Chair, Vice Chair, Secretary, and Treasurer and shall serve until their successors are duly elected and qualified.

Section 2: The Chair of the Library Board, who shall be elected by and from the duly appointed voting trustees of the Library Board, shall preside at all regular or called meetings of the Library Board. *The Chairman may serve up to 2 consecutive one-year terms.* The Chair shall appoint all committee chairs and shall be a non-voting ex officio member of all committees.

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Amended and Adopted September 27, 2005
Amended and Adopted May 16, 2006
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Section 3: The Vice Chair of the Library Board, who shall be elected by and from the duly appointed voting trustees of the Library Board and shall preside in the absence of the Chair. The Vice Chair may serve up to 2 consecutive one-year terms. The Chair may assign other duties to the Vice Chair.

Section 4: The Secretary of the Library Board, who shall be elected by the duly appointed voting trustees, shall record or verify the duly executed minutes of the Library Board meetings. The minutes are maintained in the office of the Library Director. The Secretary may serve up to two (2) consecutive one-year terms. The secretary shall report all changes of membership to the Library Director.

Section 5: The Treasurer of the Library Board shall be elected by and from the duly appointed voting trustees of the Library Board. The Treasurer shall serve as a Finance Committee Chair. The Treasurer may serve up to two (2) consecutive one-year terms. The Treasurer shall receive all monies, depositing same in the depository designated by the Trustees, to the Library's account. The Treasurer shall pay all approved bills and write all checks. The Treasurer shall also prepare an itemized quarterly statement of funds and report at each regular County Library Board Meeting. Official copies of all financial reports shall be kept at the library at all times. A record of all receipts, deposits and expenditures shall be forwarded to the regional board for its review, approval and recording at the next meeting. Funds should be audited annually in accordance with State Aid Criteria and other state regulations.

Section 6: Committees of the County Library Board shall be appointed as deemed necessary by the County Library Board Chair.

ARTICLE III **Meetings**

Section 1: Meetings of the Cusseta-Chattahoochee County Public Library Board of Trustees shall be held according to the provisions stated in the Bylaws of the Chattahoochee Valley Libraries.

Section 2: The Cusseta-Chattahoochee County Public Library Board of Trustees shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on a time and date specified by the Board and properly advertised (January, March, May, July, September and November)-at the Cusseta-Chattahoochee County Public Library or at some other location as designated by the Chairman.

Section 3: Prior to each regular or called meeting, the Director of the Chattahoochee Valley Regional Library System or his designated representative shall notify each member of the date, time and place of the Board of Trustees meeting. Special meetings may be called by the Board Chair or upon the written request of three members for the transaction of business stated in the call for the meeting.

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Section 4. Four members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VI of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

Section 5. The annual election of officers of the Board of Trustees shall be held at the time of the November meeting and they shall take office at the January meeting. Officers shall serve until their successors assume office.

Section 6: The local Library Manager shall be responsible for the operation of the library under the direction of the Director of the Chattahoochee Valley Libraries. or his representative. The Library Manager shall be responsible for the care of the building and for the efficiency of the library's service to the public. The Library Manager shall attend all meetings of the Board of Trustees.

Section 7: All meetings must be open to the public and the news media. The Cusseta-Chattahoochee County Public Library Board of Trustees may, however, enter into a closed session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearing or discussions on the appointment, discipline, or dismissal of an individual employee, without restricting the employee's right to a public hearing, if requested. (Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2). If the board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open meeting to be legally binding.

Section 8: The latest edition of Robert's Rules of Order (Revised), when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Cusseta-Chattahoochee County Public Library Board of Trustees.

ARTICLE IV **Attendance**

Section 1: A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2: A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the appointing authority responsible for his appointment. The local appointing authority shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE V **Reports**

Section 1: The Cusseta-Chattahoochee County Public Library shall submit all reports requested by the Regional Library System to provide the information necessary to

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complete reports required by the state, federal or local laws or regulations or to manage the Regional Library System in an efficient and business-like manner.

ARTICLE VI
Amendments

Section 1: These bylaws may be amended at any meeting of the Board of Trustees by a two-thirds vote of the members present, providing announcement of the proposed change is made preceding the meeting and all members have been notified of the proposed change and a quorum is present. All amendments to the bylaws shall be filed with the Georgia Public Library Service, a division of the Board of Regents and with the Regional Library Director or his designated representative immediately upon adoption.

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