

# STEWART COUNTY LIBRARY BOARD BYLAWS

## ARTICLE I

### *Duties and responsibilities of Board Members*

**Section 1.** The Stewart County Library Board of Trustees is the group from which the members of the Regional Board of Trustees, the governing body of the Chattahoochee Valley Libraries, are drawn.

**Section 2.** The Stewart County 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 Stewart County Library Board of Trustees shall discharge those duties delegated to it by the Regional Board of Trustees. All formal actions of the Stewart County 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 Stewart County Board of Trustees shall prepare and approve Stewart County Library budgets and shall present the library's fiscal reports and 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 Board of Trustees to recommend the employment or dismissal of the Library Manager for the Stewart County Library to the Director of the Chattahoochee Valley Libraries and other staff members as will be needed for efficient operation of the library.

## ARTICLE II

### *Duties of the officers*

**Section 1:** All officers of the Stewart County Library Board shall be elected by and from the duly appointed voting trustees of the Stewart County 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 Stewart County Library Board, who shall be elected by and from the duly appointed voting trustees of the Stewart County Library Board, shall preside at all regular or called meetings of the Stewart County Library Board. *The Chairperson may serve up to 4 consecutive one-year terms.* The Chair shall appoint all committee chairs and shall be a non-voting ex officio member of all committees.

**Section 3:** The Vice Chair of the Stewart County Library Board, who shall be elected by and from the duly appointed voting trustees of the Stewart County Library Board and shall preside in the absence of the Chair. *The Vice Chair may serve up to 4 consecutive one-year terms.* The Chair may assign other duties to the Vice Chair.

Adopted July 10, 1989

Amended and Adopted February 12, 2015 Amended and  
approved on November 9, 2017

Updated, Amended and adopted on June 15, 2023

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

**Section 5:** The Treasurer of the Stewart County Library Board shall be elected by and from the duly appointed voting trustees of the Stewart County Library Board. *The Treasurer may serve 4 consecutive 1-year terms.* The Treasurer shall receive all monies, depositing the 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 Stewart County Library Board Meeting; as well as prepare a budget in conjunction with the County Manager. 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 available to the Regional System Library Director and Regional Board of Trustees for its review. Funds should be audited annually in accordance with State Aid Criteria and other state regulations.

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

### **ARTICLE III** **Meetings**

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

**Section 2:** The Stewart County Library Board shall hold no less than two (2) regular meetings during each fiscal year. Meetings shall be held on a date and time specified and properly advertised at the Parks Memorial Public Library or at some other location as designated by the Chair.

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

**Section 4:** A majority of the appointed Stewart County Library Board of Trustees constitutes 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 Stewart County Library Board.

**Section 5:** The annual election of Stewart County Library Board of Trustees officers shall be held at the January spring meeting.

**Section 6:** The Library Manager shall be responsible for the operation of the library under the direction of the Director of the Chattahoochee Valley Libraries. 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 Stewart County Library Board.

**Section 7:** All meetings must be open to the public and the news media. The Stewart County Library Board may, however, enter a closed session for the discussion of proposed or pending litigation, deliberation or acquisition or sale of real property, or hearings or discussions on the appointment, discipline, or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the Board enters a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open Board 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 Board of Trustees of the Stewart County Library Board.

#### **ARTICLE IV**

##### **Attendance**

**Section 1:** A Stewart County Library Board member shall be removed for failure to attend three consecutive regularly scheduled meetings. (Official Code of Georgia Annotated, Title 20, Chapter 5, Article II).

**Section 2:** A letter reporting the removal and specifying the cause shall be sent to the affected Stewart County Library 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 Stewart County Library shall submit all reports requested by the Regional Library System to provide the information necessary to complete reports required by State, Federal and 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 Stewart County Library Board of Trustees by a two-thirds vote of the members present providing announcement of the proposed change is made preceding the meeting, all members have been notified of the proposed change, and a quorum is present. All amendments to these Bylaws shall be filed with the Georgia Public Library Service and the Regional Library Director or his designated representative immediately upon adoption

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