

# **By-Laws of the Muscogee County Library Board of Trustees**

## **Article I** **Introduction**

**Section 1:** The Muscogee County Library Board of Trustees, hereinafter referred to as "Library Board," shall be established to assist the Muscogee County School District, hereinafter referred to as "School District," in the operation and management of public libraries in Muscogee County, hereinafter referred to as "County Library," and the provision of library services to the community and its residents.

**Section 2:** The Library Board shall operate as a semi-autonomous body performing specific duties consistent with the policies of the Muscogee County School District, Chattahoochee Valley Libraries and the Board of Regents of the University of Georgia.

**Section 3:** The Library Board will operate in accordance with the laws of Georgia and the Open Meetings Act. For procedural matters, Roberts Rules of Order will be followed for purposes of decorum.

## **Article II** **Board Membership**

**Section 1:** Trustees of the Library Board shall be appointed by the School District and shall be over twenty-one [21] years of age and residents of Muscogee County, Georgia.

**Section 2:** Library Board trustees shall be appointed for three-year terms beginning January 1 of the appointed year and ending December 31 of the appointed term. Members may serve a maximum of two (2) consecutive terms. Members may be eligible for reappointment after one year off the board. Any member filling an unexpired term of a sitting trustee will be eligible to serve two (2) full consecutive terms.

**Section 3:** A Library Board trustee may be removed for cause.

**Section 4:** The Library Board will consist of no fewer than 7 voting trustees and no more than 14 voting trustees.

**Section 5:** Voting trustees may not miss more than three (3) consecutive meetings.

**Section 6:** There may be ex-officio trustees of the Library Board as appointed by the School District. These ex-officio trustees shall not have voting privileges as designated to duly appoint regular trustees of the Library Board.

**Article III**  
**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. In consultation with the Library Director, the Chair also shall appoint members to the Chattahoochee Valley Libraries Regional board.

**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 Chairman. The Vice Chair may serve up to 2 consecutive one-year terms. The Chairman 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. The minutes are maintained in the office of the Library Director. The Secretary may serve up to two (2) consecutive one-year terms.

**Section 5:** The Treasurer of the Library Board shall be elected by and from the duly appointed voting trustees of the Library Board, in keeping with the policies and procedures of the School District. The Treasurer shall serve as Finance Committee Chair. The Treasurer may serve up to two (2) consecutive one-year terms. The Treasurer shall, in consultation with the Library Director, her/his designee, and the Finance Committee, be responsible for presenting an annual budget for the County Library to the Library Board

**Article IV**  
**Meetings**

**Section 1:** The Library Board shall hold no fewer than four meetings in a calendar year. Meeting dates shall be set by the Board Chair in consultation with the Library Director. The next meeting date will be a board agenda item and approved as such.

**Section 2:** A quorum shall consist of a simple majority of duly appointed voting trustees in service at the time of the designated meeting. A simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Library Board.

**Article V**  
**Committees**

**Section 1:** The Standing Committees of the Library Board shall be Facilities, Finance, Operations and Executive. Ad Hoc committees will be established for specific purposes as necessary.

**Section 2:** The Facilities Committee of the Library Board shall address matters related to construction, expansion, renovation and facilities maintenance of all library buildings and realty within Muscogee County.

**Section 3:** The Finance Committee of the Library Board shall address matters related to the financial condition of the County Library including endowment funds, tax revenues, municipal funding, and other funding. The Finance Committee shall be responsible for recommending an annual budget for the Library Board.

**Section 4:** The Operations Committee of the Library Board shall address matters related to general operations, local policy, and personnel issues.

**Section 5:** The Executive Committee of the Library Board shall consist of all duly elected officers of the Library Board as well as all duly appointed committee chairs. The Library Director shall serve as a non-voting member of the Executive Committee. The Executive Committee shall have the duty to appoint and dissolve ad-hoc committees of the Library Board.

**Article VI**  
**Director and Staff**

**Section 1:** The Library Board shall select a Library Director through recommendation to the Superintendent of the School District. The Library Director must meet the qualifications as set forth by O.C.G.A. § 20-5-45 and further defined by the By-Laws of the Chattahoochee Valley Libraries.

**Section 2:** The Library Director shall be responsible for drafting an annual budget for the County Library for presentation to the Finance Committee of the Library Board.

**Section 3:** The Library Director shall submit to the Library Board at regular meetings or at least quarterly a full accounting and report of County Library operations for the preceding quarter. Annually, the Library Director shall present the Library Board a full and complete accounting of all County Library operations for the preceding fiscal year. The Library Director shall submit to the Library Board and its committees such reports as may be requested.

**Article VII**  
**Amendments**

Section 1: These By-Laws may be amended at any meeting of the Library Board by a two-thirds vote of the voting Library Board trustees present at such meeting, provided notice of such proposed amendment is given thirty [30] days in advance of the meeting.