

BYLAWS
CUSSETA-CHATTAHOOCHEE COUNTY PUBLIC LIBRARY BOARD

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Cusseta-Chattahoochee County Public Library Board of Trustees is one of the groups from which the members of the Chattahoochee Valley Regional Board of Trustees, the governing body of the Chattahoochee Valley Regional Library System, 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 Regional Library 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 Regional Library System and other staff members as will be needed for the efficient operation of the library.

ARTICLE II. DUTIES OF OFFICERS

Section 1. The Chairman shall preside at all regular or called board meetings. He shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

Adopted December 11, 2003
Amended and Adopted September 27, 2005
Amended and Adopted May 16, 2006

Section 3. The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings and have the custody of the official books, which shall be housed in the Cusseta-Chattahoochee County Public Library. He shall notify the proper appointing authorities of vacancies that may occur on the Cusseta-Chattahoochee County Public Library Board of Trustees. A copy shall be provided to the Regional Library Director. The Secretary shall send copies of the minutes of all meetings to the Director of the Chattahoochee Valley Regional Library System. He shall report changes of membership to the Director.

Section 4. The Treasurer shall be bonded and shall receive all monies, depositing same in the depository designated by the Trustees to the library's account. He shall pay all approved bills and he shall prepare an itemized quarterly statement of funds. He shall write all checks and shall report at each regular Board meeting the state of the library's funds. Official copies of all financial reports and the Treasurer's books shall be kept at the Cusseta-Chattahoochee County Public 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 shall be audited annually in accordance with State Aid Criteria and other state regulations. In the absence of the Treasurer, the Chair shall assume these duties.

Section 5. The Building and Grounds Committee shall keep in close touch with the Library Manager regarding the library's needs in terms of building maintenance and repair, expansion, addition of permanent equipment and upkeep of the grounds. The Committee shall make recommendations to the Board of Trustees and to the Finance Committee as needed.

Section 6. The Finance Committee shall make a careful study annually of the library's need and prepare a budget to be presented to the Board of Trustees at the beginning of the fiscal year. The Finance Committee shall recommend the need for increases in library appropriations; negotiate with the appropriating agencies from time to time as needed to provide for the library's welfare and support. The Committee shall report any negotiations or transactions at each meeting of the Board of Trustees.

Section 7. The Committee on Constitution and Bylaws shall periodically review the library's Constitution and Bylaws and bring to the Board's attention any matters that need revision in order to maintain a progressive organization and to insure that the library's official documents are up-to-date. The Committee will report as needed.

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 Regional Library System.

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Amended and Adopted September 27, 2005
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Section 2. Schedule. 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.

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 executive committee shall meet as called by the Chairman at a time designated. A quorum shall consist of three members.

Section 7. Special meetings may be called by the Chairman, or upon written request of three members for the transaction of business stated in the call for the meeting.

Section 8. Order of Business: Call to Order, Approval of Minutes, Public Comment, Approval of Treasurer's Report, Report of the Library Assistant, Report of the Regional Library, Report of Committees, Unfinished Business and New Business.

Section 9. The local Library Manager shall be responsible for the operation of the library under the direction of the Director of the Chattahoochee Valley Regional Library System 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 10. 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.

Adopted December 11, 2003
Amended and Adopted September 27, 2005
Amended and Adopted May 16, 2006

Section 11. 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. REPORTS

The Cusseta-Chattahoochee County Public Library shall submit all reports requested by the Regional Library System to provide the information necessary to 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 V. 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 VI. AMENDMENT

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.

Adopted December 11, 2003
Amended and Adopted September 27, 2005
Amended and Adopted May 16, 2006