

MARION COUNTY LIBRARY BOARD

BYLAWS

ARTICLE I - DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

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

Section 2. The Marion 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 County 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 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 County Board of Trustees shall prepare and approve County 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 Board of Trustees to recommend the employment or dismissal of the Library Manager for the Marion County Library to the Director of the Chattahoochee Valley Regional Library and other staff members as will be needed for efficient operation of the library.

ARTICLE II - DUTIES OF THE 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.

Section 3. The Secretary-Treasurer 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 County Library. He shall notify the proper appointing authorities of vacancies, which may occur on the County Library Board. 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.

Adopted July 6, 1989

Amended and Adopted January 10, 2006

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 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.

Section 5. The Building and Grounds Committee shall keep in close touch with the county 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 needs 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 Marion County Library Board of Trustees shall be held according to the provisions stated in the Bylaws of the Chattahoochee Valley Regional Library System.

Section 2. The County Library Board 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 date and time specified and properly advertised in the months of January, April, July and October at the Marion 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 Regional Library System or designated representative shall notify each member of the date, time and place of the County Board 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

Adopted July 6, 1989

Amended and Adopted January 10, 2006

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 January meeting.

Section 6. The Executive Committee shall meet as called by the Chairman of the Board. A quorum shall consist of three members.

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

Section 8. The order of business:

- Call to Order
- Public Comment
- Approval of Minutes
- Approval of the Treasurer's Report
- Report of the Library Manager
- Report of the Regional Library
- Report of the Committees
- Unfinished Business
- New Business

Section 9. Library Manager

The 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.

Section 10. All meetings must be open to the public and the news media. The County Board may, however, enter into 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. (Official Code of Georgia Annotated, Title 20, Chapter 5, Article II). 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 Board meeting to be legally binding.

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 Board of Trustees of the Marion County Library Board.

Adopted July 6, 1989

Amended and Adopted January 10, 2006

ARTICLE IV – REPORTS

The County Library System 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 V – ATTENDANCE

Section 1. A Board member shall be removed 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, all member have been notified of the proposed change and a quorum is present.

All amendments to these Bylaws shall be filed with the Division of Public Library Services of the Georgia Department of Education and the Regional Library Director or his designated representative immediately upon adoption.

Adopted July 6, 1989

Amended and Adopted January 10, 2006