

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 Regional Library System 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 are required to attend a minimum of six (6) meetings in a calendar year and may not miss 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 Chairman, Vice Chair, Secretary, and Treasurer and shall serve until their successors are duly elected and qualified.

Section 2: The Chairman 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 Chairman shall, in consultation with the Executive Committee, appoint all committee chairmen and a parliamentarian, and shall be a non-voting ex-officio member of all committees.

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 of the Library Board shall record all official actions of the Library Board, keep a record of attendance at Library Board meetings, and shall serve as custodian of the official books, which shall be housed in the office of the Library Director. The Secretary may serve up to 2 consecutive one-year terms. The secretary shall notify the proper appointing authorities of vacancies that occur on the Library Board.

Section 5: The Treasurer of the Library Board, who 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, maintain financial reports of the County Library and serve as Finance Committee Chair. The Treasurer may serve up to 2 consecutive one-year terms. The Treasurer shall, in consultation with the Library Director and the Finance Committee, be responsible for presenting an annual budget for the County Library to the Library Board. The Treasurer shall routinely deliver to the Library Board a complete accounting of funds deposited or received for the benefit of the County Library from the Chattahoochee Valley Community Foundation, Inc., the Muscogee County Library Foundation, Inc., or any other funding source.

Article IV
Meetings

Section 1: The Library Board shall hold no less than four meetings in a calendar year with a minimum of one [1] meeting per calendar quarter in January, April, July and October at a time and a place to be determined by the Library Board. The next meeting date will be an agenda item and will be 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 Board Development/Nominating, Facilities, Finance, Operations, Personnel, and Executive.

Section 2: The Facilities Committee of the Library Board shall oversee 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 oversee 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 oversee the general operations addressing policy creation, policy approval and policy modification of the Library in consultation with the Library Director. This committee will be responsible for executing the library gift policy.

Section 5: The Personnel Committee of the Library Board shall oversee personnel matters. This committee will address policy creation, policy approval and policy modification. This committee may address all matters related to employee discipline and library safety in consultation with the Library Director. The committee members shall be appointed by the Chairman in consultation with the Executive Committee

Section 6: 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 chairmen. 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. The Executive Committee shall appoint members of the Library Board to serve as the County Library members to the Chattahoochee Valley Regional

Library System. The Executive Committee will be responsible for planning for the growth and development of the Muscogee County Library System and will update the plan annually. The Executive Committee shall be authorized to act in lieu of the full board when necessary. Any action taken shall be presented to the full Board at the next regularly scheduled meeting of the 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 Regional Library System.

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 may, in consultation with the Personnel Committee, fill staff vacancies in a timely fashion and shall be authorized to select employees and recommend the hiring of employees to the Muscogee County School Board. The Library Director shall select staff for authorized and budgeted positions only. New or revised positions shall be presented to the Personnel Committee for approval.

Section 4: The Director shall submit to the Library Board at regular meetings or at least quarterly a full accounting and report of all 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.