

# STEWART 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 Libraries 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 County Library Board of Trustees shall discharge those duties delegated to it by the Chattahoochee Valley Libraries 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 Chattahoochee Valley Libraries Director or his designated representative shall be notified in advance of all meetings of the Board or committees.

### ARTICLE II - DUTIES OF THE OFFICERS

**Duties.** The Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

**Section 1.** To approve local budgets prepared by the branch manager and/or library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies;

**Section 2.** To attend local board meetings;

**Section 3.** To establish local policies governing library programs, where there is no regional policy governing that area of service, including rules and regulations governing the use of the library;

**Section 4.** To set local policy for the administration of gifts of money and property;

**Section 5.** To present financial and progress reports to governing officials and to the public;

Adopted July 10, 1989

Amended and Adopted February 12, 2015

Amended and Approved on November 9, 2017

**Section 6.** To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms;

**Section 7.** The County Library Board of Trustees is the group from which are drawn the members of the Chattahoochee Valley Libraries Regional Board, the governing body of the Chattahoochee Valley Libraries;

**Section 8.** To notify the library system director, in advance, of all meetings of library boards and board committees.

### **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 County Library Board shall hold no less than two regular meetings during each fiscal year. Meetings shall be held on a date and time specified and properly advertised in the Spring and Fall. Meetings will be held at the Parks Memorial 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 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 Fall 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  
Approval of Minutes  
Public Comment  
Approval of the Treasurer's Report  
Report of the Library Manager  
Report of the Director

Adopted July 10, 1989

Amended and Adopted February 12, 2015

Amended and Approved on November 9, 2017

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 Libraries 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. All library employees are employees of the Chattahoochee Valley Libraries and the Muscogee County School District.

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 an executive 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 an executive 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 Stewart County Library Board.

**ARTICLE IV – REPORTS**

The County Library System shall submit all reports requested by the Chattahoochee Valley Libraries to provide the information necessary to complete reports required by State, Federal and local laws or regulations, or to manage the library system in an efficient and business-like manner.

**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 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 Chattahoochee Valley Libraries Director or his designated representative immediately upon adoption.

Adopted July 10, 1989  
Amended and Adopted February 12, 2015  
Amended and Approved on November 9, 2017