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## 7: BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

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### BYLAWS

#### YORK COUNTY PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES

##### ARTICLE I – BYLAWS ESTABLISHED

The York County Public Library Board of Trustees hereby adopts the following articles in order to facilitate the duties of said Board in accordance with the establishment of said board by the York County Board of Supervisors.

##### ARTICLE II – NAME

The name of this organization shall be York County Public Library System Board of Trustees, existing by virtue of the provisions of title 42, Section 1-35 of the *Code of Virginia*, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

##### ARTICLE III – PURPOSE

The Board of Trustees shall be established to manage and control the free public library system, as established by the Board of Supervisors. Pursuant to the provisions of Title 42, Section 1-35 of the *Code of Virginia*, the Board of Trustees shall have control of the expenditures of all moneys credited to the library fund, and shall have the right to accept donations and bequests of money, personal property or real estate for the establishment and maintenance of such free public library system or endowments for the same. The Board of Trustees shall also implement such programs and practices and shall abide by such requirements as may be adopted by the Virginia State Library Board to enable York County Public Library System to qualify for state grants-in-aid.

##### ARTICLE IV – OFFICERS

**Section 1: Officers.** Officers of the board shall consist of a Chairman and a Vice-Chairman. Additional officers may be elected as needed.

**Section 2: Election of Officers/Terms.** Officers shall be elected following a process of soliciting nominations from the members of the board. A candidate receiving a majority vote shall be declared elected to that office. Officers shall be elected at the Annual Meeting to serve for a term of one year. They shall take office on January 1<sup>st</sup>. There are no restrictions regarding nomination and/or reelection of officers to the same or to other officers in this board.

**Section 3: Vacancies.** In the case of an officer vacancy, an election shall be held at the next meeting following each vacancy, provided that at least five days written notice of such election shall have been previously sent to all members.

#### ARTICLE V – DUTIES OF OFFICERS/MEMBERS/LIBRARIAN

**Section 1: Chairman.** The Chairman shall call meetings, conduct meetings, and represent the board at meetings of the York County Board of Supervisors or other appropriate bodies. The Chairman may appoint subcommittees as he or she deems appropriate. The Chairman will, either orally or in writing, report to the Board of Supervisors on the activities of the board at least annually.

**Section 2: Vice-Chairman.** The Vice-Chairman shall substitute for the Chairman when necessary and shall become Chairman if the office of Chairman becomes vacant.

**Section 3: Members.** Each member of the board shall be responsible for attending all called and special meetings of the board. The Manager of Library Services shall also attend all meetings. Members shall notify the secretary when they must be absent. The members shall actively participate in the activities of the board in the accomplishment of its mission. All members, with the exception of honorary, associate, or ex-officio members, shall have full voting rights and privileges.

#### ARTICLE VI – MEETINGS

**Section 1: Scheduling Meetings.** The date, time and place for regularly scheduled board meetings shall be established by the membership at the annual meeting each year. The “annual meeting” shall be the first meeting of the program year. The program year shall start on July 1<sup>st</sup> and run through June 30<sup>th</sup> of the following year.

**Section 2: Special Meetings.** Special meetings may be called by the chairman or by a written request of at least two members, with the time, date, place and purpose to be designated in the notice of such call to all members. Such notice shall be delivered to all members at least 24 hours in advance of the special meeting.

**Section 3: Attendance.** Trustees will attend all monthly Board meetings on a regular basis. Trustees who have unexcused absences from three consecutive meetings or a total of five meetings for the calendar year will be considered for removal from the Board. As an absentee pattern develops and is noticeable, the Chair of the Board will consult with the offending Trustee to encourage him/her to attend the meetings as required by policy and to determine the cause of the absenteeism. If the cause is deemed reasonable by the other Trustees, the absent member will be expected to correct the absenteeism as soon as possible and continue to serve on the Board. If the cause offered is deemed unreasonable by the other Trustees, the absent member will be recommended for removal from the Board.

**Section 4: Quorum/Voting.** A simple majority of the membership serving shall at all times constitute a quorum. Motions shall be adopted by a majority of those members present and voting.

**Section 5: Rules of Order.** Meetings shall be conducted in accordance with procedures prescribed in these bylaws and decisions reached only after full consideration and debate on the issue in question. General parliamentary rules, as given in Robert's Rules of Order, shall be observed in the conduction of all meetings when they are not in direct conflict with these bylaws.

**Section 6: Minutes.** Minutes of each meeting shall be kept by the Director of Library Services or a library staff member designated by the Director of Library Services.

**Section 7: Citizen Comment Period.** During Citizens Comment Period, speakers wishing to address the Board shall clearly state their name and address. Unless approved by the Chairman, or by the Vice Chairman in the Chairman's absence, only York County citizens or persons who own property or businesses in the County shall be allowed to address the Board during the Citizens Comment Period. Speakers shall limit their remarks to three (3) minutes and may not yield any unused portion of their speaking time to others. Each speaker shall be limited to one appearance at each Regular Meeting of the Board. Speakers shall be limited to speaking on the same subject not more than three times within any 12-month period.

Board members shall limit their comments to insure participation by the public without Board interference.

**Section 8: Conduct of Public.** The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum. The Board's integrity and dignity will be established and maintained at all times during the conduct of public business, and the Board will permit no behavior which is not in keeping with this policy. The use of abusive or profane language, personal attacks on Board members, the failure to comply with time limits on speakers, or other forms of offensive conduct will not be tolerated. The Chairman will maintain proper order at all times during all meetings of the Board and shall effect the removal from any meeting of any person guilty of offensive conduct if the offending party fails or refuses to cease such conduct.

## ARTICLE VII – AMENDMENTS

These bylaws may be amended by the board subject to a quorum vote.

## ARTICLE VIII – BY-LAWS, FREEDOM OF INFORMATION ACT, AND CONFLICT OF INTEREST ACT

The Board of Trustees will review the By-laws, Freedom of Information Act, and Conflict of Interest Act annually. The review will take place at the Board's scheduled meeting in January. The purpose of the review is to reacquaint the Trustees with their responsibilities, and to update any needed changes in the By-laws. Prior to that meeting each Trustee will review the documents, independently, in preparation for Board discussion.

#### ARTICLE IX – GIFTS AND DONATIONS

All gifts and donations to the library system whose value is greater than \$2,500 will be brought before the Board for review and acceptance. The review will include disposition of the gifts/donations with emphasis of addressing the system's greatest needs. In this regard the Board will rely on the Director of Library Services' day-to-day operational experience as to where to use the gifts/donations to achieve the greatest good for the system. In addition, the Director of Library Services will on a quarterly basis keep the Board informed of gifts and donations whose value is less than \$2,500.

#### ARTICLE X – BOARD FUND

The Board of Trustees fund will be used, but not exclusively, for the following purposes: (1) Trustee professional organization memberships, (2) Trustee continuing education expenses, (3) Trustee service recognitions, (4) Individual employee service recognition, (5) Annual staff service recognition breakfast, (6) Support for York County's Safety Town program.

#### ARTICLE XI – TRUSTEE ORIENTATION

Newly appointed Trustees will receive an orientation about the York County Public Library System. The orientation will consist of three presentations. The first will be given by the Director of Community Services, who is liaison to the Board of Trustees for the York County Board of Supervisors. The Director will cover the role of the library system in the county, the relationship of the Board of Trustees to the Board of Supervisors, and where the library system fits into the county organizational structure.

The second presentation will be given by the Chair of the Board of Trustees. The Chair will explain the Board's role of governance, policy making, and planning; the role of a Trustee as a Board member; the reporting relationship between the Board of Trustees and the Board of Supervisors; and the working relationship between the Board of trustees' governance responsibilities and the Director of Library Services' operational responsibilities. In addition, the Chair will cover the Board's By-laws and its Policies.

The third presentation will be given by the Director of Library Services. It will include the role of a Trustee as outlined in the Virginia Public Library Trustee handbook, the library system's structure, budget, services, programs, five-year plan, and relationship

with the Library Foundation and the Friends of the Library. Also, the Director will give the new Trustee a tour of the system's central and branch facilities, and introduce him/her to senior staff and supervisors.

## ARTICLE XII – CONTINUING EDUCATION

Each Trustee is encouraged to attend a continuing education presentation annually. The purpose of this attendance is to keep the Trustees abreast of the latest changes and updates in programs, services and technologies within the library discipline. The Director of Library Services will keep the Trustees apprised of the various workshops, seminars and conferences offered throughout the year by the American Library Association and the Virginia Library Association.

*Amended: October 8, 2015*