

# By-Laws - Board of Trustees

By-Laws as of June, 2009

## BY-LAWS

### Of

## The Board of Trustees of The Richmond County Public Library

### Article I

#### Name

The name of the board shall be The Board of Trustees of The Richmond County Public Library.

### Article II

#### Purpose

The Richmond County Public Library was established to provide resources to serve the informational, educational, and cultural interests of the residents of Richmond County by developing programs and furnishing materials for the pre-school child through the senior citizen to promote life long learning.

The Richmond County Public Library and the Rappahannock Community College Library combine their resources and staff to offer all library patrons an expanded and diverse collection, a specialized staff, sophisticated technology and other aids and support in a seamless operation.

### Article III

#### Board of Trustees

**Section 1.** The Board of Trustees is a volunteer board whose members are appointed by the Richmond County Board of Supervisors upon recommendation of the Board of Trustees, It shall consist of no less than five or more than nine members. In addition there may be advisory members of the Board such as an acting Public Librarian, the Dean of Learning Resources, the Friends of the Library President, library staff members and

the County Administrator.

**Section 2.** Board members shall serve a term of four years and no more than two consecutive terms.

**Section 3.** Board members with four absences in a year's time may be dismissed from the board upon approval of the Richmond County Board of Supervisors. The absentee member must be notified of this action by letter from the Board Chairman.

## **Article IV**

### **Officers**

**Section 1.** The officers of the Board shall consist of a Chair and Vice Chair elected by the Board.

**Section 2.** Officers shall serve a term of two years. They may serve no more than two consecutive terms.

**Section 3.** Duties

a. The Chair shall preside at all Board meetings, appoint committee members and perform other duties associated with the office.

b. The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.

## **Article V**

### **Meetings and Attendance**

**Section 1. Meetings**

a. Regular meetings of the Board shall be monthly. The dates, times and places are to be specified annually at the organizational meeting in June. Regular meetings shall be open to the public.

b. Special meetings may be called by the Chairman or upon request of the majority of the members of the Board for the transaction of business stated in the request for the meeting. Notice of all special meetings shall be emailed or telephoned by the acting Public Librarian, a designee, or the Board Chairman to all members of the Board at least two days prior to the meeting.

**Section 2. Attendance**

Members are expected to attend the meetings of the Board and to participate in the work of the committees to which they are assigned. Absences - see Article III, Section 4.

## **Article VI**

### **Committees**

**Section 1.** Standing committees shall consist of a personnel committee, a finance committee, and a planning committee.

**Section 2.** Special committees for the study and investigation of specific problems pertaining to the Library may be appointed by the Chair.

**Section 3.** A nominating committee shall be appointed as needed by the Chair. Section 4. The Chair shall be an Ex-officio member of all committees except the nominating committee.

## **Article VII**

### **Voting**

**Section 1.** A majority of Board members constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

**Section 2.** Passage of a motion requires a simple majority.

## **Article VII**

### **Personnel**

The Dean of Learning Resources serves as the Acting Director of the Richmond County Public Library and attends all Board meetings. The Dean of Learning Resources, or a designee, shall serve as Secretary to the Board.

## **Article IX**

### **Fiscal Policies**

The annual plan of operation, including the operating budget, must be approved by the Board prior to July 1 of the fiscal year for which it is proposed. Operating expenditures under the plan are to be reviewed monthly.

## **Article X**

### **Revisions and/ or Amendments**

**Section 1.** Revisions and/or amendments to these by-laws must be passed by a majority of the Board at a regular meeting, provided the proposed revision or amendment has

been submitted to the members of the Board at the preceding meeting and the members absent at the meeting have been duly notified. In case of absences by individual members at the voting meeting, voting may be done by written proxy delivered to the Chair prior to the voting.

**Section 2.** Revisions and/or amendments must be on file with the Richmond County Board of Supervisors.

## **Article XI**

### **Parliamentary Authority**

Roberts Rules of Order shall govern the parliamentary procedures of the Board except where these bylaws may take precedence.

Adopted 1993

Amended July, 2009