

THE MONTGOMERY CITY-COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

BYLAWS

ARTICLE I

NAME

The name of this organization is the Board of Trustees of the Montgomery City-County Public Library.

ARTICLE II

MISSION

Section 1. The Board of Trustees shall have those duties and responsibilities authorized by the Code of Alabama, 1975, §11-90-1 et seq. seq.

Section 2. The Board of Trustees shall provide informed oversight of library operations and fund expenditures; help shape, review, and ultimately approve, modify or reject policy recommendations; study and interpret the service needs of the community; and actively strive to support the strategic initiatives of the library director and staff.

ARTICLE III

MEMBERS

Section 1. The Board of Trustees is comprised of fifteen trustees, to be appointed by the Montgomery County Commission and the Montgomery City Council.

Section 2. The terms of membership on the library Board shall be for four years. Vacancies are filled in the manner by which members are regularly named and are filled for the remainder of the un-expired term.

Section 3. A trustee may be removed by the appointing authority and only upon a showing of good cause. If a trustee misses three consecutive Board meetings the appointing authority will be notified and requested to replace the subject trustee.

Section 4 Trustees serve without compensation, except that necessary traveling and subsistence expense incurred may be paid from the public library fund.

Section 5 Adjunct Members. The Board may appoint adjunct members to sit with the Board and participate in its deliberations and decisions. The Board shall specify terms of adjunct members. Adjunct members shall hold all rights and privileges of regular Board members except a regular Board member shall serve as president of the Board, and all official actions and votes of the Board shall require the affirmative vote of three regular Board members to be adopted.

## ARTICLE IV OFFICERS AND DUTIES

Section 1. The officers of the Board shall be a President, Vice President, Secretary and Treasurer. The Board may name such other officers as it deems necessary.

Section 2. The officers shall serve terms of one year and may be elected to succeed themselves during their term of office.

Section 3. All officers shall be elected at the annual meeting of the Board and hold office until their successors are elected. If a vacancy occurs in any of the said offices of the Board, the vacancy shall be filled for the balance of the term by the Board at the next meeting following the vacancy.

Section 4. The President shall act as Chief Executive Officer of the Board, presiding at all meetings of the Board and shall appoint such committees, with the approval of the Board, as may be deemed necessary to carry out the purposes of the Board. The President will be an ex-officio member of all committees except the Nominating Committee.

Section 5. The Vice President shall act as Chief Executive Officer of the Board in the absence of the President. The Vice President will fill the vacancy if the President vacates the position for any reason.

Section 6. The Secretary shall be responsible for the minutes and all other pertinent documents.

Section 7. The Treasurer shall be authorized along with the Director, to co-sign all checks issued in the name of the Library. In the absence of the Treasurer or the inability of the Treasurer to serve, the President or the Vice President may perform the duties of the Treasurer. In the absence of the Director or the inability of the Director to serve, The President or Vice President may cosign checks.

Section 8. The Board and its officers will be provided legal assistance in defending any action of the Board, the Library administration, or its Staff, provided that action was undertaken with the best interests of the Library and in the belief that it was proper and required.

## ARTICLE V COMMITTEES

Section 1. The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one year by appointment of the President and approval of the Board.

Section 2. Special committees may be appointed by the President and approved by the Board.

Section 3. A Nominating Committee of two shall be appointed at the first Board meeting after the annual meeting. In December the committee will present a slate of officers to the Board and the election will be held at the annual meeting in January.

## ARTICLE VI MEETINGS

Section 1. The regular meeting of the Board of Trustees shall be held as prescribed in the Standing Rules. The Board will abide by all requirements of Alabama law regarding open meetings.

Section 2. The annual meeting of the Board shall be during the month of January at such time and at such place as designated by the Board.

Section 3. A quorum of the Board consists of eight members.

Section 4. Special meetings may be held at any time when called by the President or at the request of a quorum of members. All members must be notified, in writing, at least five days in advance of a special meeting. Only items on the announced agenda may be considered at a special meeting.

## ARTICLE VII PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order*, latest revision, shall govern the proceedings of the Board and of its committees to the extent applicable. Parliamentary procedure is the accepted method of conducting business, which allows everyone to be heard as part of an orderly process.

ARTICLE VIII  
Amendment of Bylaws

These bylaws or any policy documents of the Board may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

These Bylaws adopted by the Board of Trustees of the Montgomery City-County Public Library on November 4, 2004.

STANDING RULES

1. The order of business at all regular meetings of the Board shall be as follows:
  - Call to order
  - Recognition of visitors and establishing timeline for presentations
  - Minutes of Previous Meeting
  - Secretary-Treasurer's Report
  - Director's Report
  - Report of Officers & Committee reports
  - Report of the Friends of the Library
  - Unfinished Business
  - New Business
  - Adjournment
  
2. The regular meeting of the Board of Trustees shall be held the first Thursday of each month, at a time designated by the Board during the annual meeting.

Adopted: November 4, 2004

Updated: March 8, 2007