

## **Bylaws of the James L. Hamner Public Library Board of Trustees**

### **ARTICLE I: BOARD COMPOSITION AND OATH**

#### **Section 1: Name**

The name of the Board shall be "THE BOARD OF TRUSTEES OF THE JAMES L. HAMNER PUBLIC LIBRARY OF AMELIA COUNTY."

#### **Section 2: Members**

Pursuant to the requirements of the general Code of Virginia, the Board of Trustees of the James L. Hamner Public Library shall consist of 15 members: two from each district and five at-large. They shall be recommended by the Library Trustees Nominating Committee and be appointed by Amelia County Board of Supervisors for a term of four years. The Nominating Committee is to consider for reappointment only those members who have regularly attended Board and committee meetings. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen. A member shall not receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from library funds when authorized by the Board. A member of the Board may be removed for neglect of duty by the governing body making the appointment. (Board of Supervisors)

#### **Section 3: Emeritus Trustees**

Emeritus Trustees are former Board members who have served at least three (3) terms and serve the library and the Board of Trustees in an advisory capacity. They may be invited by the Board when they retire from active participation.

#### **Section 4: Oath of Office**

Upon appointment, the following oath of office shall be taken by each member:

I do solemnly swear (or affirm) I will support the Constitution of the United States and the Constitution of Virginia and that I will fully and impartially discharge and perform all of the duties encumbered upon me as a member of this Board of Trustees of the James L. Hamner Public Library according to the best of my ability, so help me God.

## ARTICLE II: TERMS AND DUTIES

### **Section 1: Officers**

The officers shall be the Chairperson, a Vice-Chairperson, a Recording Secretary and a Corresponding Secretary, and Treasurer elected from among the appointed trustees. These officers shall constitute the Executive Board plus the immediate past chair.

### **Section 2: Nominations**

The Nominating Committee shall be appointed by the Chairperson and will present a slate of officers at the January Quarterly meeting who will be elected in April and take office on July 1. Additional nominations may be made from the floor during the January Quarterly Meeting.

### **Section 3: Length of Term**

Officers shall serve a term of two years beginning on July 1 of odd-numbered years.

### **Section 4: Duties of Chairperson**

The Chairperson shall preside at all regular and Executive Board meetings, authorize calls for the special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, notify all members of called, regular and executive meetings of the Board and generally perform all duties associated with that office.

### **Section 5: Duties of Vice-Chairperson**

In the absence or disability of the Chairperson or a vacancy in that office, the Vice-Chairperson shall assume and perform the duties and functions of the Chairperson.

### **Section 6: Duties of Recording Secretary**

The Recording Secretary shall keep a true and accurate record of all regular and executive meetings of the Board, and shall perform such other duties as are generally associated with this office.

### **Section 7: Duties of Corresponding Secretary**

The Corresponding Secretary shall keep a current list of Trustees, together with addresses, and conduct the correspondence of the Board.

### **Section 8: Duties of Treasurer**

The Treasurer shall keep the Board advised concerning investment and deposit of monies on the Special Fund for contributions, memorials to the James L. Hamner Public Library, and other gifts.

## ARTICLE III: BOARD MEETINGS

### **Section 1: Regular Meetings**

Regular Board of Trustee meetings shall be held on the third Tuesday of odd-numbered months at 7:00 p.m. Scheduled meetings will be cancelled on days that schools are closed because of bad weather. Members shall be notified of the rescheduled meeting date.

### **Section 2: Special Meetings**

Special meetings may be held at any time at the call of the Chairperson or Vice-Chairperson or a called meeting of any two member of the Board, provided that notice thereof be given to all members four business days in advance of the special meetings.

### **Section 3: Quorum**

A quorum at any meeting shall consist five or more members and one officer.

### **Section 4: Order of Business**

The order of business for the regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- (a) Roll call of members
- (b) Disposition of minutes of previous regular meeting and any interesting special meeting
- (c) Recording Secretary's Report
- (d) Corresponding Secretary's Report
- (e) Treasurer's Report
- (f) Librarian's Report
- (g) Committee Reports
- (h) Unfinished or old Business
- (i) New Business
- (j) Adjournment

### **Section 5: Conduct of Meetings**

Conduct of meetings: Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

## ARTICLE IV: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of the library service to the public, and for its financial operations within the limitations of budgeted appropriation. The Library Director shall make reports at the regular meetings to the Board and at any other time as required by the Board. She/He is responsible for the performance of all other duties as listed in the job description.

## ARTICLE V: COMMITTEES

### **Section 1: Appointment**

The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is to be made to the Board.

### **Section 2: Progress Report**

All committees shall make a progress report to the Board at each of its meetings.

### **Section 3: Advisory Powers**

No committee will have other than advisory powers unless, by a suitable action of the Board, it be given specific power to act.

## ARTICLE VI: GENERAL

### **Section 1: Approval of Action**

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and move or second a proposal before the Board.

### **Section 2: Amendment of By-Laws**

The bylaws may be amended by the majority vote of the majority of the members of the Board in attendance at a meeting at which there is a quorum. Proposed amendments shall be presented in writing at a regular Board meeting for consideration, be discussed and voted upon during the next Board meeting and if approved, become effective at the following Board meeting.

**Section 3: Suspension of Rule or Resolution**

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid it shall be by unanimous vote of all members present.

**Section 4: Governance of Board**

In general, except as otherwise specified by a vote of the full Board, the Board shall align itself with the Library of Virginia's Trustee Manual.

Compiled by the By-Laws Committee

James L. Hamner Public Library

Elva Warren, Chairperson

Elizabeth Wetsel

Florence McReynolds

March 1, 1991

And containing amendments from October 2001, July 2006, July 2009, October 2015