

**By-Laws**  
**Hood County Library Advisory Board**

**ARTICLE I**

**NAME:**

**As authorized by the Hood County Commissioners' Court, this body shall be known as the Hood County Library Advisory Board (Board).**

**ARTICLE II**

**Section 1.**

**The regular meeting of the Board shall be held in the Jeanell Morris wing of the library at 222 N. Travis St., Granbury, TX 76049, or such other place that the Board Chair may determine.**

**Section 2.**

**Special meetings may be called by the Chair or any two members of the Board, provided that notice thereof is given to all Board members.**

**Section 3.**

**A majority of the members shall constitute a quorum at all meetings of the Board.**

**Section 4.**

All questions presented for a vote of the Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

**Section 5.**

Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to Commissioners' Court a replacement to be appointed for the balance of the unexpired term.

**Section 6.**

Robert's Rules of Order, Newly Revised, shall govern in the parliamentary procedure of the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Section 7.**

The public is welcome to attend Board meetings at any time, except when the Board is in Executive Session, as defined by law. The time and place of the meetings shall be posted at the appropriate county government office. Any visitor who wishes to address the Board must notify the Library Director at least three (3) days before the scheduled meeting. Remarks by visitors are limited to (3) minutes in length, not including questions from the Board. All visitors are expected to conduct themselves in a manner consistent with the orderly proceedings of the meeting. Visitors who cause a disturbance may be asked to leave the meeting.

## **ARTICLE III**

### **OFFICERS**

#### **Section 1.**

**The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.**

#### **Section 2.**

**Officers shall serve a term of one year from the annual meeting in January, at which time they are elected and until their successors are duly selected.**

#### **Section 3.**

**Vacancies in office shall be handled as follows:**

- a) In the event of the resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.**
- b) Vacancies in offices other than the Chair shall be filled for the unexpired term by special election.**

## **Section 4.**

**Duties of the officers shall be as follows:**

- a) Chair:**
  - i) Preside at all meetings**
  - ii) Represent the Board at public functions**
  - iii) Appoint committees**
  - iv) Establish the agenda for each meeting, including agenda items requested by an Board member**
  - v) Know the program and problems of the library in relation to the community; keep abreast of library trends and problems and translate these into goals and objectives annually**
- b) Vice-Chair:**
  - i) Assist the Chair in directing the affairs of the Board**
  - ii) Act in the Chair's absence**
- c) Secretary:**
  - i) Be responsible for the accuracy of the minutes of the Board meetings and bring any corrections to the attention of the Board at its next meeting**

## **ARTICLE IV**

### **COMMITTEES**

#### **Section 1.**

**Committee of one or more members each may be appointed from time to time by the Chair or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be ongoing (standing) committees for continuing purposes or projects of the Board. The standing committees shall include, but not be limited to (a) By-Laws; (b) Nominating.**

## **ARTICLE V**

### **LIBRARY DIRECTOR:**

**The Library Director's duties and responsibilities include:**

- **Meeting with the library board at regularly scheduled meetings**
- **Helping prepare the meeting agenda with the board chair**
- **Keeping the board informed of the activities, acquisitions, and new personnel of the library**
- **Informing the board regarding budget and financing implications**
- **Guiding the board with professional expertise**
- **Directing the care and maintenance of the library building and equipment**
- **Supervising the selection, training, and performance of the library staff**
- **Preparing the annual budget proposal**
- **Overseeing the expenditures of the budget**
- **Assuming the responsibility for the monthly and annual reports of library services and activities**
- **Attending meetings, workshops, seminars, and conferences of organizations appropriate to the library and management fields**
- **Supervising the selection and processing of all library materials and equipment**
- **Keeping informed of library trends through professional reading**

## **ARTICLE VI**

### **POWERS AND DUTIES OF BOARD MEMBERS**

#### **Section 1.**

**Composition of the Board: The Board shall be made up of nine (9) members**

## Section 2.

**Election of officers:** The Nominating Committee shall be responsible for presentation of a new slate of officers at the regular December meeting, and if the Board approves the slate, the new officers will begin serving in January. Members of the Nominating Committee may also be nominees for the proposed new slate of officers.

## Section 3.

**Election and Appointment of Board members:** Members of the Board ***are appointed by the Commissioners' Court*** for a term of three (3) years, and shall serve for a second term, if appointed, for a maximum of two (2) consecutive terms of three (3) years each.

## Section 4.

**Board Members Emeritus:** Board members whose terms have expired may continue to attend Board meetings and enter into all discussions, but will not vote on any matters.

## Section 5.

**Board members' duties and responsibilities include:**

- Attending Board meetings
- Acting in an advisory capacity to the governing body in matters that pertain to the library
- Receiving suggestions and recommendations from citizens relating to library service
- Referring complaints, compliments, and suggestions to the library director
- Knowing how the library is organized and functions

- **Knowing the collection, the staff, and the activities of the library in order to communicate knowledgeably with citizens and with elected officials**
- **Recognizing the library director and others on the staff are professionals in the field of librarianship and respecting their expertise**
- **Remembering that advising is not deciding; the board's role is to make recommendations to the governing body**
- **Acquiring an awareness of public library standards and library trends**
- **Becoming informed about state and national library laws and actively support state and national library legislation which would improve and extend library service**
- **Supporting intellectual freedom and the right to access in the public library**

#### **ARTICLE VII.**

**These by-laws, or any rule or resolution of the Board, may be amended, or suspended temporarily, by a majority at any regular meeting, provided all members have been notified of the proposed amendments at least ten (10) days prior to such meeting. Such amendment would then be subject to approval by the Hood County Commissioners' Court.**

**Approved by vote of the Hood County Library Advisory Board on August 13, 2009.**