

BYLAWS OF THE ELWOOD PUBLIC LIBRARY BOARD OF TRUSTEES

Adopted June 19, 2003

ARTICLE I- Governance

- Section 1 The Elwood Public Library District shall be governed by a Board of Trustees, hereafter referred to as the “Board,” consisting of five trustees elected by the residents of the Elwood School District.
- Section 2 Each trustee shall have one vote, irrespective of office held.
- Section 3 A trustee must be present at a meeting to have his/her vote counted.

ARTICLE II - Officers

- Section 1 The officers of the Board shall be as follows:
 President
 Vice President
 Secretary
 Finance Officer
- Section 2 The President, Vice President, Secretary and Finance Officer shall be elected at the July reorganization meeting by the Board, from among its membership, and shall perform the duties of the office until a successor is elected at the reorganization meeting the following July.
- Section 3 No officer shall serve in the same elective office for more than two consecutive terms or major fraction thereof. After a lapse of one year, a trustee may be elected again to the office he/she already held.

ARTICLE III - Duties of Officers

- Section 1 The President shall preside at meetings of the Board and shall appoint the members of all committees and shall be a member ex officio of all committees.
- Section 2 The Vice President shall perform all the duties of the President in his/her absence.

Section 3 The Secretary shall be responsible for a true and accurate account of all proceedings of Board meetings. In the absence of the President and the Vice President, the Secretary shall preside over meetings and perform all duties of the President.

Section 4 The Finance Officer shall see that the Library maintains adequate and appropriate financial records. The Finance Officer shall also make recommendations to the Board of Trustees on acquisition and disbursement of funds.

ARTICLE IV - The Director

Section 1 The Board shall appoint a qualified director who shall be the executive and administrative officer of the library.

Section 2 The Director shall be responsible for the proper performance of duties as spelled out in the job description provided by the Board.

Section 3 It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.

ARTICLE V - Meetings

Section 1 The regular monthly meeting of the board shall be held at such time and place as may be determined by a majority of the trustees present at a preceding meeting.

Section 2 Special meetings of the Board may be called by the President at his/her discretion or upon the request of at least three Trustees directed to the President.

Section 3 Notice of the time and place of a special meeting shall be communicated no less than five (5) days nor more than ten (10) days to each Trustee.

Section 4 Notice of special meetings shall state the business to be transacted.

Section 5 The annual reorganization of the Board shall be the first order of business at the regular meeting in July, followed by a review of the Bylaws, a report from the Director as prescribed in Article IV, and any other business as may be properly considered by a regular meeting.

Section 6 A quorum for Board meetings shall be three trustees.

Section 7 A majority of the whole Board shall be required to pass motions or take action on issues.

Section 8 All meetings of the Board of Trustees shall be governed by the provisions of Article 7 of the Public Officers Law of New York (Open Meetings Law).

Section 9 All public meetings shall commence with the Pledge of Allegiance.

ARTICLE VI - Committees

Section 1 The President may appoint special committees at any time from among the members of the Board.

Section 2 The President shall appoint a chairperson from among their number.

Section 3 All committee appointments expire with the call to order of the July reorganization meeting.

ARTICLE VII - Fiscal

Section 1 The fiscal year of the library shall be July 1 – June 30..

ARTICLE VIII - Trustees

Section 6 If a vacancy shall occur prior to the expiration of the term of a Trustee, the Board shall appoint a qualified resident of the Elwood Public Library District to serve until the next general library election.

Section 7 Any trustee who fails to attend three consecutive regular meetings shall be declared to have vacated his/her seat pursuant to s 226.4 of New York State Education Law unless a majority of all trustees considers his/her absences excusable by ballot cast at the next regular meeting following the third consecutive absence. Such vacancy shall be filled as prescribed under Article VIII, Section 6.

Section 8 The term of office shall be three years

ARTICLE IX - Amendments

Amendments to these bylaws may be made by majority vote of the Board at any regular meeting provided that the changes shall have been submitted at the preceding regular meeting and that a copy of the proposed changes is part of the meeting notice.

ARTICLE X

In case of dispute, the most recent edition of Robert's Rules of Order shall prevail.