

**Van Alstyne Public Library
Library Board Bylaws**

ARTICLE I

Name

As authorized by the City of Van Alstyne, Texas, and city ordinance No. 670 this body shall be known as the Van Alstyne Public Library Board.

City of Van Alstyne ordinance No. 670 passed February 28, 2012 by the Van Alstyne City Council establishes this board as a voluntary advisory board serving in accordance with the powers, duties, and responsibilities outlined in the most current edition of the Public Library Advisory Board Handbook created by the Texas State Library and Archives Commission.

ARTICLE II

Meetings

Section 1. The regular meeting of the Library Board shall be held on the first Tuesday of the month's defined in Section 2.

Section 2. Ordinance 670 establishes that "The Board shall regularly meet monthly August through November and February through May, unless the Library Director and Board President agree a meeting is not needed.

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

Section 3. The August meeting shall be for the review and scoring of library board applicants.

The September meeting shall be for the yearly election of officers

Section 4. A majority of the members present shall constitute a quorum at all meetings of the Board.

Ordinance 670 establishes the Board shall meet at least once a quarter and that four members, excluding the Library Director, shall constitute a quorum for the purpose of conducting business.

Section 5. All questions presented for a vote of the Library Board shall be decided by a simple majority of the quorum, including the vote of the President.

Section 6. Any member of the Library Board who misses two consecutive meetings will be contacted and notified, members who miss three consecutive meetings are deemed to have resigned. Following the City Board Selection Process, the board may recommend a candidate to City Council to replace a Board member for the balance of the unexpired term.

Ordinance 670 establishes that members of the Board shall be removed by the Mayor, with the consent of the City Council

Section 7. *Roberts Rules of Order, Newly Revised* shall govern in the parliamentary procedure of the Board.

ARTICLE III

Members

Section 1. The library board shall be composed of seven voting members appointed by the city council. The members shall serve without compensation, but may be reimbursed for actual expenses as approved by the city council. Members shall be qualified voting members of the city independent school district or be residents or employed in the city or the extraterritorial jurisdiction of the city.

Section 2. Beginning in January 2012, the 3 officers (President, Vice President, and Secretary-Recorder) terms will end in September and new officers are to be elected or reelected for a term of one year. In odd numbered years the four remaining members terms will end. New members will be elected for two years.

Section 3. Members may serve no more than three consecutive terms.

Section 4. Following the City Board Selection Process, the board may recommend a candidate to City Council to replace a board member for the balance of the unexpired term.

ARTICLE IV

Officers

Section 1. The officers of the Board shall be a President, a Vice-President, and a Secretary-recorder.

Section 2. Officers shall be elected and take office each year at the first meeting in September, after new Board members have been elected.

Section 3. Vacancies in office shall be handled as follows:

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

Section 4. Duties of the officers shall be as follows:

(a) President

- (1) Preside at all meetings.**
- (2) Represent the Library Board at public functions.**
- (3) Appoint special committees.**
- (4) Collaborate with the Library Director in preparing the agenda for each meeting. Agenda items requested by any Board Member may be included.**

(b) Vice President

- (1) Assist the President in directing the affairs of the Board and act in the President's absence.**

(c) Secretary-Recorder

- (1) Be responsible for the accuracy of the minutes of the Board meeting and bring any corrections to the attention of the Board at its next meeting.**
- (2) Secretary-recorder shall sign and deliver approved final draft of meeting minutes to Library Director to archive.**

ARTICLE V

Committees

Section 1. Committees may be appointed for special purposes by the President and with the consent of the majority of the Board. All committees will have at least one Library Board member serving on them. These committees may be automatically dissolved upon completion of assignment.

ARTICLE VI

Library Director

Section 1. The Library Director shall be an ex-officio member of the Board.

ARTICLE VII

Powers and Duties of the Board Members

Section 1. Board members shall:

- (a) Abide by applicable ordinance of the City of Van Alstyne, including applicable codes of conduct.**
- (b) Act in an advisory capacity to the Library Director.**
- (c) Recommend policies to govern the operation for expansion of library facilities as needed.**
- (d) Assist in planning and give guidance for expansion of library facilities as needed.**
- (e) Encourage in every possible way the development and advancement of the public library.**

Ordinance 670 provides for additional powers and duties.

ARTICLE VIII

Amendments

These bylaws may be amended by a majority vote at any regular meeting.

END

Revisions

Revised June 2019 and approved by City Council June 11, 2019.

Revised May 2022 and approved by City Council May 10, 2022.