

# **BY LAWS**

OCTOBER, 1993

## **ARTICLE I: NAME AND PURPOSE**

### **SECTION 1: NAME**

This organization shall be called, "The Glen Carbon Centennial Library."

### **SECTION 2: PURPOSE**

The purpose of this organization is to promote reading and to provide all residents of the library community with reliable information which meets their needs and interests. This organization shall seek to identify with community needs, to provide services to meet those needs, and to cooperate with organizations, agencies and institutions which shall enable the library to provide an efficient center for personal enrichment and self-education. These activities shall all be performed in compliance with the "Library Act," Illinois Compiled Statutes.

## **ARTICLE II: BOARD MEMBERSHIP AND MEMBERSHIP MEETINGS**

### **SECTION 1: BOARD MEMBERSHIP**

The Library Board of Trustees shall consist of 7 members who shall be elected in accordance with the general election law. A vacancy on the board shall be filled for the unexpired portion of the term by appointment of the board of trustees at any regular or special board meeting.

A vacancy on the board because of death, resignation, removal, or any cause, shall be filled for that unexpired portion of the term by an appointment made by the library board of trustees.

A library board member may resign at any time by giving written notice to the board.

Any officer or board member may be removed for cause by the library board at any regular or special board meeting, provided that written notice of intent of such removal shall be given to each board member one week prior to such meeting. Cause shall be inclusive of, but not limited to:

moving out of library boundaries

being unable to attend three (3) meetings within the current fiscal year.

### **SECTION 2: MEETINGS: REGULAR, ANNUAL, SPECIAL**

The regular board meetings shall be held each month at the library, the date and hour shall be set by the board in compliance with the "Open Meetings Act."

The Glen Carbon Library Board of Trustees permits a trustee to electronically, rather than physically, participate in its regular or special board meetings, both at an open session meeting and a properly called closed session meeting. There must first be a quorum physically present at the meeting in order for another member of the body to participate electronically. A person seeking to participate electronically may only do so as a result of personal illness or disability, employment purposes, or family or other emergency. An absence due to either a brief or an extended vacation does not qualify. The library board must approve each electronic participation.

The annual meeting shall be held in May for the purpose of electing Board offices.

Special board meetings may be called by the secretary at the direction of the president, or at the request of two (2) members of the board for the transaction of business as stated in the call for the meeting.

Library board members are empowered to conduct special emergency meetings to address special and unexpected situations but such action shall be reviewed by the full library board at its next regularly scheduled meeting.

### **SECTION 3: ORDER OF BUSINESS**

The order of business for regular meetings shall be determined by the board president, the board of trustees, and the library director.

### **SECTION 4: QUORUM**

A quorum for the transaction of business at a board meeting shall consist of at least 4 members of the board.

### **SECTION 5: CONDUCT OF MEETINGS**

Conduct of proceedings of all meetings shall be governed by Roberts Rules of Order.

### **SECTION 6: VOTING**

An affirmative vote of the majority of all members of the board present for any meeting shall be necessary for the approval of any action before the board, except as otherwise specified in these BY-LAWS.

## **ARTICLE III: OFFICERS AND DUTIES**

### **SECTION 1: OFFICERS**

The officers shall be elected as follows: a president, a vice-president, a secretary, and a financial officer, elected by the board from the board members at the annual meeting of the library board of trustees.

### **SECTION 2: DUTIES**

- A. The president shall preside at all meetings of the board, authorize any special meetings, appoint all committees, execute all documents by the board, serve as an ex-officio voting member of all committees, except the nominating committee, and generally perform all duties associated with that office, except as otherwise provided by the law or by these by-laws, or by action of the board.
- B. The vice president, in event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and the functions of the president.

The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

The financial officer shall be the accounting officer of the board and shall perform such duties as generally concern that office. In the absence or inability of the financial officer, his or her duties shall be performed by such other members of the board as the board may designate.

## **ARTICLE IV: COMMITTEES**

### **SECTION 1: APPOINTMENT**

The president shall appoint committees of one or more members from the board for such specific purposes as the business of the board may require from time to time. "Off" board members with special interests or expertise may also be appointed to a committee.

### **SECTION 2: DISSOLUTION**

Any committee appointed shall be considered dissolved upon the completion of the function for which it was appointed and after the final report of its work has been made to the board.

### **SECTION 3: REPORTS**

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

### **SECTION 4: POWERS**

No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

## **ARTICLE V: LIBRARY DIRECTOR**

The board shall appoint the 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 is responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for selection of books in keeping with the policy of the board, for advising the board, and for making reports.

## **ARTICLE VI: AMENDMENTS**

### **SECTION 1: MAJORITY VOTE OF THE LIBRARY TRUSTEES**

These by-laws may be amended by a majority vote of members of the board of trustees. Notification of proposed change shall be presented at least one month prior to vote.

### **SECTION 2: TEMPORARY SUSPENSION**

Any rule or resolution of the board may be suspended temporarily in connection with business at hand.