

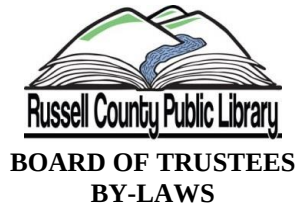
Article I. The name of the Board shall be Russell County Public Library Board of Trustees, existing by virtue of the provisions of Chapter 42:1-35 of the laws of the State of Virginia, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Officers

- 1) The officers shall be a chair, a vice-chair, and a secretary, elected from among the appointed trustees at the annual meeting of the Board.
- 2) A nominating committee shall be appointed by the chair and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.
- 3) Officers shall serve a term of one year from the annual meeting at which they were elected and until their successors are duly elected.
- 4) The chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- 5) The vice-chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.
- 6) The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Article III: Meetings

- 1) The regular meetings shall be held each month, the date and hour to be set by the Board.
- 2) Special meetings may be called by the secretary at the direction of the chair, or at the request of two (2) members, for the transaction of business as stated in the call for the meeting.
- 3) A quorum for the transaction of business at any meeting shall consist of **SIX (6)** members of the Board of Trustees.
- 4) Proceedings of all meetings shall be governed by *Robert's Rules of Order*, the *Code of Virginia*, and these bylaws.
- 5) The annual meeting, which shall be for the purpose of the election of officers and the



Article III: Meetings (con't)

adoption of the annual report, shall be held at the time of the **REGULAR MEETING IN JULY OF EACH YEAR.**

- 6) The library director shall prepare an agenda for each regular meeting, conforming to Section 8 of the bylaws. Requests for items to be placed on the agenda shall be received in the office of the library director **THREE (3) BUSINESS** days prior to any regular meeting of the Board.
- 7) Citizens desiring to address the Library Board on matters of concern over which the Board has influence will be given an opportunity to do so during the Citizen Expression Period. The maximum time allotted for this period will be fifty (50) minutes. Every person addressing the Board must clearly state his/her name and address. Each speaker is subject to a five-minute time limit and is permitted only one appearance at each meeting. If Board action is indicated as a result of information provided during this period, no action may be taken. The matter will be placed on the agenda for the next regular Board meeting. Once the Citizen Comment Period is closed, no further public comments are in order.
- 8) The order of business for 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 and adoption of agenda
 - (b) Disposition of minutes of previous meeting.
 - (c) Communications (citizen comments)
 - (d) Financial report
 - (e) Activity reports
 - (f) Committee reports
 - (g) Report of the library director
 - (h) Unfinished business
 - (i) New business
 - (j) Next meeting date

Article IV: Library Director

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 be held responsible for the employment and supervision of the staff in the performance of their duties, the care and



**BOARD OF TRUSTEES
BY-LAWS**

maintenance of library property, an adequate and proper selection of materials in keeping with stated policy of the Board, the efficiency of library service to the public, and its financial operation within the limitations of the budgeted appropriation. The library director shall make regular reports to the Board.

Article V: General Duties of the Library Board

- 1) To employ a competent and qualified library director.
- 2) To adopt written policies to govern the operation of the library.
- 3) To keep abreast of library standards and trends and to determine the program and needs of the library in relation to the community.
- 4) To support and participate in a **PLANNED PUBLIC RELATIONS** program.
- 5) To attend Board meetings and **ACTIVELY SUPPORT LIBRARY LEGISLATION** in the county, state, and nation.
- 6) To be aware of services of the State Library.
- 7) To report regularly to the governing officials and the general public.
- 8) **TO ATTEND MEETINGS REGULARLY**

Non-attendance of a Board member for three consecutive regular meetings without due cause (such as death in the family, sickness, or job obligations) shall be regarded as a resignation, and it shall be the duty of the Chair to report the same to the Board of Supervisors. The new appointee shall complete the term of the resigned member and may be reappointed upon completion of that term.

Article VI: Committees

- 1) The chair shall appoint committees for such specific purposes as the business of the Board may require from time to time.
- 2) All committees shall make a progress report to the Board at each of its meetings.
- 3) 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 made to the Board.
- 4) No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII: General



**BOARD OF TRUSTEES
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- 1) **ONCE A QUORUM IS MET**, 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.
- 2) The by-laws may be amended provided written notices of the proposed amendment shall have been mailed to all members at least 5 days prior to the meeting at which such action is proposed to be taken.
- 3) The by-laws may be amended by an affirmative vote of the majority of all members of the Board present at the time.
- 4) Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand. Such suspension may be taken only at a meeting at which **two-thirds (7)** of the members of the Board shall be present and two-thirds of those present shall so approve.

Revision approved by the Russell County Public Library Board of Trustees
21 December 2004, 20 December 2016, 21 August 2018, 16 May 2023