

ROCKWALL COUNTY LIBRARY ADVISORY BOARD BYLAWS

ARTICLE I - NAME

The name of this organization shall be the "ROCKWALL COUNTY LIBRARY ADVISORY BOARD".

ARTICLE II - PURPOSE AND POWERS

Section 1.

The Rockwall County Library Advisory Board (Board) is created for the sole purpose of fostering the Rockwall County Library System (Library). Therefore, the Board shall engage in only those activities which will be of service to the Library. Because the Library is under the supervision of the Rockwall County Commissioners' Court (Court), the Board shall at all times act with the approval of the Court.

Section 2.

The Board shall have the following powers and duties:

- a. It shall encourage the development of the Library.
- b. It shall recommend to the Court policies and programs for the advancement of the Library.
- c. It shall review the annual financial needs of the Library prior to the submission of the budget to the Court.
- d. It shall cooperate with all other public and private groups in advancing the best interests of the Library.
- e. It shall advise the Court and the County Librarian (Librarian) on the development of other public libraries in Rockwall County.

ARTICLE III - MEMBERSHIP

Section 1.

The Board shall consist of nine (9) Board members and two (2) ex officio members for a total of eleven (11) persons.

Section 2.

Each of the four (4) County Commissioners shall select two (2) precinct representatives for a total of eight (8) precinct representatives to serve on the Board.

Section 3.

The County Judge shall select one (1) person at-large to represent the general county interest.

Section 4.

The County Judge or a Commissioner designated by the Court shall act as an ex officio member of the Board but without power to vote, and, together with the Chair of the Board, shall act as intermediary between the Court and the Board.

Section 5.

The Librarian shall be an ex officio member of the Board with full authority to participate in a professional capacity but without the power to vote.

Section 6.

The term of the precinct members and the at-large member shall be two (2) years.

a. No precinct or at-large member may serve more than two (2) such consecutive terms.

b. The renewal or replacement of any such member shall be made by the appropriate Commissioner/Judge in April, with the term to begin at the Annual Meeting in May.

c. Should it become necessary to fill a vacancy prior to the Annual Meeting, the appropriate Commissioner/Judge shall name a replacement as soon as possible.

d. The term of the replacement Board member shall coincide with the term of the original appointee. If the newly appointed Board member is to serve more than half of the original term, that person shall be eligible for only one (1) additional term after completion of the partial term. If the newly appointed Board member is to serve less than half of the original term, that person shall be eligible for two (2) additional terms after completion of the partial term.

Section 7.

The two-year terms shall be alternated so that no precinct shall lose both members of the Board at one time.

Section 8.

In the event any member shall be absent from four (4) consecutive regular meetings of the Board, such member shall be automatically removed from the Board and notified by the Chair and the appropriate member of the Court asked to appoint a new member for the remainder of the term.

Section 9. The Board shall make recommendations to the Court for the appointment and reappointments of members of the Board.

ARTICLE IV- MEETINGS AND VOTING

Section 1.

The Board shall hold an annual meeting in May of each year and at least five (5) other meetings during the year at dates and times determined by the Board members. The May meeting will include current, retiring and newly appointed members.

Section 2.

All meetings of the Board shall be held at the Library, unless otherwise designated. With notice prior to the beginning of a meeting and solely at the discretion of the chair of the Board, one or more members of the Board may participate in a meeting of the Board or committee by means of conference telephone, videoconference, or similar communications medium by which all persons participating in the meeting can communicate effectively with each other. While in-person attendance is expected, under extenuating circumstances, such participation shall constitute presence at the meeting.

Section 3.

Special meetings may be called by the Chair or at the call of any two (2) members of the Board, provided that notice thereof is given to all Board members.

Section 4.

Notices of meetings, together with an agenda for the meeting, shall be sent out at least seventy-two (72) hours before the meeting. The notice of the meeting and the agenda will also be posted at the Library at least seventy-two (72) hours before the meeting.

Section 5.

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

Section 6.

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

Section 7.

The Librarian or designee shall be present at all meetings.

ARTICLE V- OFFICERS AND DUTIES

Section 1.

Officers shall serve for a one-year term beginning upon election and ending at the May meeting in the subsequent year. Officers may be re-elected to office for up to a total of four (4) terms, provided that they are members of the Board at the time of their election.

Section 2.

The officers of the Board shall be as follows: Chair, Vice-Chair, Secretary, Parliamentarian.

Section 3.

The Chair shall preside at all meetings, appoint committees as needed and authorize calls for any special meetings. The Chair shall assist the Librarian in establishing the agenda for each meeting. Agenda items requested by any Board members will be included.

Section 4.

The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.

Section 5.

The Secretary shall keep a true and accurate record of all Board meetings.

Section 6.

The Parliamentarian shall advise the Chair as to correct procedures for keeping the meeting in order under the latest version of "Robert's Rules of Order".

Section 7.

A vacancy in any office for whatever reason shall be filled by the Board.

ARTICLE VI -COMMITTEES AND DUTIES

Section 1.

The Board, by majority vote, may establish Standing Committees for such purposes as it deems advisable. The Chair shall appoint the members of any Standing Committee. At least one member of the Board shall serve on each Standing Committee. Standing Committees shall continue in effect until disestablished by majority vote of the Board. Standing Committees will report all recommendations and actions to the Board, but will only report to the Board when there are recommendations or actions to report.

Section 2.

The Board, by majority vote, may establish Special Committees for such purposes as it deems advisable. The Chair shall appoint the members of any Special Committee. At least one member of the Board shall serve on each Special Committee. Special Committees will serve until the completion of the work for which they are appointed. Special Committees will make a progress report on their activities and recommendations at each Board meeting and a final report when work is completed.

ARTICLE VII - LIBRARIAN

Section 1.

The Librarian shall have sole charge of the administration of the Library under the direction of the Court. The Board shall serve solely in an advisory capacity to the Librarian and the Court.

Section 2.

The Librarian shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library service to the public, and for operations set forth in the annual budget.

ARTICLE VIII - PROCEEDINGS

The latest version of "Roberts Rules of Order" shall be the accepted criterion for the orderly transaction of business at Board meetings.

ARTICLE IX- AMENDMENTS

These Bylaws may be amended as follows:

- 1.** Inclusion of the proposed amendment in the call for and in the agenda of any regular or special meeting of the Board;
- 2.** A favorable vote of a majority of the entire Board at such meeting; and
- 3.** Ratification by a majority of the Court.

RATIFICATION

Adopted: September 1992

Amended: March 1994

Amended: November 2003 by Board, January 2004 by Court

Amended: March 2005 by Board and Court

Amended: January 2014 by Board and Court

Amended: April 2023 by Board and Court

Amended: February 2025 by Board and Court