

ALAMANCE COUNTY LIBRARY COMMITTEE BYLAWS

ARTICLE I

Composition and Meetings of Committee

Section 1.

Membership

In accordance with the General Statutes of North Carolina, the Alamance County Library Committee (previously known as the Alamance County Library Board and hereinafter referred to as "the Committee") shall consist of ten (10) persons who may also be referred to as "Trustees". As provided in the resolution dated May 16, 1988 and January 21, 1992, and signed by the Alamance County Commissioners, this Committee is hereby created to advise the Board of County Commissioners on certain matters relating to the operation of the library. Alamance County Commissioners shall have final approval of trustees. The trustees shall be recommended in the following manner:

- 1) Two (2) trustees from the City of Burlington and recommended by the City of Burlington
- 2) Two (2) trustees from the City of Graham and recommended by the City of Graham.
- 3) Two (2) trustees from the City of Mebane and recommended by the City of Mebane.
- 4) Three (3) trustees at large from the County of Alamance and appointed by the Board of County Commissioners
- 5) One (1) County Commissioner serving as a liaison in a non-voting capacity

Criteria:

Trustees must be in good standing regarding any use of library services.

Trustees should be committed to representing members of their community.

Trustees should have an understanding of the role and basic tenets of Public Libraries.

Trustees should be committed to serving as active stewards for the Library's growth and success.

Terms shall be for two years. Terms will start on July 1, the beginning of the fiscal year. Four (4) of the members shall initially be appointed to a one (1) year term in order to provide for staggering of the terms.

Section 2.

Meetings

The regular meetings of the Committee shall be held during the months of August, November, February and May of each fiscal year. The meeting will be held at an Alamance County Public Library to be determined by the Library Director unless otherwise determined by the Committee.

A trustee may be replaced if he/she misses two (2) consecutive meetings without excused absences.

Section 3.

Annual Meeting

An annual meeting will be held at the regular Committee meeting in November of each year for the purpose of electing new officers.

Section 4.

Special Meetings

A special meeting of the Committee may be called at any time by the chairman or any two members of the Committee, by causing a written notice, signed by the person or persons calling the special meeting to be served upon each member of the Committee in the manner set forth in Section 5 below.

Section 5.

Notices of Meetings

Notices of all meetings, setting the time and place of the meeting, and summarizing any new business to be discussed shall be served by the secretary, by electronic mail or by depositing the same in the U.S. mail, postage paid, addressed to all committee members at least five (5) days before the day of the meeting.

ARTICLE II

Officers

Section 1.

Officers shall be elected by vote of the committee members for one (1) year terms at the annual meeting of the Committee and shall be as follows: Chairman and Vice-Chairman. In case of a vacancy in any office, however caused, the Committee at its next regular or called meeting shall nominate and elect a successor from its membership. No officer except the secretary shall serve in the same office for more than two (2) consecutive full terms.

Section 2.

The chairman shall preside at all meetings, appoint all special committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chairman from a meeting, the vice-chairman shall serve. In the absence of the chairman and vice-chairman from a meeting, the trustees present may select a temporary chairman for that meeting.

Section 3.

The secretary of the Committee shall be the Library Director or Office Manager, unless otherwise determined by the Committee. He/she shall keep a true and accurate account of all proceedings of the committee meetings and shall see that copies of the minutes of each meeting are distributed to all Committee members no later than five (5) days prior to the day of the next regularly scheduled meeting. The secretary shall have custody of the minutes and other records of the Committee. He/she shall notify the Alamance County Commissioners of all vacancies on the Committee.

ARTICLE III

Special Committees

Special committees for the study and investigation of special problems may be appointed by the chairman. Such committees will serve until the completion of the work for which they were appointed.

ARTICLE IV

Quorum

A quorum for the transaction of business shall consist of half of the current appointed members plus one or five (5) members of the fully appointed Committee.

ARTICLE V

Duties of the Committee

The functions and responsibilities of the Committee shall be as follows:

1. To recommend programs, policies, and regulations for the operation of the library.
2. To recommend a schedule of fines and charges for the late return of, failure to return, damage to, or loss of library materials.
3. To advise the Board of Commissioners on library matters.
4. To advocate on behalf of the library system.

The Committee shall also keep abreast of the needs and desires of the users of all the public libraries in the county, and endeavor to fulfill these needs by recommending policies to the Alamance County Commissioners for the operation of these public libraries which are consistent with those needs.

ARTICLE VI

Limitations On Members of the Committee

Section 1.

No member of the Committee or immediate relative shall be considered for staff employment.

Section 2.

No member of the Committee shall use the business, finance, or contracts of the library for personal gain or profit.

ARTICLE VII

Order of Business

The order of business of the regular meetings shall be as follows:

- Call to Order
- Public Comment
- Approval of Minutes (either read or previously received)
- Report of the Director
- Unfinished Business
- New Business
- Adjournment

ARTICLE VIII

Amendments

The bylaws may be amended at any meeting of the Committee with a quorum present and by a two thirds (2/3) vote of the members of the Committee, provided that the amendment

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was stated in the call for the meeting.