

RAINS COUNTY PUBLIC LIBRARY ADVISORY BOARD

By-Laws

ARTICLE I - NAME

The name of this body shall be the Rains County Public Library Advisory Board. This Advisory Board is organized under Resolution # 106-05 promulgated by the Commissioners Court of Rains County on April 28, 2005, which derives its authority from Chapter 323.006 and other relevant sections of the of the Local Government Code.

ARTICLE II - MISSION AND ROLE

Section 2.1. Mission

The mission of the Rains County Public Library Advisory Board is to act as a liaison between the community and the Commissioner's Court to promote the library's services and programs and enrich the lives of people so that the quality of life in Rains County is improved.

Section 2.2. Vesting of Authority

Legal responsibility for the operation of the Rains County Public Library is vested in the Rains County Commissioner's Court, which is the governing body of the institution. Subject to existing statutes and ordinances, the Rains County Commissioner's Court has the power and responsibility to determine rules and regulations governing library services, with recommendations from the Rains County Public Library Advisory Board.

Section 2.3. Role of the Library Advisory Board

- (a) The Board will assist in developing policies, budget proposals, and other important matters, which are then presented to the governing body, the Rains County Commissioner's Court, for approval and adoption.
- (b) Working closely with the library director, the Advisory Board may assist with the development of policies, assist with the development of library budget proposal, and call special meetings or work sessions to perform specific tasks.

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- (c) Recommendations are submitted to the governing body for a course of action(s) or adoption of a particular policy. The governing body will discuss, then accept, reject, or amend the Library Advisory Board's recommendation.
 - (d) This Library Board subscribes to the tenets contained in "A Statement of Ethics for Library Trustees" of the American Library Trustee Association.

ARTICLE III - MEMBERSHIP

Section 3.1 Initial Appointment / Term

The Advisory Board of the Rains County Public Library shall consist of eleven (11) members, to be appointed by the Commissioners' Court for the term of two years. Five (5) shall be appointed during odd numbered years and six (6) shall be appointed during even numbered years for said two (2) year terms. The Library Director is an Ex Officio nonvoting member of the Board. Of the first (8) appointments made under the resolution for the creation of this Board, four (4) were appointed for one (1) year and four (4) were appointed for two (2) years. The initial terms under this enactment shall commence to run from the date of the Resolution # 106-05 promulgated by the Commissioners Court of Rains County on April 28, 2005, which derives its authority from and other relevant sections of the Chapter 323.006 of the Local Government Code.

Section 3.2 New Appointments

Any resident of Rains County, of legal age, may be considered for nomination to the Library Board. Such interest shall be directed to the Board of Advisors. Nominated named voted on by the Board shall be submitted to the Commissioners' Court for their consideration, along with any nominated by the Commissioner's Court, for their final appointment.

Section 3.3 Removal from the Board

Absenteeism of a Board member for three successive meetings without due cause shall be regarded as a resignation, and it shall be the duty of the Chair to report the same to the governing body. The new appointee shall complete the term of the resigned member and may seek reappointment upon completion of that term.

Section 3.4 Vacancies

Vacancies in the Advisory Board shall be filled by special appointment for the unexpired term.

ARTICLE IV - MEETINGS

Section 4.1 Organizational Meeting

There shall be an organizational meeting held in February of each year for the purpose of the election of officers (Chairperson, Vice-Chairperson, and Secretary), and such other business as may be deemed necessary by the Board of Advisors.

Section 4.2 Regular Meeting

Regular meetings of the Board shall be held on such dates and at such times as the Board directs. The regular meetings are usually held on the 4th Monday of each month.

Section 4.3 Special Meeting

Special meetings shall be held at the call of the Chairperson, or on the request of five members of the Board. To call a special meeting, the Secretary of the Board must give three days' notice to all Board members in writing, which may be electronically delivered. If the special meeting is of an emergency nature, twenty-four hours' notice, either orally or electronically, must be given.

Section 4.4 Quorum:

Seven board members constitute a quorum; business transacted at a meeting without a quorum must be ratified or rejected at the next officially constituted meeting. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Board in office.

Section 4.5 Meeting Agenda:

- (a) Citizen comments will be limited to a maximum of five (5) minutes per person.
- (b) The Library Director shall prepare for the meetings of the Board regular reports covering the activities of the previous month and the Library's current progress and future needs. Such reports should be both statistical and descriptive.
- (c) All correspondence and communication from Board members pertaining to library policy will be discussed with or provided to all Board members either before or at the time of transmittal.

ARTICLE V - RULES OF ORDER

Section 5.1. Robert's Rules of Order

The rules contained in Robert's Rules of Order (newly rev.) shall guide the business of the Board in all matters not covered by the bylaws.

ARTICLE VI - OFFICERS

Section 6.1. Officers

The officers of the Board of Advisors shall be Chairperson, Vice Chairperson, and Secretary. Each officer shall be elected at the organizational meeting and shall hold office for the term of one year, or until his or her successor shall be elected.

Section 6.2 Method of Election.

The Board shall in January elect a Nominating Committee of three members of the Board. Such committee shall present its recommendations at the February meeting, listing the names of one or more candidates for each office, provided the consent of such nominees shall have been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. The election shall be take place at the February meeting. The terms of newly elected officers shall begin immediately and continue until their successors are elected.

Section 6.3 Duties

Duties of the officers shall be as follows:

A. Chairperson:

1. Preside at all meetings of the Board;
2. Authorize calls for any special meetings;
3. Nominate all standing committees for board approval;
4. Execute all documents authorized by the Board;
5. Serve as an ex officio member with vote of all committees;
6. Appoint annually a board member as the liaison to the Friends of the Rains County Public Library;
7. Serve as the official spokesperson for the Board;
8. Represent the Library Board at public functions;
9. Assist the Library Director in establishing the agenda for each meeting;
10. Perform all other duties associated with the office.

B. Vice-Chairperson:

1. In the absence or inability of the Chairperson to act or in the event of vacancy in that office, the duties of the Chair shall be assumed and performed by the Vice Chair;
2. Assist the Chair in directing the affairs of the Board.

C. Secretary:

1. Sign with the Chairperson such official papers as are necessary;
2. Keep an accurate record of all meetings of the Board;
3. Submit approved and signed copies of the minutes to the Library Liaison at the Commissioner's Court and to the Library Director;
4. Issue notice of all regular and special meetings;
5. Perform such other duties as are generally associated with the office;
6. In the absence of the Chairperson and Vice Chairperson, the Secretary shall serve as President.

Section 6.4 Vacancies

In the event of any vacancy in office, such will be handled as follows:

1. In the event of resignation or incapacity of the Chair, the Vice Chair shall become the Chair for the unexpired portion of the term.
2. Vacancies in officers other than the Chair shall be filled by special election for the unexpired term.

ARTICLE VII - COMMITTEES

Section 7.1. Committees

The committees of the Advisory Board may include the following:

- (a) Special and Ad-Hoc Committee
 - (i) The Chairperson may create such special and ad hoc committees as are deemed appropriate.
 - (ii) Chairperson shall nominate the committee members with consideration for the Board 's preferences.

- (b) Regular Committees
 - (i) The committees of the Advisory Board may include the following: Facilities, Finance/Audit, Operations, Communications and Strategic Planning.
 - (ii) Each committee shall consist of at least three members of the Board of Advisors, with full voting privileges, and other appropriate Library staff, who shall serve as non-voting ex officio members, as determined by the committee chair and the Directors.
 - (iii) Meetings shall be held at the call of the committee chair subject to Texas Open Meetings Law.
- (c) In addition, there shall be special committees as the Board from time to time determines to be advisable.
- (d) By majority vote, the Board can resolve itself in to a Committee of the Whole for the purpose of discussing any subject. Either the Chairperson or the Committee Chair can preside.

Section 7.2 Assignment and responsibilities:

(a) Facilities Committee

- (i) Responsible for all matters related to buildings, grounds, equipment, vehicles, and other physical facilities;
- (ii) Work with the Library Director and appropriate Library staff to determine the building needs and improvements, equipment additions/enhancement/repair, and upkeep of grounds.
- (iii) Assist in assessment and planning for expansion of library facilities.

(b) Finance/Audit Committee

- (i) Monitor and oversee the fiscal status of the Library.
- (ii) Work closely with the Library Director in designing a process for monitoring and assessing Library fiscal performance;
- (iii) Oversee and update the performance monitoring process and reporting fiscal performance to the full Board;
- (iv) In serving as the Library's audit committee, for the purposes of the annual audit and preparation of the Library's Comprehensive Annual Financial Report, review financial reports and make necessary corrections/adjustments.

- (v) Review requests for proposals and make recommendations to the Rains County Commissioner's Court in the awarding of contracts;
- (vi) Review the strategic plan documentation for the Library's budget and annual appropriations, and recommending action to the full Board.
- (vii) Members of the public may be included as advisory members of the Finance/Audit Committee.

(c) Operations Committee

- (i) Provide guidance and assistance to the Library Director and appropriate Library staff in providing and enhancing contemporary Library services to the residents of the Library's service district and others as determined by the Advisory Board;
- (ii) Promote the library services through all appropriate means.
- (iii) Responsible for: working closely with the Library Director and management staff in designing a process for monitoring and assessing Library programmatic performance and overseeing and updating the performance program monitoring process and reporting program performance to the full Board;
- (iv) Design and implement grant strategy;
- (v) Working closely with the Library Director and administrative staff in overseeing the execution of Library policies and service objectives.

(d) Human Resources Committee

- (i) Work with the Library Director and appropriate Library staff to recommend personnel and compensation policies of the Library.
- (ii) Work with the Library Director and appropriate Library staff to best determine the working conditions that contribute to the success of the overall mission of the Library.
- (iii) The Committee shall design and maintain orientation materials for new Board members. The Committee will conduct the annual performance review of the Library Director for submission to the Library Liaison of the Commissioner's Court.

(e) Communications Committee

- (i) Work with the Library Director and appropriate Library staff to develop an effective and appropriate venue for Board/Staff communications;
 - (ii) Coordinate Board communications for public information, bond issues and levy campaigns.
- (f) Strategic Planning Committee
- (i) This committee shall consist of the committee chairs;
 - (ii) Work closely with the Library Director and management staff in designing and maintaining a planning process that fully meets the needs of the Library; adopting the annual planning calendar; overseeing implementation of the annual planning process;
 - (iii) Prepare, review and publicize statements of the Library's values, vision and mission, as well as the strategic directions, plans, and services of the Library; reviewing the by-laws; reviewing the planning documentation for the Library's tax budget and annual appropriations and recommending action to the Board.

Section 7.3 Ad-Hoc Committees

From time-to-time, the Chairperson shall appoint committees of one or more members of the Board, the Director, and appropriate Library staff for such purposes as the business of the Library may require. When an ad hoc committee has members of the public as participants, a member of the Board shall serve as chair. An ad hoc committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report of the ad hoc committee has been received by the Board.

Section 7.4 Limitations

No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. Prior to considering or recommending action, which involves expenditure of funds, any committee (other than Finance) shall confer with the chair of the Finance Committee and the entire Advisory Board.

Section 7.5 Committee Reports

The minutes will be kept of all committee meetings and will be approved at the next regularly scheduled Board meeting. A copy of all committee meetings shall be submitted to the Library Liaison in Rains County Commissioner's Court.

ARTICLE VIII - AMENDMENTS

Section 8.1 These bylaws may be changed or amended upon one month's notice in writing of the proposed amendment, or amendments, and read at a regular meeting of the Advisory Board.

Section 8.2 All amendments must be ratified by the Commissioner's Court.

Section 8.3 Adoption of the proposed change will be affected upon a majority vote of all the Board

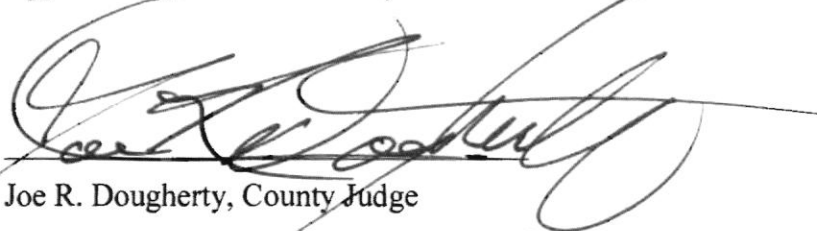
A STATEMENT OF ETHICS FOR LIBRARY BOARD

Each Board member who accept appointment to the Rains County Public Library Advisory Board pledge to adhere to the following:


- Promote the highest level of Library service while observing ethical standards.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the institution.
- Disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.
- Respect the confidential nature of Library business while being aware of and in compliance with that particular state's freedom of information act.
- Be prepared to support to the fullest the efforts of Library Directors in resisting censorship of Library materials by groups or individuals.
- Perform all the duties and responsibilities of an Advisory board.

Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.


Approved by the Rains County Commissioners Court this 22nd day of December 2005.



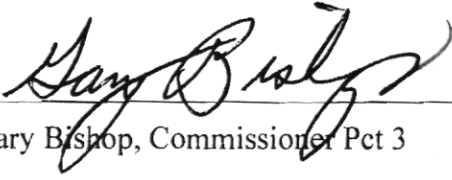
Joe R. Dougherty, County Judge



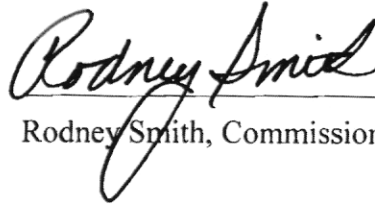
Herschel Bullard Jr., Commissioner Pct I



Evelyn Malone, Commissioner Pct 2



Gary Bishop, Commissioner Pct 3



Rodney Smith, Commissioner Pct 4