

BY-LAWS
OF
ORANGE COUNTY PUBLIC LIBRARY

Article I – Name

The name of this organization shall be the Orange County Public Library. The headquarters for said organization shall be the library building in the Town of Orange, Virginia.

Article II – Purpose

The purpose of the Orange County Public Library shall be to provide free library services for the benefit of the citizens of Orange County, Virginia.

Article III – Constituency

All residents of Orange County and non-residents owning real property in Orange County are entitled to the use of library materials. Residents of counties that border Orange County may also use the library. Temporary residents of Orange County may use the library according to the restrictions established by the Board of Trustees as described in the policy manual. All card holders are subject to the rules and regulations established by the Board of Trustees.

Article IV – Board of Trustees

Section 1. Responsibility

The governance of the library shall be the responsibility of the board of trustees. “The members shall adopt such by-laws, rules and regulations for their own guidance and for the government of the free public library system as may be expedient. They shall have control of the expenditures of all moneys credited to the library fund. The board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for same.” (Code of Virginia 42.1-35) The board shall also employ a competent and qualified director, prepare a budget for the Board of Supervisors which shall request adequate funds to carry out the library’s program, and perform any other such duties as may be lawful and necessary for the proper management of the library.

Section 2. Selection

Members of the library Board of Trustees shall be appointed by the Board of Supervisors of Orange County. Two citizens from each magisterial district shall be

nominated by the Supervisor of each district, creating a library board of ten (10) members.

Section 3. Terms

The term of office shall be four (4) years. The term begins July 1 and ends June 30.

Section 4. Vacancies

“Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen.” (Code of Virginia 42.1-35)

Section 5. Compensation

“A member shall not receive a salary or other compensation for services as a member but necessary expenses actually incurred shall be paid from the library fund.” (Code of Virginia 42.1-35)

Section 6. Removal

“A member of a library board may be removed for misconduct or neglect of duty by the governing body making the appointment.” (Code of Virginia 42.1-35)

Article V – Officers

Section 1. Officers

The officers of the board of trustees shall be a chairman, vice-chairman, and secretary, each of whom shall be elected from among the appointed trustees at the annual meeting of the board.

Section 2. Terms

Officers shall serve a term of one year from the annual meeting at which they are elected and shall remain in office until their successors are duly elected.

Section 3. Nominating Committee

A nominating committee shall be appointed by the chairman and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 4. Duties of the Officers

(a). Chairman

The chairman shall preside at all meetings of the board. He shall appoint all committees and shall be an ex-officio voting member of all committees. He shall submit required and requested reports to the Orange County Board of Supervisors and shall perform all duties generally associated with that office.

(b). Vice-Chairman

In the absence or disability of the chairman, the Vice-chairman shall assume and perform the duties of the chairman.

(c). Secretary

The secretary shall keep a true and accurate account of all meetings of the board and shall issue notice of all regular and special meetings of the board. "The minutes must be open for inspection and copying by any citizen of the State and representatives of print and broadcast media, as specified by law." (Virginia Public Library Trustee Handbook, 1991, page III-3)

Section 5. Removal

The library board may, with cause, remove an officer from his office, following affirmative vote of seven trustees and 10 days after a letter stating the cause is sent to that officer. Following removal, the Board of Supervisors shall be notified.

Article VI – Meetings

Section 1. Regular

Regular meetings of the board of trustees shall be the third Thursday of January, March, May, August, October and November at 5:15 p.m. The time and place of regular meetings may be changed by agreement of three members of the board. Regular board meetings shall be announced in the local newspaper, and a notice shall be posted in the library stating the date, time, and place of the meetings, in compliance with the Virginia Freedom of Information Act. (Chapter 21, Code of Virginia)

Section 2. Special

Special meetings may be called by the secretary at the direction of the chairman, or the request of two members of the board, for the transaction of business as stated in the

call of the meeting, provided that adequate notice thereof be given to all members at least twenty-four hours in advance of the special meeting and provided that adequate public notice be given in compliance with the Virginia Freedom of Information Act. The time and place of the meeting shall be set in the call of the meeting.

Section 3. Annual

The annual meeting, which shall be for the purpose of the election of officers and the hearing of annual reports, shall be held at the time of the regular meeting in August of each year.

Section 4. Meeting and the Public

“All regular and special meetings of the board shall be open to the public. Executive or closed meetings may be held only for certain matters. In order to hold an executive meeting, an affirmative vote must be recorded in the open meeting, with the motion stating specifically the purpose of the meeting and including a statement in the minutes with reference to the applicable exemption in the Code of Virginia. No formal action shall be taken in a closed meeting. All decisions shall be formally adopted when the board reconvenes in open meeting and takes a vote of the members.” Exemptions to open meetings are found in Chapter 21, Virginia Freedom of Information Act, Code of Virginia. Those of special interest to library boards are listed on pages III-2 and 3 of the Virginia Public Library Trustee Handbook, 1991. Regular board meetings shall be announced in the local newspaper, and a notice shall be posted in the library stating the date, time, and place of all meetings. (Virginia Public Library Trustee Handbook, 1991, page 2)

Section 5. Meeting Notice

Written notice of any regular meeting of the library board shall be mailed or otherwise delivered to each board member seven (7) days prior to such meeting.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall consist of a majority of current members of the board present in person. In the event of a lack of a quorum, no motions may be proposed, but reports may be heard and announcements made.

Section 7. Attendance

In accordance with the Orange County Policy for Attendance by members of boards and commissions, attendance is expected.

Board members unable to attend a meeting should notify the Board Chair and/or the Library Director of their absence, and the reason for it, at their earliest opportunity. Non-attendance of a Board member for three regular meetings within a twelve month period without due cause (such as death in the family, sickness, or job obligations) shall be

regarded as a resignation. The Chair shall send notification of the pending resignation to the Board member and allow them 2 weeks to respond. If a suitable explanation is not provided, it shall be the duty of the Chair to report the non-attendance to the Board of Supervisors through the County Administration Office. Removal of a trustee and the subsequent reappointment is up to the Supervisor for the district whom that trustee represents.

Section 8. Conduct of Meetings

Proceedings of all meetings shall be governed by Robert's Rules of Order, unless suspended by affirmative action of the board.

Section 9. Affirmative Vote

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. The chairman may vote upon and may move or second a proposal before the board.

Article VII – Committees

Section 1. Membership

The chairman shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. 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.

Section 2. Powers

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

Article VIII – Amendments

The by-laws may be amended by the majority vote of board members present at any board meeting, provided the proposed amendment has been submitted in writing with the call of the meeting.

Amendments to the Code of Virginia, Virginia State Library and Archives regulations, and local ordinances take precedence over these by-laws and will be binding to this organization.

January 1993,

Note: Quorum requirements amended from 6 to a majority of current members on 3/27/2003, number of meetings reduced 4/2008, attendance requirements modified 11/12/2009.