

## **Bylaws**

The Board of Trustees of the Hauppauge Public Library, a corporation created by a provisional charter granted under Section 255 of the New York State Education Law by the Board of Regents of The University of the State of New York, December 15, 2000 and a permanent charter granted May 22, 2007 hereby state that in addition to adhering to New York State Public Library Law, the Open Meetings Law and Section 18 of the New York State Public Officers Law, we adopt the following as our bylaws:

### **Article I. Trustees**

#### **Section I**

The Library shall be governed by a Board of Trustees hereinafter referred to as the 'Board'. The Board shall consist of five residents of the Hauppauge/Islip Library District duly elected by a public ballot of the residents of the Hauppauge/Islip Library District.

#### **Section II**

One Trustee will be elected each year to serve a five-year term, commencing on July 1st of that year and ending on June 30th of the fifth year served. The term of office of one Trustee shall expire each year. Candidates for the office of Trustee shall be nominated by a petition which shall meet the requirements of Education Law § 2018. Said candidate must be a qualified voter of the Hauppauge / Islip Library District. An Oath of Office shall be administered to all newly-elected Trustees, and filed with the Suffolk County Clerk.

#### **Section III**

If a Trustee does not complete their term, a replacement may be chosen by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Library Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term. Such election, where more than one Trustee seat is vacant, shall be conducted "at-large" with the highest vote getting candidate receiving the longest term available, and the second highest vote getting candidate receiving the next longest term, etc.

#### **Section IV**

Each Trustee will have one vote and must be present at a meeting to have their vote counted.

#### **Section V**

Trustees are expected to attend all Board meetings punctually. If a valid reason prevents a trustee from attending, the President of the Board or the Chief Executive Officer should be notified in advance. An excused absence is defined as one where prior notification has been given to the President or to the CEO and the President approves such request. If the President asks to be excused, the Vice President approves the request. If a trustee fails to attend three (3) consecutive meetings without excuse, the trustee will be deemed to have resigned. The President will inform the absent trustee in writing that they are no longer on the Board.

#### **Section VI**

Board Trustees serve without remuneration. Trustees may be reimbursed for actual expenses necessarily incurred in the performance of official Library business, upon approval of the Board.

## **Article II. Officers of the Board**

### **Section I**

The Officers of the Board shall be as follows:

President, Vice President, Finance Officer and Secretary

The President and Vice President must be Board members.

### **Section II**

Officers shall be elected at the Board's annual organizational meeting and shall serve a term of one year.

No Trustee may serve for more than two consecutive years in any office. After a lapse of one year a

Trustee may serve in an office they have already held.

### **Section III**

The President shall preside at meetings of the Board. They shall execute all documents approved by the Board. They shall act as the Board's spokesperson in matters concerning the media.

### **Section IV**

The Vice President shall perform the duties of the President in their absence.

### **Section V**

The Finance Officer, with assistance from the Chief Executive Officer and Library Treasurer, shall see that the Library maintains adequate and appropriate financial records. They shall make recommendations to the Board on the acquisition and disbursement of funds. In the absence of the President and Vice President the Finance Officer will serve as President.

### **Section VI**

The Secretary shall be responsible for preparing the agenda for the meetings, recording the minutes of the meetings and the handling of communications and correspondence. The Secretary shall also ensure that official copies of these By-Laws, rules of order, policies and minutes of the Board are properly stored, as well as other Library records.

Upon approval of the Board, the Secretary may delegate certain of these clerical tasks to Library personnel.

### **Section VII**

If at any time an Officer leaves the Board the President shall appoint a successor officer. If at any time the President leaves the Board the Vice President shall assume the position of President and appoint a Vice President. All appointments or changes in position expire at the time of the next Board reorganization.

## **Article III. Meetings**

### **Section I**

Regular monthly meetings shall be held at dates and times to be established by the Board. All Board meetings will be publicly noticed and are open to the public.

### **Section II**

A special meeting may be called by the President or by any three Trustees. All necessary legal notice will be given to publicize any special meeting. Notice of a special meeting shall be distributed to each

Trustee by e-mail, where possible, no less than five (5) nor more than ten (10) days before the meeting. Notice of any special meeting may be waived by any Trustee, either in writing or by personal attendance at the meeting. Any Trustee who has not waived notice of said meeting in writing and who did not attend said meeting, may request for reconsideration of any action of the Board taken at said meeting, provided that request for reconsideration is made at the next meeting, whether special or regular. If such a request for reconsideration is made, a majority vote of the Board of Trustees shall be necessary to affirm the action being reconsidered. Public notice of all special meetings shall be posted on the Library webpage, and public bulletin board, whenever possible. Such notice shall describe generally the matters to be considered by the Board at the special meeting.

### **Section III**

In order to conduct a meeting, a quorum consisting of three Trustees must be present. In order to pass any order of business, at least three Trustees must vote in favor thereof.

### **Section IV**

The Board shall organize as the first order of business at its July meeting. Included will be officer elections, a review of Library Bylaws and the Chief Executive Officer's annual report.

### **Section V**

The following agenda shall take precedence at regular meetings:

Call to order:

- a) Pledge of allegiance
- b) Approval of minutes
- c) Treasurer's report
- d) Correspondence
- e) Chief Executive Officer's report
- f) Committee reports
- g) Old business
- h) New business
- i) Period for public expression
- j) Personnel Report
- k) General Discussion
- l) Executive session (when required)
- m) Adjournment

The order of business may be added to or amended from time to time, as needs of the Board may indicate. Such amendment or addition may be made at the direction of the President of the Board.

## **Article IV. Committees**

### **Section I**

The President may appoint special committees at any time from among the Trustees.

### **Section II**

The President shall appoint a committee chairperson from among their number.

### **Section III**

All committee appointments expire with the call to order of the July organizational meeting.

## **Article V. Fiscal**

### **Section I**

The fiscal year of the Library will run from July 1-June 30.

## **Article VI. Chief Executive Officer**

### **Section I**

The Board shall appoint a qualified Library Director, who shall serve as the Chief Executive Officer of the Library.

### **Section II**

The Chief Executive Officer shall be responsible for the proper performance and administration of the Library, as well as the duties and responsibilities set forth in any further job description provided by the Board.

### **Section III**

It shall be the duty of the Chief Executive Officer to attend all meetings of the Board. The Chief Executive Officer shall have the right to be present for and participate in the discussion of all matters before the Board, without the right to vote, except any portion of any meeting dedicated to discussing the employment or compensation of the Chief Executive Officer. The Chief Executive Officer shall also be administered an Oath of Office, which shall be filed with the Suffolk County Clerk.

### **Section IV**

The Chief Executive Officer shall serve as the Board Secretary.

## **Article VII. Amendments to the Bylaws**

### **Section I**

Amendments to the Bylaws may be proposed by any Trustee. An amendment shall be valid after a majority vote at a regular board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the agenda for the meeting where they are voted on.

## **Article VIII. Procedure**

### **Section I**

In the case of procedural disputes, Robert's Rules of Order shall prevail.

Adopted: April 2001

Amended: July 2001; December 2001; January 2002; February 2002; July 2009; June 2021; September 2024

Reviewed: July 15, 2010