

Prince George's County Memorial Library System  
Board of Trustees  
Bylaws

- I. Authority:
  - A. Pursuant to the provisions of Sections 23-301 and 23-303 of the Education Article of the Annotated Code of Maryland, the Board of Trustees was created.
  - B. The Board shall consist of seven (7) members, each to serve a term of five (5) years.
  - C. Upon expiration of the term of each of the members, appointments to the Board shall be made by the County Executive from a list of persons submitted by the Library Board with the Council pursuant to the provisions of the County Charter.
  
- II. Meetings:
  - A. The Library Board shall hold meetings no less frequent than four times a year as stated in the Annotated Code of Maryland. The scheduled meetings shall be determined and agreed upon by the current members of the Board and made public for the specified period or entire calendar year.
  - B. Special meetings may be called by the President, or upon the written request of two members for the transaction of business stated in the call for meeting. Notices of all meetings shall be mailed by the Secretary to all members at least five days before meeting.
  
- III. Board Meeting Attendance:
  - A. Any member of the Board of Library Trustees who fails to attend at least half of the scheduled meetings of the Board during any calendar year, unless excused, shall be considered to have resigned from the Board
  
- IV. Committee Participation and Attendance:
  - A. If a Board member cannot accept committee assignments, and/or if a Board member fails to attend three consecutive committee meetings, the member shall be notified in writing and asked if the member intends to remain on the

Board. If the Board does not receive a reply, the County Executive shall be notified of the members failure to carry out the responsibilities of a member of the Board.

V. Quorum:

- A. A quorum for the transaction of business shall consist of four members of the Board.

VI. Officers:

- A. The officers of the Board shall consist of a President and Vice President who shall be elected at the January Board meeting and shall serve for one year and until their successors are elected. The Personnel & Governance Committee shall submit names of candidates at the Board meeting to be held in December. At this meeting nominations for all offices may be made from the floor. The election shall be by ballot for any contested office.
- B. The president shall not serve more than two consecutive full years. The President may serve a third consecutive year if there are two (2) or more resignations or vacancies on the Board within the previous six (6) month period.
- C. The President of the Board shall preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer.
- D. The Vice President shall preside in the absence of the President. Should a vacancy in the office of Vice President occur prior to the October Board meeting, the Personnel & Governance Committee shall submit the name of a candidate for Vice President at the next Board meeting. Nominations can also be made from the floor at this Board meeting. Election to the Office of Vice President shall be made at this same Board meeting.
- E. In the absence of the President and Vice President from the Board meeting, the members present shall select a temporary chairperson for the meeting.
- F. The Director shall be the Secretary to the Board and shall keep a true and
- G. accurate account of all proceedings of the Board meetings, shall issue notices of all Board meetings, and shall have custody of the minutes of other record of the Board.

VII. Committees:

- A. **Standing Committees.** The Board shall have standing committees to facilitate its work in the areas described below. The committees shall have the following oversight responsibilities, in addition to any duties or responsibilities assigned to them by the Board:
1. **Personnel & Governance Committee.** This committee shall oversee (a) the process of hiring and evaluating the director or chief executive officer of the library system; (b) library system personnel policies, staff compensation, human resource development and dispute resolution; and (c) Board development (including the Board's Bylaws, structure and procedures; filling of Board vacancies; providing orientation to new Board members; and nominating board officers).
  2. **Budget & Planning Committee.** This committee shall oversee (a) the library system's strategic planning, budget development and resource planning processes; (b) evaluation of the library system's performance toward its strategic and operational goals; (c) the library system's annual audit; and (d) other financial matters (e.g., risk management and investment policies).
  3. **Community Engagement Committee.** To promote community engagement and responsiveness to community needs, this committee shall oversee the library system's (a) public outreach; (b) partnership development; (c) program development; (d) operating policies that affect the public; (e) policy advocacy; (f) marketing, promotion and branding efforts; and (g) public fundraising.
- The President shall appoint the members of each standing committee by February of each year, subject to approval by a majority of the Board at its next regularly scheduled meeting. A standing committee must be chaired by a member of the Board unless the Board decides otherwise.
- B. **Ad Hoc Committees.** *Ad hoc* committees for special purposes or projects deemed necessary or advisable for the conduct of the library system's business may be appointed by the President with the approval of a majority of the Board. Such *ad hoc* committees must include at least one member of the Board. *Ad hoc* committees shall have limited scope and duration and shall

serve until the completion of the work for which they were appointed, as determined by the Board.

- C. **Committee Membership.** No more than three Board members may be assigned to any committee. Other individuals, who are not members of the Board of Trustees, may be appointed as non-voting members of any committee in order to provide helpful information, expertise or other assistance to the committee.
- D. **Committee Quorum.** A quorum equal to half of the Board members appointed to a committee is required for a committee to take any action.
- E. **Committee Authority.** The authority of any committee is limited to the provision of information, analysis, advice and recommendations to the Board, unless the Board expressly grants the committee the power to take other action.

VII. Amendments:

- A. By-laws may be amended at any regular meeting of the Board provided the amendment was stated in the call to the Board meeting and a majority of the entire Board approves.

Approved: February 12, 1964

Amended: October 14, 1970; November 11, 1971; May 15 1973; September 13, 1973; November 8, 1973; September 18, 1975; May 17, 1990; October 11, 1990; February 8, 1966; February 10, 2005; January 10, 2008; May 14, 2012; March 8, 2016.