

# BYLAWS FOR FORSYTH COUNTY PUBLIC LIBRARY

**Adopted April 8, 1996**  
**Effective July 1, 1996**  
**Amended December 13, 1999**  
**Amended October 30, 2000**  
**Revised May 21, 2018**

## ARTICLE I. DUTIES AND RESPONSIBILITIES OF COUNTY LIBRARY BOARD MEMBERS

### Section 1.

The board is the legal governing body of the library. It shall be the duty and responsibility of the board:

- (a) To employ a director who meets state certification requirements.
- (b) To delegate to the director authority to employ other employees as necessary.
- (c) To approve budgets prepared by the director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies.
- (d) To attend board meetings.
- (e) To establish policies governing the library.
- (f) To set policy for the receipt and administration of gifts of money and property.
- (g) To present financial and progress reports to governing officials and the public.
- (h) To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms.
- (i) To notify the director in advance of all meetings of the board and its committees.

## ARTICLE II. DUTIES OF THE OFFICERS

### Section 1.

The chairperson shall preside at all regular or called board meetings. He/she shall appoint all committees and shall be an ex-officio member of all committees.

### Section 2.

The vice-chairperson shall assist the chairperson and preside in the absence of the chairperson. All other duties of the vice-chairperson shall be assigned by the chairperson.

Section 3.

The secretary/treasurer shall record the official actions of the board, keep a record of attendance at board meetings, and have custody of the official books, which shall be housed at the library's administrative offices. The secretary/treasurer shall also monitor the receipt and disbursement of funds, arrange for regular financial reports to the board and for an annual audit in accordance with state and/or federal laws and regulations.

ARTICLE III. DUTIES OF DIRECTOR

Section 1.

The director must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate, as defined by the State Board for the Certification of Librarians.

Section 2.

The director shall be the administrative head of the library system, under the direction and review of the library board.

Section 3.

The director of a library system shall have duties and responsibilities which include but are not limited to the following:

- (a) To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds and to employ or terminate other staff members if so authorized by the library board;
- (b) To attend all meetings called by the Georgia Public Library Service or send a substitute authorized by the office director;
- (c) To prepare any local, state, or federal annual budgets;
- (d) To notify the board of trustees and the Georgia Public Library Service of any failure to comply with:
  - 1) Policies of the board
  - 2) Criteria for state aid
  - 3) State and federal rules and regulations
  - 4) All applicable local, state, or federal laws

- (e) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the system board of trustees; and
- (f) To attend all meetings of the system board of trustees and affiliated boards of trustees or to designate a person to attend in his or her place.

## ARTICLE IV. MEETINGS

### Section 1.

The board shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the third Monday of the month at 5:30 P.M. unless altered and announced at the discretion of the board.

### Section 2.

Prior to each regular or called meeting, the director shall notify each member of the date, time and place of the board meeting.

### Section 3.

Three members of the board constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these documents, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

### Section 4.

The latest edition of Robert's Rules of Order (Revised), when not in conflict with these constitution and bylaws, shall govern the proceedings.

### Section 5.

Each board member shall have one vote. No absentee voting shall be permitted.

### Section 6.

Special meetings may be called at the direction of the chair or upon the written request of at least two members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given. No business other than that which has been advertised may be conducted at a special meeting.

Section 7.

All meetings will be open to the public in accordance with the Georgia Open Meetings Law, Section 50-14-1 et. seq. of the Official Code of Georgia Annotated.

Section 8.

The library board may enter into a closed session to discuss the future acquisition of real estate, to consult and meet with legal counsel pertaining to pending or potential litigation, or to discuss or deliberate (but not to vote) upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

Section 9

Although not encouraged, a member may participate and cast votes in board meetings via teleconference so long as a quorum is present in person, if necessary due to reasons of health or absence from the jurisdiction, pursuant to O.C.G.A. §50-14-1(g). No member shall participate by teleconference more than twice in one calendar year, absent emergency conditions or the written opinion of a health professional that reasons of health prevent the member's physical presence.

ARTICLE V. REPORTS

The library board delegates to the director the responsibility for all reports required by state, federal, or local laws or regulations.

ARTICLE VI. ATTENDANCE

Section 1.

A board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2.

A letter reporting the removal and specifying the cause shall be sent to the affected board member and to the appointing authority responsible for the appointment. The county commissioners shall be asked to appoint another representative to fill that member's unexpired term.

Section 3.

The board may authorize a leave of absence for up to six (6) months to members who can show good cause for their future absences.

ARTICLE VII. CODE OF ETHICS FOR LIBRARY BOARD

Section 1.

A library board member will respect decisions adopted by the majority vote of the board.

Section 2.

A library board member will respect all confidential board and library information.

Section 3.

A library board member will observe the publicity and information policies of the board and library. He or she will refer complaints or requests for information by either patrons or staff to the proper level on the chain of command.

Section 4.

A library board member will recognize that the board member's job is to ensure that the organization is well-managed, not to manage the organization.

Section 5.

A library board member will declare any conflicts of interest between his or her personal life and position on the board, and avoid voting on issues that appear to be a conflict of interest.

ARTICLE VIII. AMENDMENTS

Section 1.

These bylaws may be amended at any regular meeting of the board by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to these bylaws shall be filed with the Georgia Public Library Service immediately upon adoption.