

Bylaws of the Auburn Public Library Advisory Board

Adopted February 21, 2023

Article I – Identification

The name of this organization shall be the Auburn Public Library Advisory Board (hereinafter “Board”), located in Auburn, Alabama. The Board was established pursuant to Code of Alabama, 1975, Section 11-90-1 et seq. The Board shall advise and collaborate with the Library Management Team on policy formulation, strategic planning, and advocacy to ensure that the Auburn Public Library provides the Auburn community with quality public library services.

Article II – Membership

Section 1. Appointments and Terms of Office. The Board shall be comprised of five members, who shall be appointed by the City Council of Auburn, Alabama. Board members shall serve for a term of four years, and vacancies shall be filled by the City Council for the remainder of any unexpired terms. Board members shall serve without compensation.

Section 2. Incumbent members of the board seeking reappointment for an additional four-year term will be required to reapply.

Section 3. Meeting Attendance. Board members shall be expected to attend all meetings in accordance with the City Council’s Board Attendance Policy.

Article III – Officers

Section 1. The elected officers shall include a Chair and a Vice-Chair/Secretary to be elected from among the appointed Board members at the annual meeting of the Board (see Article IV, Section 2). No Board member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Any Board member who wishes to be nominated for the position of Chair or Vice-Chair/Secretary should inform the Vice-Chair/Secretary at least two weeks before the annual meeting or other meeting in which an election will be held. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year, beginning with the meeting following their election and until their successors are duly elected.

Section 4. If any member resigns, written notice must be sent to both the Chair and the Library Director, who shall forward the notice to the City Manager. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. Unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

Section 5. Upon an affirmative vote of a majority of the members of the Board, any officer may be removed, either with or without cause, and a successor elected at any regular meeting of the Board, or at any special meeting of the Board called for such purpose.

Section 6. The Chair shall preside at Board meetings, authorize calls for special meetings, appoint all committees, execute documents requiring authorization by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of Board Chair.

Section 7. The Vice-Chair/Secretary, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair. In the case of the absence of both the Chair and Vice-Chair/Secretary, the Board may elect an officer pro tem to preside until the Chair or Vice-Chair/Secretary return to their duties. The Vice-Chair/Secretary shall keep true and accurate minutes of all meetings of the Board, coordinate nominations and elections of board officers, and perform other related duties as necessary.

Article IV – Meetings

Section 1. Regular Meetings. The Board shall hold regular meetings, generally monthly; the dates and times thereof to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, for the purpose of the election of officers and the setting of dates and times for regular meetings, shall be held at the time of the regular meeting in January of each year.

Section 3. Agendas and Notices. The Chair, in consultation with the Library Director, will develop the agenda for each meeting. Agendas and notices shall be distributed by the Library Director and indicate the date, time, and place of the meeting and all subject matters intended for consideration at the meeting. The agenda for each regular meeting of the Board shall include, but not be limited to, the following, as applicable, not necessarily in the order listed:

- Call to Order & Roll Call
- Minutes of the Previous Meeting
- Director's Report
- Board Development
- Correspondence
- Library Services Presentation
- Old Business
- New Business
- Announcements
- Citizens' Communications
- Adjournment Section

Section 4. Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted for public review on the Library's website.

Section 5. Time will be provided at each regular Library Advisory Board meeting for citizens' communications.

- Any citizen wishing to address the Library Advisory Board during citizens' communications must first be recognized by the Chair of the Board.
- Any citizen wishing to address the Board must first state his or her name and
- physical address for the record.
- Citizens may speak only once unless there is a specific question directed to them by a Board member.
- Each citizen will have up to three (3) minutes in which to present comments.
- All citizens should use a professional, respectful, and civil tone when addressing the Board and should expect the same in return.
- Organized groups should choose one representative to speak during a single 3-minute communications session.
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- Citizens' communications is an opportunity for citizens to present comments to the Library Advisory Board and is not a forum for debate. As such:
- Citizens should address the Board as a body and not address an individual Board member or Library staff member.
- While a Board may choose to interact with the citizen, typically a citizen will be allowed to present comments, after which the Board may ask questions or offer their comments before the Chair of the Board recognizes the next speaker.
- The Library Advisory Board reserves the right to allow citizens of the City of Auburn to present their comments before the floor is opened to non-citizens.
- PowerPoint and other presentations, including overheads, pictures and videos must be submitted to the Library Director no later than 12 p.m. on the day prior to the meeting.

Section 6. Special Meetings. Special meetings may be called by the Chair on at least forty-eight (48) hours' notice to each Board member, which notice shall state the time, place, and purpose of the meeting. Special meetings of the Board may also be called by the Chair in like manner and like notice on the request of at least two (2) Board members.

Section 7. Quorum. At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business, and the acts of the majority of the members present at a meeting at which a quorum is present shall be the acts of the Board. If a quorum is not present, the meeting will be adjourned, and all agenda items will be postponed until the next regular meeting of the Board.

Section 8. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with the Alabama Open Meetings Act, Code of Alabama 1975, Section 36-25A-1 et seq.

Section 9. Parliamentary Authority. For any procedure not otherwise specified in these Bylaws, the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern.

Article V – Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the Chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 2. Bylaws for Committees. Each committee shall follow the same rules of procedure outlined herein and shall meet where and as provided by the rules or by resolution of the Board. A quorum shall consist of a majority of the committee members. In every case, the affirmative vote of a majority of all members of a committee present at the meeting shall be necessary for its adoption of any resolution. Minutes of committee meetings shall be kept and, if possible, sent to all members of the Board before the next scheduled Board meeting which follows the committee meeting. The Chair of the Board shall be an ex officio member of all committees and shall have a full vote upon all matters at the committee meetings that they attend.

Section 3. No committee shall have any powers other than advisory powers.

Article VI – Duties of the Board

Section 1. The Board shall represent the voice of the community in library affairs and assist the Library Director and Library Management Team in policy setting, developing initiatives, and strategic planning as well as contribute to the general benefit of the residents of the City of Auburn. The Board shall advise and make recommendations to the Library Director, the City Manager, and/or the City Council concerning the vision and mission of the Library and the promotion of public library services.

Section 2. The Board shall make recommendations concerning the utilization of all lands, buildings, equipment, and other facilities assigned for public library purposes by the City Council.

Section 3. The Board shall assist in cooperation with other local agencies and state and federal agencies for the purpose of acquiring, maintaining, and improving public library programs, resources, services, and facilities.

Article VII – Library Director

Section 1. The Library Director shall serve as an ex officio member of the Board and shall be entitled to attend all Board and committee meetings but shall have no vote. The Library Director shall act as a technical advisor to the Board. At the Library Director's request, other members of the Library Management Team may provide technical and administrative support to the Board.

Article VIII – Conflict of Interest

Section 1. Board members may not, in their private capacity negotiate, bid for, or enter into a contract with the City of Auburn in which they or their immediate family members have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Article IX. – Bylaws Relating to Bylaws

Section 1. The Board by majority vote thereof shall have the power to make, alter, amend or repeal the bylaws at any regular or special meeting of the Board, the notice of which shall have stated the amendment of the bylaws as one of the purposes of the meeting, providing an advance copy of the proposed amendment and a copy of the bylaws then in force be mailed with said notice to each member.

Section 2. Within ten days after the adoption of a resolution amending these bylaws in any respect, all members shall receive a copy of the amended bylaws.

Section 3. These bylaws shall be reviewed by the Board at least every three years.