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## **BYLAWS OF THE LIBRARY BOARD OF EMPORIA**

### **Article I - Membership**

Section 1. In accordance with Kansas law the Library Board of the City of Emporia shall consist of seven members, appointed by the Emporia City Commission. By virtue of the office the Mayor is an ex-officio member having the same power to vote and the same responsibility as any other member. Board members must be residents of Emporia and do not receive compensation. The Executive Director is considered the executive officer of the Board and has no vote.

Section 2. Term of office. Original appointments are for staggered four (4) year terms beginning on May 1. After two (2) consecutive full terms a person is not eligible for re-appointment until one year has elapsed.

Section 3. Duties. The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment.

Section 4. Absences and Resignations. If any member is absent, without reasonable excuse, from four consecutive regular meetings, or during one year is absent from a total of seven meetings, it shall be the duty of the Secretary to inform the Board and the City Commission that this member is not serving the best interests of the Library and that this member shall be replaced by someone who will take an active part in the work. This rule may be suspended by unanimous consent of the members of the Board. If a Board member desires to resign during his/her term of office, said resignation shall be directed to the Emporia City Commission.

### **Article II - Meetings**

Section 1. Regular meetings. The Emporia Public Library Board shall hold a regular monthly meeting in the Emporia Public Library. The date and time shall be set by the Board.

Section 2. Special meetings. Special meetings may be called by the Chair or by the request of a majority of the members. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given each member at least two days in advance of such meeting and no business other than that stated in the notice shall be transacted at

such meeting.

Section 3. Distance and virtual meetings. One or more Board members may participate in a meeting of the Board of Trustees, or a committee of the Board, by means of a telephone, video, or similar communication equipment, provided that all persons participating in the meeting can hear and speak to each other. All members so participating by means of telephone or video conference equipment shall be deemed present at the meeting and their attendance will count toward the meeting quorum.

### **Article III – Officers**

Section 1. The officers shall be a Chair, a Vice Chair, a Secretary, and a Treasurer, elected at the regular May meeting of the Board.

Section 2. Officers shall serve a term of one year from the May meeting at which they are elected and until their successors are duly elected.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, sign the orders of the Board for payment of bills, co-sign all checks drawn on funds held by the Library, execute all documents authorized by the Board, serve as an ex-officio member of all committees by receiving reports at the Board meeting, and generally perform all duties associated with that office.

Section 4. The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform all duties and functions of the Chair. The Vice Chair will co-sign checks in the event that the Chair or Secretary are not able to perform this duty.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall sign orders of the board for payment of bills, co-sign all checks drawn on funds held by the library, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolved upon the office. All purchase orders, invoices and payroll shall be approved by the Executive Director, reviewed by the Treasurer and presented for approval at the next regular meeting of the Board. The Treasurer or an appointed representative shall keep an accurate record of all monies received and disbursed and make a report thereof to the Board monthly. The Treasurer shall be bonded in an amount as required by a resolution of the Board. In the absence or inability of the Treasurer, the duties shall be performed by such other Board members as the Board may designate.

### **Article IV - Committees**

Section 1. Standing Committees. The following standing committees shall be established and members appointed by the Chair with the approval of the Board: Building and Grounds, Finance, Personnel, and Policy. Appointments will normally be made at the regular June meeting and may include non-Board members. The chair of each committee, however, shall be a member of the Board. Each committee shall consist of no more than four (4) members. No committee will have other than advisory powers unless, by suitable action by the Board, it is granted specific power to act.

Section 2. Special Committees. Special committees for the study and investigation of special problems may be appointed by the Chair with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Section 3. Appointed Representatives. The following representatives shall be appointed at the regular June meeting: North Central Kansas Library System representative, Friends of the Library representative.

Section 4. Reports. 1) Following a committee meeting, a report must be given to the Board at their next regularly scheduled board meeting. 2) Committees may make an annual review to the Library Board.

Section 5. Ex-officio Member. The Executive Director shall be an ex-officio member of all standing and special committees.

## **Article V - Order of Business**

The order of business at the regular meetings shall be as follows:

Call to Order

Public Comment

Approve/Amend Agenda

Approve Consent Agenda:

- 1) Board Meeting Minutes
- 2) Committee Meeting Minutes and Report
- 3) Administrative and Representative Reports

Financial Reports:

- 1) Treasurer's report
- 2) Authorization to pay bills

Unfinished Business

New Business

Board Comments

Adjournment

This order of business may be changed at any meeting, by a vote of the majority of the members

present. Except as otherwise provided in the bylaws, the usual parliamentary rules and orders shall govern the proceedings.

#### **Article VI - Quorum**

A quorum for the transaction of business shall consist of a majority of the voting members (5).

#### **Article VII - Amending the Bylaws**

Section 1. The Bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members at least ten days prior to the meeting at which such action is proposed to be taken.