

SEMINOLE COUNTY PUBLIC LIBRARY

Donalsonville, Georgia

CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The name of this body shall be SEMINOLE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES.

ARTICLE II

HEADQUARTERS

The headquarters shall be in the Seminole County Library, 104 West Fourth Street, Donalsonville, Georgia 39845.

ARTICLE III

OBJECT

The object of the Seminole County Public Library Board of Trustees shall be to offer a full program of library services to all citizens of Seminole County in compliance with the goals of the Southwest Georgia Regional Library, and specifically to:

1. set local policies and practices when there is no Regional Library System governing that area of service;
2. work with the Donalsonville Mayor and City Council, the Seminole County Board of Education and the Seminole County Board of Commissioners in securing funds for library expenses, and make these taxing bodies aware of the progress being made by the library system.
3. The library is a member of the Southwest Georgia Regional Library under the terms of the participating agreement. Membership in the Southwest Georgia Regional Library provides the citizens of Seminole County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Seminole County Library lends materials to all other counties within the regional library system.

ARTICLE IV

MEMBERS

1. The Seminole County Public Library Board of Trustees shall consist of nine (9) members appointed by the governmental agencies financially supporting the library on a regular basis. The Seminole County Board of Commissioners, the Donalsonville Mayor and City Council and the Seminole County Board of Education shall each appoint, in writing, three (3) members, as specified in the bylaws and the State law.

2. The terms of membership for members appointed by each governmental agency shall be for three (3) years, subject to reelection, not to exceed a total of nine (9) years. Three (3) members appointed by their library board shall represent the Seminole County Library Board as members of the Southwest Georgia Regional Library Board. They shall be entrusted with representing and interpreting the interests of the Seminole County Library Board to the Regional Board.
3. The term of office shall be three (3) years, with starting and ending dates corresponding to the state fiscal year. Vacancies occurring in Board memberships shall be filled in the same manner as original appointments and appointees shall complete the unexpired term.
4. All Board Members shall be residents of Seminole County or residents of adjacent counties to Seminole, within the state of Georgia, who have a vested interest in Seminole County.

ARTICLE V

OFFICERS

1. The officers of the Board shall be Chairman, Vice Chairman, Secretary, Treasurer, and Parliamentarian.
2. The Chairman shall preside at all regular and called meetings, shall appoint all committees and shall be an ex-officio member of all committees.
3. The Vice chairman shall preside in the absence of the Chairman. All other duties of the Vice The Chairman shall assign chairman.
4. The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings and have the custody of the official books, which shall be housed in the Seminole County Library. The Secretary shall be responsible for submitting all reports required by the Regional Library. The Secretary shall remind all members, in writing, a week in advance of regular board meetings. The Secretary shall also be responsible for posting notices and following up on other provisions of notification of meetings under the provisions of the open meetings law.
5. At any time when the Regional Library has delegated to the Seminole County Library Board the activity of handling funds, the Seminole County Treasurer shall provide to the Regional Library Board prior to each Regional Board meeting a detailed accounting of all activity that has taken place in any accounts held by the County Library. The Regional Board will review and approve this activity. In addition, all checks must bear the signatures of both the Treasurer and the Chairman, and Treasurer shall provide a detailed accounting of all activity to each regular meeting of the County Board. Funds shall be audited annually in accordance with State aid criteria and other State regulations.
6. The Treasurer, Chairman and any other staff members authorized to handle funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Seminole County Public Library Board of Trustees and entered into the minutes, and a copy of the bonds filed with the Regional headquarters office and with the Office of Public Library Services of the Georgia Board of Regents.
7. The Parliamentarian shall be someone familiar with parliamentary law who assists the Chairman in ruling on point of order and answering parliamentary inquiries.
8. The officers shall constitute the Executive Board.

9. The officers shall be nominated for one (1) year terms by a committee of three (3), appointed by the Chairman at the regular meeting in March. The officers will be elected at the May meeting, a quorum voting. A simple majority will constitute a quorum. The officers shall assume responsibility on July 1 of each year. An officer may succeed himself.

ARTICLE VI

MEETINGS

1. Regular meetings of the Seminole County Library Board shall be held in the Seminole County Library at 10 o'clock A.M. on the third Wednesday of January, April, July and October. The time and place of the meetings may be changed at the discretion of the Board.
2. Special meetings may be called by the Chairman or three (3) members of the Board for the transaction of business stated in the call for the meeting.
3. A Board member shall be removed for cause or for failure to attend three (3) consecutive regularly scheduled meetings.

ARTICLE VII

REPORTS

The County Library System shall submit all reports requested and required by the Regional Library System to provide the information necessary to complete reports required by the State, Federal, of local laws or regulations, or to manage the Regional Library System in an efficient and business-like manner.

ARTICLE VIII

COMMITTEES

1. All committees shall be appointed by the Chairman.
2. The standing committees shall be:
 - House and Grounds
 - Special Events
 - Memorials
 - Budget
 - Public Relations/Displays

ARTICLE IX

QUORUM

Simple majority of the membership shall constitute a quorum, and a majority shall rule a quorum voting. No official business will be conducted without a quorum present.

ARTICLE X

AMENDMENTS

This Constitution and Bylaws may be amended at any regular or called meeting of the Board of Trustees by a majority vote of the members present, provide that notice is made in writing at least two (2) weeks prior to the meeting, and provided that a quorum is present and voting.

ARTICLE XI

Government

This Board shall be governed by Robert's Rules of Order.

Adopted November 1, 1989

Revised March 5, 1997 at the regularly scheduled meeting of the Seminole County Library Board.
Revised July 2, 1997 at the regularly scheduled meeting of the Seminole County Library Board.
Revised November 5, 1997 at the regularly scheduled meeting of the Seminole County Library Board.
Revised November 2, 1998 at the regularly scheduled meeting of the Seminole County Library Board.
Revised March 6, 2000 at the regularly scheduled meeting of the Seminole County Library Board.
Revised May 7, 2001 at the regularly scheduled meeting of the Seminole County Library Board.
Revised November 5, 2001 at the regularly scheduled meeting of the Seminole County Library Board.
Revised April 24, 2004 at the regularly scheduled meeting of the Seminole County Library Board.
Revised January 7, 2008 at the regularly scheduled meeting of the Seminole County Library Board

word/board/seminole constitution & bylaws