**By-laws of the H.D. Cooley Library Advisory Board**

1. **Meetings**

The Library Advisory Board shall meet at least four times a year at a date and time to be determined by the board, during the organizational meeting at the first regular meeting. Meetings shall be open to the public as specified by the State’s Open Meeting Law which is codified as G.S. 143-318.9 through – 318.18.

Special meetings may be called by the library director, the chair, or by three (3) members for the transaction of business stated in the call for the meeting.

1. **Board Membership**

A total of eight people shall serve on the library advisory board with staggered terms, and each member will serve a two (2) year term. One Council member shall serve as an ex-officio, non-voting member of the total eight members with a two-year term or as appointed by the Town Council. No member can serve more than two (2) consecutive terms. All library advisory board members are to be appointed by the Town Council

Any board member who misses three consecutive meetings without contacting the librarian shall be permanently removed from the Library Advisory Board. Should any vacancy occur among the members of the board by reasons of expired term, resignation, dismissal, or other reasons, a notice shall be submitted by the director through the town clerk to the town council. Vacancies shall be made public, so that interested citizens may request a term on the board.

1. **Rules and Regulations**

The function of the library advisory board is to recommend, adopt, repeal, and amend rules and regulations governing the operation of the library that are not in conflict with the Town of Nashville Municipal Code, Chapter 22, Division 2 “Library Advisory Board,” or any applicable state statute as it is adopted. Included in this authority delegated to the library advisory board is to recommend the establishment of rules and periods for which materials may be checked out and returned thereof; renewal of checked-out materials; requirements for the issuance and revocation of library cards; charges for failure to return materials when due; and retention and/or disposal of materials.

1. **Officers**

Board officers shall be elected at the organizational meeting during the first regular meeting of each year. They shall be as follows: Chair and Vice Chair. Terms shall not be limited, but officers shall be elected each year.

The Board Chair shall preside at all meetings, appoint all subcommittees, certify all actions approved by the board and generally perform the duties of a presiding officer. The Vice Chair shall preside in the absence of the Chair and shall assume all the duties of the Chair. In the event both the Chair and the Vice Chair are absent at a meeting, an acting Chair shall be elected by the majority vote of those members present at the meeting.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings. The Library Director issues notices of all regular and special meetings, has custody of the minutes and other records of the board, and notifies the town clerk of any vacancies on the board. The Library Director shall be the regular technical advisor of the board and shall generally supervise the clerical work of the board. The director shall determine items to be placed on the agenda of any regular or special meeting after consultation with the Chair and shall present all agenda items to the board.

1. **Committees**

Special committees for the study and investigation of special problems may be appointed by the chair to serve until they have completed the work for which they were appointed. Such committees shall not have the power to act for the board; rather, the committee investigates a particular matter and makes recommendations to the full board. Committees may be composed of board members, library staff members, and others as deemed appropriate.

1. **Quorum**

A quorum for the transaction of business shall be a simple majority of the board members.

1. **Parliamentary Rules**

The board shall use Robert’s Rules of Order as its set of parliamentary rules.

1. **Order of Business**

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

1. Call to order
2. Public Comment :This portion of the meeting is provided for citizens to communicate ideas or concerns to the board regarding library concerns or issues. Any citizen wanting to have an item placed on the agenda must submit items to the office of the director by 12:00 p.m., Friday, prior to the regular meeting. The Library Advisory board will follow the Town’s Public Comment Policy.
3. Minutes
4. Librarian’s Report
5. Report of the standing committees
6. Report of the special committees
7. Unfinished business
8. New Business
9. Announcements
10. Adjournment
11. **Amending the by-laws**

A bi-annual review of the By-Laws shall take place following the election of officers. These By-Laws may be amended by a two-thirds vote of the membership present and voting. All such amendments shall be subject to approval by the Town Council. Notice of any proposed amendments shall be submitted to all members of the Board not less than thirty (30) days prior to the meeting at which time the amendments are to be considered.

1. **Adoption**

The undersigned certifies that the above By-Laws were approved and adopted by the Library Advisory Board on {Insert Date} .

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Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Director

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Deputy Town Clerk

\*Originally Adopted

\*Amended April 2018

\*Amended