

Library Board By-Laws Elgin Community Library

Article I

As authorized by the City Charter, City of Elgin, and City Ordinance No. 9-12-89A, this body shall be known as the Elgin Community Library Board.

Article II Meetings

Section 1.

The regular meeting of the Library Board shall be held at a time designated by the Board in the library or such other place the Board may determine. The Board shall meet at least four times annually on the dates and times provided to the City Clerk each year. Three members of the Board shall constitute a quorum.

Section 2.

Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given to all Board members.

Section 3.

All questions presented for a vote of the Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 4.

Members of the Board shall hold office for a term of three years with the exception that in the first instance two shall be appointed to serve a term of one year, two for a term of two years, and one appointed for a term of three years; one of said Board members shall be designated by said Board as Chairperson.

Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned. Any board member may be removed by the appointing authority for misconduct or other neglect of duty. When a mid-term vacancy occurs, the Mayor and City Council will appoint a replacement to fill the unexpired term. The Mayor and City Council will also appoint new members as terms expire. All terms of initial and succeeding appointees shall expire on June 30 of the designated year.

The Mayor, librarian, and City Council member responsible for the library are ex officio members of the Board acting in an advisory capacity, but having no vote.

Section 5.

Robert's Rules of Order shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article III Officers

Section 1.

The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary

Section 2.

Officers shall be elected and take office at the first regular meeting after new Board members have been appointed.

Section 3.

Vacancies in office shall be handled as follows:

- *in the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- *vacancies in officers other than the Chair shall be filled for the unexpired term by special election

Section 4.

Duties of the officers shall be as follows:

Chair:

- *preside at all meetings
- *represent the Library Board at public functions
- *assist librarian in establishing the agenda for each meeting. Agenda items requested by any Board member will be included.

Vice-Chair:

- *assist the Chair in directing the affairs of the Board and act in the Chair's absence

Secretary:

- *be responsible for the accuracy of the minutes of the Board meeting and bring any corrections to the attention of the Board at its next meeting. The Secretary shall sign the approved minutes and file in Record Book.

Article IV Powers and Duties of Board Members

Board members shall:

- *abide by applicable ordinances of the City of Elgin
- *act in an advisory capacity of the City Council and librarian
- *recommend policies to govern the operation and program of the library
- *assist in planning and give guidance for expansion of library facilities
- *assist in interpreting the policies and functions of the Library to the public
- *encourage in every possible way the development and advancement of the library

Article V Amendments

These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would then be subject to the approval by City Council.

Proposed and adopted in its entirety by the Elgin Community Library Board January 12, 2012.

Approved by the Elgin City Council on February 14, 2012.