

**SAN MARCOS PUBLIC LIBRARY BOARD
BYLAWS**

ARTICLE I: Name

The name of this organization shall be the San Marcos Public Library Board, herein also referred to as the Library Board.

ARTICLE II: Objectives

The objectives of the San Marcos Public Library Board are to:

- A. Act in an advisory capacity to the City Council for the continued development and improvement of the San Marcos Public Library.
- B. Promote close communication between the city of San Marcos and all private citizens in order to secure the greatest degree of public benefit from library resources and services.
- C. Advise in the formulation of reasonable policies governing the use of library facilities and resources based upon recommendations of the Library Director.

ARTICLE III: Members

Section 1. Number and Appointment

The San Marcos Public Library shall consist of seven (7) members appointed by the mayor with the advice and consent of the City Council. The Director of the San Marcos Public Library shall serve as a non-voting ex-officio member of the Library Board.

Section 2. Qualifications of Members

Five (5) or more members of the Library Board shall be qualified to vote and residents of the city.

Section 3. Terms of Office

Each member of the Library Board shall serve for a term of two years to begin in January. Terms are to be staggered so that the terms of four members shall expire in one and terms of three members shall expire in the following year.

If the City Council fails to appoint a replacement by the end of a member's term, then that member shall continue in the appointed position until replaced.

Section 4. Re appointment

Upon completion of a term of office, a member may be re appointed to the Library Board for one additional term. After serving two consecutive terms, a person is ineligible for reappointment for a period of one regular term. A person is deemed to have filled a term if they serve more than one half of a regular term of office.

Section 5. Resignation

Any member desiring to resign from the Library Board shall submit his resignation in writing to the Chairperson who shall present it to the mayor for action.

Section 6. Attendance

Attendance at board meetings shall conform to the requirements of city boards and commissions as outlined in Section 2.069 of the City Code. Under this section of the code, the unexcused absence of a board member from three or more regular meetings in a calendar year will result in automatic resignation of the member from the board. Absences will be excused if they are the result of illness or other factors that are beyond the control of the board member. The board Chairperson is responsible for determining if an absence will be considered excused or unexcused. This determination is subject to appeal to the entire board.

The Chairperson will inform the City Clerk of the automatic resignation of a member of the board. The City Clerk shall request the City Council to appoint a replacement.

Section 7. Filling of Vacancies

All vacancies occurring on the Library Board shall be filled as provided for by the City Code of Ordinances.

ARTICLE IV: Officers

Section 1. Officers

Officers of the Library Board shall be a Chairperson, Vice-Chairperson, and a Secretary.

Section 2. Election of Officers

Officers of the Library Board shall be elected by the members of the Library Board at the first regular meeting as soon as possible after new appointments have been made to the board by the City Council. Terms of office are for one calendar year beginning in January.

Section 3. Duties

(a) The Chairperson shall preside at all meetings of the Library Board. The Chairperson shall sign, as authorized by the Library Board, correspondence and documents, including those required by the Texas State Library. The Chairperson shall make, or appoint another member of the board to make, an annual report to the city.

(b) The Vice-Chairperson shall perform the duties of the Chairperson and/or Secretary in their absence.

(c) The Secretary shall keep a true and accurate record of all matters coming before the Library Board.

ARTICLE V: Meetings

Section 1. Regular

Meetings of the Library Board shall be held monthly, except for the months of June and December, unless otherwise ordered by the Library Board or Chairperson. A regular meeting day and time will be established in advance for the year following election of officers for the year.

Section 2. Special

Special meetings can be called by the Chairperson and shall be called upon the written request of two or more members of the Library Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum

Any four voting members of the Library Board shall constitute a quorum.

Section 4. Open Meetings

Meetings of the Library Board shall adhere to the requirements of the Texas Open Meetings Act.

Section 5. Executive Sessions

Executive sessions of the Library Board are permitted only when they have been posted in advance and conform to those requirements of the Texas Open Meetings Act which pertain to executive sessions.

ARTICLE VI: Committees

Committees, standing or special, shall be appointed by the Chairperson as the Library Board shall direct.

ARTICLE VII: Parliamentary Authority

Whenever, the Chairperson or presiding officer of the board feels that the use of formal rules would benefit the discussion of or documentation of board business, he/she shall call for the meeting to be governed by the rules contained in the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE VIII: Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Library Board by a majority vote, provided that the amendment does not conflict with any ordinance of the city and that the amendment has been submitted in writing at the previous regular meeting.

Originally Adopted [1964]
Revised: February 1986
Second Revision: August 24, 1998
Third revision: May 24, 2010