

**BYLAWS**  
**EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL**

**Article 1. Name of Authorization**

Section 1. This organization shall be called the East Baton Rouge Parish Library Board of Control existing by virtue of the provision of Louisiana Revised Statutes 25.214 and by The Plan of Government of the Parish of East Baton Rouge and City of Baton Rouge Section 11.03.

**Article 2. Board Membership**

Section 1. The Board shall consist of the Mayor-President, ex-officio, and seven citizens of the parish appointed by the Metropolitan Council for terms of four years who shall continue in office until the expiration of their terms and thereupon may be reappointed or replaced by the Council.

Section 2. Board vacancies shall be filled by the Metropolitan Council for the unexpired portion of a term. This includes Board members who fail to meet the attendance requirements of the Plan of Government.

Section 3. When the term of a Board member expires, that appointee shall be reappointed or replaced at the first Metropolitan Council meeting following the expiration of the term. A Board member whose term has expired may continue to serve on the Board until such time as the Metropolitan Council appoints his/her replacement.

Section 4. The Mayor-President, when present, shall be a voting member of the Board. The Mayor-President may appoint a liaison for representation to the Board; however, this individual is not a voting member of the Board.

Section 5. Honorary Board members may be appointed by the Metropolitan Council to the Board to bring experience and continuity to Board deliberations but are not voting members of the Board.

**Article 3. Meetings**

Section 1. Meetings of the Board of Control shall be held each month with the exception of December at a regular day established by the Board.

2. The Annual meeting at which the Board elects officers shall be held at the regular January monthly meeting; the library budget shall be presented by the Library Director to the Board at the June meeting.

Section 3. A quorum for the transaction of business shall consist of four voting members of the Board present in person.

Section 4. Special Board meetings may be called by the Secretary at the direction of the President, or at the request of one or more members, for the transaction of business as stated in the call for the meeting.

Section 5. Notices of all meetings, both regular and special, shall be mailed by the Secretary to all members at least five days prior to the meeting date. The Director shall send a notification of all meetings to the local press and post meeting notices on the bulletin board in the Main Library entrance.

Section 6. A tentative agenda should be prepared by the Library Director in consultation with the President and should accompany the notice of the meeting. Board members shall also have the right to place matters on the agenda and should notify the Director of additional agenda items or agenda changes at least one day prior to the scheduled meeting.

Section 7. Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

Section 8. Public comments will be accepted following the procedures contained in the Public Comment Policy adopted by the Library Board of Control.

#### **Article 4. Board Officers**

Section 1. Officers of the Board shall be elected at the January meeting, and shall be President, Vice President, and Treasurer, all of whom shall be members of the Board and serve for one year.

Section 2. Vacancies in Board offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

Section 3. The Library Director shall act as Secretary of the Board; shall keep true and accurate records of all Board meetings and proceedings; shall issue notices of all meetings; shall have custody of the minutes and other records of the Board; shall, when needed, request the Assistant Parish Library Director to attend Board meetings to take and prepare Board minutes; shall notify the Metropolitan Council Administrator of Board vacancies; and in consultation with the Board members, prepare the agenda for all meetings.

Section 4. In the absence of the President, the Vice-President shall exercise the President's functions; and may, upon the request of the President, assume the duties and/or responsibilities the President is unable to perform.

#### **Article 5. Library Director and Employees**

Section 1. The Board shall appoint the Director and he/she shall serve at the pleasure of the Board.

Section 2. The Library Director shall be considered the executive officer of the library system and shall have the responsibility for the administration of the library and for implementing the policies adopted by the Board.

Section 3. The Library Director shall be held responsible for the employment and direction of staff; for the provision of materials and service to the library's public; for the preservation and care of library property; for reporting library receipts and expenditures at monthly Board meetings; and for the business-like operation of the library system.

Section 4. The Library Director shall attend all Board meetings except in the case of the discussion of the compensation, character, professional competence, or physical or mental health of the Director. The Director may, but is not required to, attend such discussions. In such instances, a Board member shall be appointed to serve as Secretary.

**Article 6. Committees**

Section 1. Special committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

**Article 7. Resolutions and Orders**

Section 1. A majority of the votes of all Board members present shall be necessary for the adoption or passage of any resolution or order.

**Article 8. Order of Board Business**

Section 1. The order of business at the regular meetings of the Board shall be as follows:

1. Roll call
2. Approval of Minutes
3. Special Orders
4. Reports by the Director
  - A. Financial Report
  - B. System Report
  - C. Other Reports
5. Reports of committees
6. Unfinished Business
7. New Business
8. Comments by the Board
9. Adjournment

**Article 9. Amendments**

These Bylaws may be amended at any regular meeting by a majority vote; provided the proposed amendment was stated in the call for the meeting.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

President  
East Baton Rouge Parish Library Board of Control