

COLLEYVILLE LIBRARY BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Library Board was established by the City Council of Colleyville, Texas, by Ordinance O-04-1466 on June 15, 2004. The purpose of the Colleyville Library Board is to act as an advisory board to the City Council relating to all nature of library facility planning and programming.

ARTICLE II – Membership

- 2.1 The Colleyville Library Board shall consist of seven (7) members, who shall be appointed by the City Council for a two (2) year term; provided three (3) members shall be appointed each odd-numbered year and four (4) members must be appointed each even-numbered year. Places on the Board shall be numbered one (1) through seven (7). The Board shall also consist of two (2) alternates serving two-year terms. Alternates shall be numbered Alternate 1 and Alternate 2.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 In the event of a vacancy on the Colleyville Library Board, Alternate 1 shall fill the unexpired term and Alternate 2 shall be appointed to serve as Alternate 1. In the event of more than one vacancy on the Board, Alternate 1 and Alternate 2 shall fill the unexpired terms. Applications shall be accepted through the City Secretary's office for the Alternate position(s) and filled by City Council appointment for the length of the unexpired term.
- 2.5 The City Council, if it deems it desirable, may appoint ex-officio members to the Board. Such ex-officio members shall be appointed on an annual basis and the term of office of such ex-officio members shall be one year from the date of appointment. Such ex-officio members shall have no voting authority. In consideration of appointment of ex-officio members to the Board, the President of the Friends of the Colleyville Public Library and the President of the Colleyville Public Library Foundation shall be appointed to serve as ex-officio members with concurrent terms of the Presidents of the Friends of the Colleyville Public Library and the Colleyville Public Library Foundation.

- 2.6 If a member of the Colleyville Library Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Library Board shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Library Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Library Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held bi-monthly on the second Monday of the month at 6:00 p.m. at the Colleyville Public Library, located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Library Board members shall constitute a quorum to conduct business of the Library Board. The act of the Colleyville Library Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Library Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Library Board for the transaction of business. Posting and notification meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Library Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Library Board acts in an advisory capacity to the City Council in all matters pertaining to the library facility planning and programming, including development of long range capital improvement programs.
- 5.2 Recommend policies for library services, and the adoption of standards for public library facilities and their financial support.
- 5.3 Receives requests for public funding for educational purposes of any public or private person(s), associations or business entities, and forward such requests with recommendations to City Council.
- 5.4 Review the annual operating budget and capital improvement requests related to library programs with the Library Director, and provide recommendations to the Director for submission to the City Manager or designee for consideration.
- 5.5 Cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of sound library planning and programming.
- 5.6 Board members will take the Attorney General Texas Open Meetings Act on-line training course, available on this link.
http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.