ADMINISTRATIVE CODE BOARD OF COUNTY COMMISSIONERS	
CATEGORY Committees/Boards/Commissions/Examiners	**CODE NUMBER** AC-2-12
TITLE Library Advisory Board Bylaws	**ADOPTED** 4/16/80
	AMENDED 8/20/02, 2/6/07, 6/15/10
	ORIGINATING DEPARTMENT Library Division

PURPOSE/SCOPE: To set forth guidelines for the Lee County Library Advisory Board.

POLICY/PROCEDURE:

ARTICLE I - MEMBERSHIP

Section 1 – Types of Membership

The Lee County Library Advisory Board consists of one voting member from each member library. One voting member and one alternate member will be appointed by the President of each Friends Board (or Captiva's Library Board) affiliated with the respective library. The appointed voting member and alternate must be affirmatively approved by a majority of the respective Friends Board (or Captiva's Library Board) members. Voting members and alternatives must meet the criteria set forth in Section 2. Members from non-system libraries within Lee County may attend meetings without the privilege of voting or holding office.

Section 2 – Member Qualifications

Advisory Board members must meet the following criteria:

a) Be a registered library cardholder.
b) Have the ability to envision the overall goals of library service.
c) Exhibit a willingness to devote time and effort in carrying out duties.
d) Be a knowledgeable and active community participant.
e) Have a willingness to recommend policies for successful operation of the library system.
f) Represent diverse segments of their communities.
g) Display enthusiasm and have the ability to withstand pressure and prejudices.
h) Agree to follow the guidelines suggested for Advisory Boards as outlined in "The Manual for Public Library," published by the State Library of Florida.

Section 3 – Term of Office

a) *Board officers.* Each elected Advisory Board officer will serve for a term of two years. Officers are elected from the appointed Board membership. A Board member may not serve as an officer for more than two consecutive terms.

b) *Board members.* Appointed Board members and alternates will serve for a term of two years. Board members and alternate may be reappointed to serve consecutive terms.

Appointments will run from October 1 to September 30. Appointments will be made in odd numbered years from the following libraries: Bonita Springs, Captiva Memorial; Fort Myers, Lakes Regional, Pine Island, Northwest Regional and Boca Grande; and, in even numbered years from the following libraries: Cape Coral, Dunbar-Jupiter Hammon, East County Regional, North Fort Myers, Riverdale, and South County Regional.

ARTICLE II - OBJECTIVES

Section 1 – Rules and Regulations

The Advisory Board will establish rules and regulations for its own operation, and make general recommendations regarding policies of County Library Services consistent with the will of the Lee County Board of County Commissioners, this administrative code and applicable regulations.

Section 2 - Responsibilities

a) The Advisory Board may make general recommendations for County Library Services to the Director of the Lee County Library System and/or the Lee County Board of County Commissioners.
b) The Advisory Board has the opportunity to make recommendations on general policy matters, under consideration by the Library System Administration, to the Director of the Lee County Library System.
c) Members of the Advisory Board must be articulate, well informed, and active advocates of Library services in their communities and elsewhere.
d) The Advisory Board will have no Library System administrative duties or responsibilities.
e) The Director of the Lee County Library System, must be advised of the date, time and place of all Advisory Board meetings with sufficient notice to allow attendance by the Director or his designee.

ARTICLE III - OFFICERS

Section 1 – General

The business of the Advisory Board will be conducted by the Officers of the Advisory Board consisting of a President, Vice President, and Secretary, to be elected from the membership of the Board.

Section 2 – Duties of the Officers

a) The President will preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex officio member of all committees, and generally perform all duties associated with that office.
b) The Vice President, in the event of the absence or disability of the President, or a vacancy in that office, will assume and perform the duties and functions of the President.
c) The Secretary will keep a true and accurate record of all meetings of the Board, and perform such other duties as are generally associated with that office. The Secretary will prepare and submit a written report annually to each member of the Board of Lee County Commissioners. The contents will be reviewed by the Advisory Board and

highlight the concerns and interests of the Advisory Board.

d) The immediate Past President will be the Chairperson of the Nominating Committee, as well as an advisor to the President, and carry out such other duties as may be assigned by the President.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings

Meetings must be open to the general public. Regular meetings will be held at least four times each year on the first Tuesday of October, December, February and April from 2:00 – 4:00 p.m. at a place to be set by the Board. Additional meetings may be held as required at the call of the President, the request of four or more Board members, or at the request of the Director of the Lee County Library System. Notice of all meetings must be provided to the public.

Section 2 – Annual Meeting

The annual meeting for the purposes of election of officers and the adoption of an annual report will be held at the time of the regular meeting in April. At this meeting the Nominating Committee will present a slate of candidates for office. Nominations from the floor will be entertained. If there is only one nomination for an office, the candidate will be elected by acclamation. If there is more than one candidate for an office, a paper ballot will be used. The Nominating Committee will be responsible for the preparation and counting of the ballots. New officers will assume their duties immediately after the election.

Section 3 – Order of Business

The order of business for regular meetings includes, but is not limited to the following items, to be covered in the sequence shown as far as circumstances permit,

a) Call to Order.
b) Establish that the meeting is duly noticed.
c) Minutes of the previous meeting, or any intervening special meeting.
d) Director's Report.
e) Committee reports.
f) Old Business.
g) New Business.
h) Public presentation to or discussion with the Board.
i) Round Table.
j) Next Meeting Date and Place.

Section 4 - Quorum

A quorum for the transaction of business at any meeting must consist of four Board members or alternate members, present in person.

Section 5 Conduct of Meetings

"Robert's Rules of Order" governs all meeting proceedings.

ARTICLE V – COMMITTEES

Section 1 - Functions of Committees

The President, with approval of the Board, may appoint committees of one or more members each for specific purposes, as the business of the Board may require from time to time. A committee is considered discharged upon completion of the purpose the committee was appointed to accomplish and after the final report is made to the Board.

Section 2 - Reports

All committees must make a progress report to the Library Advisory Board at each Board meeting.

Section 3 – Minutes

Minutes of the committee meetings must be made available to the President of the Library Advisory Board and the Director of the Lee County Library System.

ARTICLE VI – AMENDMENT BY-LAWS

By-laws may be amended by a majority vote of all members of the Advisory Board, after appropriate review of the proposed amendment, and subject to final approval by the Lee County Board of County Commissioners.