

**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: 08/20/02; 02/06/07
	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 shall consist of one person from each member library, with an optional alternate, to be appointed by its representative organization. Alternates may include Board, Friends, Association, non-system libraries in the system to meet monthly with the County Library Director. Association Board members may be invited from non-system libraries within Lee County without the privilege of voting or holding office.

Section 2 – Member Qualifications

- a) Advisory Board members shall be registered library cardholders.
- 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

The term for officers of the Advisory Board shall be two years, with no one member eligible to serve more than four years continuous duty without replacement.

ARTICLE II - OBJECTIVES

Section 1 – Rules and Regulations

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

Section 2 - Responsibilities

- a) The Advisory Board may make general recommendations for County Library services to the Director of the Library and/or the Lee County Board of County Commissioners.
- b) The Advisory Board shall have the opportunity to make recommendations on general policy matters, under consideration by the Library System Administration.
- c) Members of the Advisory Board shall be articulate, well informed, and active advocates of Library services in their communities and elsewhere.
- d) The Advisory Board shall have no Library System administrative duties or responsibilities.
- e) The Advisory Board shall have the Library System Director, or a designee, attend all meetings.

ARTICLE III - OFFICERS

Section 1 – General

The business of the Advisory Board shall 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 shall 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, shall assume and perform the duties and functions of the President.
- c) The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. The Secretary shall prepare and submit a written report annually to each member of the Board of Lee County Commissioners. The contents shall be reviewed by the Advisory Board and shall highlight the concerns and interests of the Advisory Board.
- d) The immediate Past President shall be the chairperson of the Nominating Committee, shall be 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 shall be open to the general public. The regular meetings shall be held on the first Tuesday of each month, from 2:00 – 4:00 p.m. at a place to be set by the Board. At the annual meeting, the Nominating Committee shall present a slate of candidates for the positions of officers. If there is only a single candidate for each position, the election may be held by acclamation. However, nominations from the floor will be entertained. If there is more than one candidate for any office, a paper ballot shall be used. The Nominating Committee shall be responsible for the preparation and counting of any paper ballot.

Section 2 – Annual Meeting

The annual meeting for the purposes of election of officers and the adoption of an annual report shall be held at the time of the regular meetings in January of each year.

Section 3 – Order of Business

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

- a) Roll Call of Members.
- b) Minutes of the previous meeting, or any intervening special meeting.
- c) Director’s Financial, Progress, and Service Report.
- d) Committee reports.
- e) Old Business.
- f) New Business.
- g) Public presentation to, or discussion with the Board.
- h) Round Table.
- i) Next Meeting Date and Place.

Section 4 – Special Meetings

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

Section 5 - Quorum

A quorum of the transaction of business at any meeting shall consist of four Board members, present in person.

Section 6 - Procedure

Conduct at meetings; the latest “Robert’s Rules of Order” shall govern proceedings at all meetings.

ARTILCE V - COMMITTEES

The President, with approval of the Board, shall 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 shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board

Section 1 - Reports

All committees shall make a progress report to the Library Advisory Board at each of its meetings.

Section 2 – Minutes

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

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.