

HARNETT COUNTY PUBLIC LIBRARY TRUSTEES
Post Office Box 1149
Lillington, North Carolina 27546

Revised Bylaws (1999)

ARTICLE I

NAME

The name of this organization shall be The Harnett County Public Library Board of Trustees.

ARTICLE II

OBJECTIVES

The Objectives of this organization shall be:

To promote library service in general and especially to assist in the development of the County Library System and library service throughout Harnett County.

To provide library trustees the opportunity of working together on all problems important to the Public Library System of Harnett County.

To stimulate the interest of trustees in becoming better informed about their duties and responsibilities, and in becoming more effective policymakers for both North Carolina Libraries and the Harnett County System.

To cooperate with and support the programs of the Harnett County Library System, the North Carolina Library Association, and the North Carolina State Library and to help unify library action at all levels in North Carolina.

To provide an effective means of influencing local support for passage of adequate library legislation. To promote complete use of the library facilities and resources.

ARTICLE III

MEMBERSHIP, TERMS, VACANCIES

Sec. 1. The Harnett County Library Board of Trustees shall be made of eleven interested and concerned citizens. Municipalities which have entered into Library Contract with the Harnett County Library shall each be represented by one person. The Anderson Creek Primary School shall be represented by one person. The six remaining members shall be at-large seats representing other areas of Harnett County and as many ex-officio County Commission seats as deemed appropriate by the Commission.

Sec.2. Procedures for filling vacancies for appointed positions.

1. Positions available

- A. A list of available positions stating terms of office, requirements for office, and duties of positions will be published in the newspapers of Harnett County thirty (30) days prior to the month of appointments being made. This procedure will be carried out by the Clerk to the Board of County Commissioners.
- B. Thirty (30) days prior to the terms expiring, the Clerk to the Board will mail a notice to each person who is eligible for reappointment requesting information on his or her interest in continuing to serve. If a resume is not on file, one will be requested at this time. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.
- C. If, because of policy or otherwise, an individual is unable to be reappointed, he or she will be sent a letter of appreciation by the Chairman of the Board of Commissioners at the expiration of his or her term thanking him or her for the past services rendered.

2. Selection Process

- A. Six (6) days prior to the date a vacancy occurs, all resumes of applicants for a particular position will be given to the County Manager. The Manager will check each for eligibility.
- B. A list of all names submitted will be sent to all Commissioners with those who are ineligible noted and the reasons for ineligibility given.
- C. The Clerk to the Board shall be given a copy of the information to be placed on the agenda as the "Appointments" for action at the next meeting of the County Board of Commissioners.

3. Notification of Appointment

- A. The County manager shall prepare a letter of notification to the appointee and a copy of the affected board, notifying each of the appointment. This letter will include a congratulation statement, the time, date and place of the first meeting he or she is to be sworn in, if this is required.
- B. The County Manager shall require the appointee to certify that he or she has read and understands Rule 30. Appointments section of "Rules of Procedure for the Board of County Commissioners of Harnett County, North Carolina". This section states policy and procedures for appointments to any County board, commission, committee, or authority. The County Manager shall mail a self-addressed, stamped envelope for the convenience of the appointee in returning the signed affirmation of understanding.

Resumes

All resumes received shall be retained for at least two (2) years. Resumes shall be kept on file for all active appointees. All the above data shall be maintained as confidential for County Board of Commissioners' use only.

5. Municipal Representative

Each municipality shall submit names of candidates for municipality seats.

6. Appointment

All Board members shall be appointed by the County Board of Commissioners.

Sec.3. Board members shall serve three-year terms, staggered over three years. Each term shall begin January 1 following appointment by the Commissioners.

Sec.4. A person appointed to fill a vacancy on the Board shall serve until the end of the original term.

Sec.5. Board Members may serve two consecutive (3-year) terms. No member of any Board/Committee/Commission may serve more than six consecutive years.

ARTICLE IV

OFFICERS

Sec. 1 The officers of this Board of Trustees shall be: (1) Chairman, (2) Chairman-Elect (who serves as Vice-Chairman), (3) Secretary.

Sec. 2 The Chairman and Chairman-Elect, shall be elected at the fall regular quarterly meeting and shall serve a one-year term or until their successors are elected and have assumed their duties. The library director shall serve as secretary to the Board.

ARTICLE V

AFFILIATION

The Officers of this association shall work closely with the Library Director; the North Carolina Association of Library Directors, the Public Library Consultants, Division of the State Library of North Carolina; the Chairman, Public Libraries Section, North Carolina Library Association; and with the Institute of Government in Chapel Hill. The Harnett County Library shall cooperate with all other libraries in the area.

ARTICLE VI

MEETINGS

- Sec.1. Special meetings maybe called at the discretion of the Chairman and/ or the Library Director.
- Sec.2. A quorum for the transaction of the business of this board shall consist of one third of the voting members.
- Sec.3 Notification of any meeting must be mailed to all members no later than seven (7)days prior to the date of the meeting.
- Sec.4. If an appointee has unexcused absences which constitute more than 25 % of the Board meetings in any calendar year which he or she is required to attend pursuant to this or her appointment, he or she is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he or she may be dismissed by action of the Board of County Commissioners subject to state or local law. A calendar year is to be defined as a 12-month period beginning on the date of appointment.

ARTICLE VII

ELECTIONS

- Sec.1. The Chairman shall appoint a Nominating Committee of three persons. The Nominating Committee shall secure a nominee for each office to be filled, secure the consent of the nominee in advance, and report its nomination at the fall meeting.
- Sec.2. A majority of those members attended a regular meeting shall constitute election.

ARTICLE VIII

DUTIES OF OFFICERS

- Sec.1. The Chairman shall appoint such committees (an shall define their duties) as may be necessary to carry on the work of the Harnett County Public Library.
- Sec.2. New Committees may be created and old committees discontinued by the Chairman provided such action is not contrary to the wishes of the membership of the Board as expressed at the most recent meeting of the Board.
- Sec.3. The Chairman-Elect (Vice-Chair) shall be elected to the office, and shall assume the responsibilities and perform the duties of the Chairman in the event of absence, death, disability or resignation of the Chairman. He shall serve as Chairman during one year following his term as Chair-Elect.

Sec.4. The Secretary shall perform all duties normally expected for such office.

Sec.5. The Executive Committee shall recommend to the Board of County Commissioners names to fill any vacancy on the Board. Such appointments shall remain in force until the term expires.

Sec.6. Duties of the Library Director: The Library Director shall attend all Library Board meetings except those at which his/her appointment or salary is to be discussed or decided.

Sec.7. The Library Director shall function as a member of the executive committee but does not have voting privileges.

Sec.8. The Library Director will be responsible for the general care of the building and equipment, for the employment and direction of the staff, for the efficiency of the public services of the library, for the management of the library under the financial conditions set forth in the annual budget and for the recorded minutes of the Library Board of Trustees.

Sec.9. The Library Director will submit an annual report, either verbally or in writing to the County Commissioners.

ARTICLE IX

AMENDMENTS

Any of these Bylaws may be altered, amended or repealed at any meeting of the Board by a two-thirds vote of the members present, provided that written or published notice of the time and place of the meeting and the proposed changes have been given to the members at least (30) days prior to the meeting.

Adopted: _____

Chair _____

