

# CONSTITUTION AND BY-LAWS FOR WHITE COUNTY PUBLIC LIBRARY

## ARTICLE I. NAME

The Name of the Library shall be The White County Public Library. The main library shall be located in Cleveland. A branch library shall be located in Helen and shall be called the White County Library, Helen Branch.

## ARTICLE II. PURPOSE

The purpose of the White County Public Library shall be to offer a full program of library service to all citizens of White County, to meet their informational, educational, cultural, and recreational needs. The White County Library shall furnish library service to the people of the county as set forth in the Constitution and Bylaws of the Northeast Georgia Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia.

## ARTICLE III. CONSTITUENCY

The White County Library is a member of the Northeast Georgia Regional Library System. Membership in the Northeast Georgia Regional Library System provides the citizens of White County with reciprocal borrowing privileges in all libraries in the system. Likewise, the White County Library lends materials to citizens of all other counties within the Regional Library System.

## ARTICLE IV. LEGAL AUTHORITY

The legal authority of public libraries and Board of Trustees is described in Article 2, Chapter 5, Title 20, of the *Official Code of Georgia Annotated*.

## ARTICLE V. COUNTY BOARD OF TRUSTEES

Section 1. Board of Trustees. Members of the White County Public Library Board of Trustees shall be appointed in writing by the government agencies who directly support the library program financially on a regular basis. Trustees shall consist of at least one appointee from each government agency that supports the library program on a regular basis. Currently, these are. the White County Board of Commissioners, ~~the White County Board of Education,~~ the City of Cleveland, and the City of Helen. The term of the appointments shall be Four (4) years. No member shall serve more than three (3) consecutive terms. A member may be reappointed to the board after a lapse of one (1) year. Appointments to fill unexpired terms will be for the period of the term. The Board Secretary must notify the appropriate appointing agencies when a trustee's term is ending or a vacancy occurs. Rules for board terms shall begin with the adoption date of this document.

Further, any trustee who fails to attend three (3) consecutive meetings of the Board of Trustees shall be considered as ineligible to serve and the appointing agency shall be so advised in writing by the secretary. The Board of Trustees may upon unanimous vote and upon good cause being shown waive the attendance required one time for any Board member. The Board shall not waive the attendance requirement except in cases of extreme emergency.

Section 2. Members of the Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library

business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds. (*Georgia Code*, Article 2, Chapter 5, Title 20, Section 20-5-44)

Section 3. Officers. Officers of the Board of Trustees shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. The office of Treasurer and the office of the Secretary and may be filled by Branch Managers. All officers shall be elected every two years.

Section 4. Any person appointed to the White County Library Board must be a resident of White County. If he moves his legal residence outside the county, he shall be replaced on the Board.

Section 5. The White County Library Board of Trustees shall appoint four of its members to represent it as a member of the Northeast Georgia Regional Library System. They shall be entrusted with representing and interpreting the interests of the White Library Board to the Regional Board.

Section 6. Committees. An Executive Committee composed of the officers of the Board of Trustees shall be entrusted to govern in the name of the Board between regular meetings of the Board. Standing Committees shall consist of a Finance Committee, a Building and Grounds Committee, and a Committee on Constitution and By-laws. Other Committees may be appointed as needed.

The Chairman may appoint any and all committees that may be needed.

Revised October 16, 1996

## BY-LAWS OF THE WHITE COUNTY LIBRARY BOARD

Section 1. Meetings. There shall be four (4) regular meetings of the Board of Trustees in a twelve month period. Regular meetings shall be held on the third Wednesday of January, April, July, and October (or on an advertised change of date) at 3:00 P. M. rotating between the White County Public Library, Helen and Cleveland branches or such place as may be designated by the Board with proper notification given to the public. A majority of the Board will constitute a quorum. Special meetings may be called at the discretion of the Chairman.

The Director of the Northeast Georgia Regional Library shall be notified in advance of all meetings.

The Library Manager of each county library unit and the Regional Director or his representative shall attend all meetings of the Board.

Appointments from the Board of Trustees to the Northeast Georgia Regional Library Board shall be reviewed biannually at the July meeting of the Board of Trustees of White County.

Section 2. Agenda The Agenda for the Meetings shall be:

- Call to Order
- Approval of Minutes
- Approval of Treasurer's Report
- Recognition of Visitors
- Report from the Library Manager
- Reports from Committees
- Report from the Director
- Communications
- Unfinished Business
- New Business
- Other Discussions-Comments
- Adjournment

The Chairman may add to the Agenda.

Section 3. Officers. A Nominating Committee shall be appointed during election years at the January meeting. Officers shall be elected at the April meeting and shall take office in July.

The Chairman shall preside at Board meetings, appoint committees and perform such other duties as generally pertain to that office.

The Vice-Chairman shall preside and perform the duties of Chairman in the latter's absence.

The Secretary shall keep a record of attendance at Board meetings, record the official actions of the Board and have custody of its official books which shall be housed in the library headquarters at all times with a copy kept at the branch library.

The Library Manager shall act as Treasurer. The Treasurer shall receive and deposit all monies in the depository designated by the Board to the Library's account. The Treasurer shall pay all bills approved by the Board and prepare an itemized quarterly statement of funds to be presented for approval at each Board meeting. A record of all receipts, deposits and expenditures shall be forwarded to the Regional Board for its review and recording at the next meeting. All checks shall be written and recorded by the Treasurer. The Treasurer shall be bonded by the Region. Official copies

of all financial reports and the books of accounts shall be kept at the library at all times. The Board may delegate secretarial and/or financial duties to a Branch Manager.

Section 4. Duties-Board of Trustees. (*Georgia Code*, Article 2, Chapter 5, Title 20, Section 20-5-43)

The Board of Trustees shall have duties and responsibilities which include, but are not limited to the following:

1. To appoint the Library Manager and such other staff members as are recommended by the Director of the Regional Library System; provided, however, that the Board shall be authorized to delegate employment of staff members to the Library System Director or to the Library Manager. This activity has been delegated by the Regional Board.

2. To approve budgets prepared under the direction of the Library System Director and assume responsibility for the presentation of the Library's fiscal needs to the supporting agencies. This activity has been delegated by the Regional Board.

3. To attend Board Meetings.

4. The White County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

5. To set policy for the administration of gifts of money and property. This activity has been delegated by the Regional Board.

6. To present financial and progress reports to governing officials and to the public. A copy will be filed with the Director of the Northeast Georgia Regional Library. All bills or duplicates of bills paid, and canceled checks, shall be filed in the Library as permanent records. (The endorsed check is accepted as a sufficient receipt, the bill bearing the check number with canceled check attached shall be filed at the Library.) A record of all receipts, deposits and expenditures shall be forwarded to the Regional Board for its review.

All outgoing Library checks shall be made out and signed by the Library Manager. An audit shall be conducted each year at the expense of the White County Library.

7. To notify the Library System Director, in advance, of all meetings of the Library Board and Board Committees.

Section 5. PUBLIC COMMENT

The White County Library Board welcomes visitors to Board meetings and is willing to hear any person or persons desiring to appear before the Board.

1. Persons wishing to address the Board shall do so during the Public Comment portion of the meeting;

2. Persons may be scheduled in advance for public comment by signing up with the Library Managers no later than close of business the Friday before the regularly scheduled Wednesday meeting. Persons wishing to speak must notify the Library Managers verbally or in writing and include the subject matter;

3. If necessary, speakers will be able to sign-up with the Library Managers on a first-come, first-served basis with sign-up to begin not more than fifteen minutes prior to the announced start time of the meeting.
4. Each speaker will be allotted three (3) minutes for his or her presentation, not three minutes per topic. Groups addressing the Board on a single topic must choose one spokesperson;
5. After each individual speaker's remarks have concluded, the Chair may, but shall not be required to, briefly respond, either personally or through another member of the White County Library Board whom the Chair shall delegate. If necessary, action on the matter for consideration of the White County Library Board will be placed on the agenda for the next regular meeting following the date of the comment.
6. All remarks shall be made to the White County Library Board as a body and addressed through the Chair. Remarks shall not be made to a particular Board member.
7. Questions from White County Library Board may be asked for clarification. However, no person shall be permitted to enter into any discussion, either directly or through a member of the White County Library Board, without permission of the Chair.
8. No person shall be allowed to make impertinent, derogatory, offensive, or slanderous remarks while addressing the White County Library Board.
  - a. A person may be barred from further speaking before the White County Library Board in that meeting if his/her conduct is deemed out of order;
  - b. A person, once barred for improper conduct, shall not be permitted to continue or again address the White County Library Board in that meeting unless a majority vote of the White County Library Board allows;
  - c. In the event the speaker thus barred fails to obey the ruling, the Chair may take such action as is deemed appropriate, including the removal of such person from the assembly;
  - d. The Chair may bar a person from addressing the White County Library Board meetings for up to two consecutive future meetings for improper conduct;
  - e. A person barred by the White County Library Board for this period may request a hearing, by written request, to the Chair stating the reason(s) for a reversal of the decision.
  - f. The hearing shall be placed on an agenda and heard by the White County Library Board. A majority vote of the Board shall be required to overturn the previous decision of the Chair to bar the person(s).

Section 6. Amendments. The Constitution and By-laws of the White County Public Library may be amended at the discretion of the Board of Trustees. An amendment to the Constitution and By-laws must be submitted in writing to the membership at least two (2) weeks prior to voting on the amendment. A two-thirds vote of a quorum present is required to pass any amendment,

This Constitution and By-laws of the White County Public Library cannot conflict with the Constitution and By-laws of the Northeast Georgia Regional Library. Should any such conflict occur, then the Constitution and By-laws of the Northeast Georgia Regional Library will take precedence.

This Constitution and By-laws of the White County Public Library adopted by the Board of Trustees supersedes any and all other previous Constitution and By-laws of the White County Public Library.

Approved October 3, 1989

Revised April 28, 2007

Revised January 18, 2023