

BYLAWS FOR THE BOARD OF THE JOHN ED KEETER PUBLIC LIBRARY OF SAGINAW, TEXAS

ARTICLE I. NAME AND PURPOSE

Section 1. This organization shall be called the “John Ed Keeter Public Library of Saginaw Board” (called “the Board” in the rest of this document), existing by virtue of the provisions of ordinance number 97-7 of the City of Saginaw, adopted May 20 1997.

Section 2. The purpose of the Board is to establish continuity of management and a connecting link between the public and the John Ed Keeter Public Library of Saginaw (“the Library” in the rest of this document).

ARTICLE II. OFFICERS

Section 1. The officers of the Board shall be a Chair, Vice-Chair, Secretary, and a Treasurer. The officers shall be elected from among the appointed members at the first regular business meeting following appointment.

Section 2. The officers shall serve a term of two years from the meeting at which they are elected and until their successors are duly elected.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint committees, execute all documents authorized by the Board, serve as an ex-officio, voting member of all committees, and generally perform all duties of that office, including the preparation of a monthly agenda.

Section 4. The Vice-Chair, in the event of the absence or disability of the chair, or of a vacancy of that office, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary shall keep a true and accurate record of all meetings, and shall perform such other duties as are generally associated with that office.

Section 6. The Treasurer shall keep a true and accurate record of all donations and expenditures of moneys administered by the Board, and shall perform such other duties as are generally associated with that office.

ARTICLE III. GENERAL MEMBERSHIP

Section 1. Board membership shall consist of seven members appointed by the City Council upon recommendation of the Library Director. Such members shall be qualified voters of the City of Saginaw, and shall serve without compensation.

Section 2. Terms of office of Board members will be concurrent with that of the Mayor of Saginaw, by virtue of City Ordinance 97-7.

Section 3. Board members may be subject to removal if they miss three consecutive meetings without due cause.

Section 4. Any vacant Board officer position will be filled from the other members by a majority vote of the members within two months.

ARTICLE IV. MEETINGS

Section 1. Regular business meetings will be held on the second Tuesday of each month at 6:00 pm. Adjournment shall not be later than 8:00 pm.

Section 2. The annual meeting, which shall be for the purpose of electing officers, shall be held at the time of the regular meeting of June of every other year.

Section 3. 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 so far as circumstances will permit:

- a. Roll call
- b. Disposition of minutes of previous regular meeting and any intervening special meeting
- c. Treasurer's financial reports
- d. Library Director's report
- e. Committee reports
- f. Communications
- g. Old business
- h. New business
- i. Public presentation to, or discussion with the Board
- j. Adjournment

Section 4. Special meetings may be called by the Secretary at the direction or with the approval of the Chair, or at the request of a majority of members, for the transaction of business as stated in the call.

Section 5. Notices of the annual and all regular meetings shall be posted in a public place, with 24 hour access, at least 72 hours before or as soon as possible after the time and subject of the meeting has been determined.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of members of the Board.

Section 7. Proceedings of all meetings shall be governed by the *Robert's Rules of Order, Newly Revised*.

ARTICLE V. COMMITTEES

Section 1. The Chair shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The Chair shall appoint a committee chair.

Section 2. All active committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

Section 4. The committee shall be considered discharged upon the completion of the purpose for which it was appointed, and after its final report is made to the Board.

ARTICLE VI. GENERAL

Section 1. An affirmative vote of the majority of all members of the Board present at any time shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.

Section 2. These bylaws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension to be valid must be taken only at a meeting at which five of the members of the Board shall be present, and five of those present shall so approve.

Revised by Library Board 10 November 1987

Revised by Library Board 2000

Revised by Library Board 10 April 2001

Revised by Library Board 14 May 2019