

**BYLAWS
OF THE
CITY OF SOUTHLAKE LIBRARY BOARD**

ARTICLE I

PURPOSE AND POWERS

Section 1.1 Purpose. The Southlake City Council established the Library Board to act as an advisory board to the City Council relating to all nature of library facility planning and programming, as set forth in Section Four of Ordinance No. 716, passed and approved on the second reading the 20th day of October, 1998.

Section 1.2 Powers. In fulfillment of its purpose, the Southlake Library Board shall be governed by Ordinance No. 716 and the Charter of the City of Southlake, Texas, and shall have all the powers set forth in the ordinance, and other applicable law.

ARTICLE II

BOARD MEMBERS

Section 2.1 Powers, Number and Term of Office.

- (a) The affairs of the Library Board shall be managed by its Board.
- (b) The Board shall consist of seven (7) citizens of the City of Southlake, Texas, and shall be appointed by the City Council. Each Board member shall occupy a place designated by resolution. Places on the Board shall be numbered one (1) through seven (7).
- (c) Members shall be appointed for two (2) year terms, provided three (3) members shall be appointed each odd-numbered year, and four (4) members shall be appointed each even-numbered year. Members shall serve until their successors are appointed, without compensation.
- (d) The City Council, if it deems it desirable, may appoint ex-officio members to the Board. Such ex-officio members shall be appointed on an annual basis and the term of office of such ex-officio members shall be one year from the date of appointment. Such ex-officio members shall have no voting authority.

Section 2.2 Meetings of the Board. The Board shall meet regularly, at such place or places in the City as the Board may from time to time determine. Members not planning to attend a regular meeting or special meeting shall notify the City Secretary or the Chair of the Board by noon of the meeting day. Any member with unexcused

absences from three (3) consecutive regular meetings or not exhibiting interest in the work of the Board shall be reported to the City Council, which may, at its discretion, remove the Board member and appoint a replacement.

All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.

Section 2.3 Special Meetings. Special meetings of the Board may be called at the request of the Chair or any Board member. The person or persons authorized to call special meetings of the Board may fix any place for holding special meetings for the Board.

Section 2.4 Quorum. A majority of the entire Board, other than the ex-officio members, shall constitute a quorum to conduct official business of the Board. The act of a majority of the Board members present at a meeting at which a quorum is in attendance, shall constitute the act of the Board, unless the act of a greater number is required by law.

Section 2.5 Conduct of Business.

(a) At the meeting of the Board, matters pertaining to the business of the Board shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.

(b) At all meetings of the Board, the Chair shall preside. In the absence of the Chair, the Vice Chair shall preside.

(c) The Chair shall be a voting member of the Board.

(d) Minutes of each Board meeting shall be filed with the City Secretary. The minutes shall be public records and indicate, at a minimum, the members present, the subject of matters considered, and the result of any vote taken. The minutes shall also indicate how each member voted on each matter.

Section 2.6 Vacancies. Any vacancy occurring in the Board shall be filled by appointment by the City Council for the length of the unexpired term.

Section 2.7 Committees of the Board. The Board may designate two (2) or more directors to constitute an official committee of the Board to exercise such authority, as approved by resolution of the Board. It is provided, however, that all final, official actions of the Board may be exercised only by the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be filed with the City Secretary.

Section 2.8 Compensation of Board Members. Board members shall not receive any salary or compensation for their services as Board members. However, they may be reimbursed for their actual expenses incurred in the performance of their official duties as Board members.

ARTICLE III

OFFICERS

Section 3.1 Officers and Terms of Office.

(a) The officers of the Board shall be a Chair and Vice Chair. The officers shall serve one year terms and until their successors are elected.

(b) Officers shall be selected in the first regular session following annual regular appointments to the Board.

(c) All officers shall be subject to removal from office at any time by a vote of a majority of the City Council.

(d) A vacancy in the office of any elected officer shall be filled by a vote of a majority of the Board Members.

Section 3.2 Powers of the Chair. The Chair shall, in general, preside at all meetings of the Board and perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board and the City Council.

Section 3.3 Vice-Chair. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to him/her by the Chair or the Board.

Section 3.4 Compensation. Officers who are members of the Board shall not receive any salary or compensation for the services, except that they may be reimbursed for the actual expenses incurred in the performance of their duties as officers.

ARTICLE IV

BOARD DUTIES AND RESPONSIBILITIES

(a) Act in an advisory capacity to the City Council in all matters pertaining to library facility planning and programming, including development of long range capital improvements programs.

(b) Cooperate with other City boards and commissions, other governmental agencies, civic groups, and all citizens of the city in the advancement of sound library planning and programming.

(c) Recommend policies for library services.

(d) Recommend the adoption of standards for public library facilities and their financial support.

(e) Receive requests for public funding for educational purposes of any public or private person, persons, associations or business entities, and to forward such request with recommendation to the City Council.

(f) Review the annual operating budget and capital improvement requests relating to library programs prior to submission by the City Manager to the City Council, and submit a recommendation on the budget.

ARTICLE V

FISCAL YEAR

Section 5.1 Fiscal Year. The fiscal year of the City of Southlake shall begin on the first day of October and end on the last day in September in each year.

ARTICLE VI

AMENDMENTS TO BYLAWS

Section 6.1 Amendments to Bylaws. These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Board members present at any regular meeting, or any special meeting, if at least three (3) days written notice is given of an intention to alter, amend, or repeal these bylaws or to adopt new bylaws at such meeting.