

LeRoy Collins Leon County Public Library Advisory Board By-Laws

1. The Library Advisory Board shall consist of seven members appointed by the Board of County Commissioners with terms of two years each. In odd numbered years three terms expire on December 31st, while in even numbered years four terms expire on December 31st. The Collins family will select a member to sit on the Board.
2. The fiscal year shall be from January 1st to December 31st.
3. Meetings shall be held regularly, preferably monthly, time and place to be determined by the Library Advisory Board.
4. Meetings of a special or emergency nature may be held at any time at the call of the chairperson.
5. A quorum for a regular or special meeting shall consist of a majority of the members present.
6. The officers of the Board shall be Chairperson, Vice-Chairperson, and a Secretary. The Library Director shall serve as Secretary. The term of office of the chairperson and vice-chairperson shall be for one year. They shall be elected at the regular meeting at the beginning of each calendar year and shall remain in office until their successors are elected.
7. The duties of all officers shall be such as by custom and law and rules of the Board usually devolved upon such officers in accordance with their titles. The chairperson shall be ex officio member of all standing committees.
8. The order of business at all regular meetings of the Board shall be as follows:
 - Call to Order
 - Approval of Minutes
 - Friend's Report
 - Director's Report
 - New Business
9. Roberts Rules of Orders shall govern the parliamentary procedure of the Board.
10. The Board of County Commissioners shall receive an attendance report of the Library Advisory Board members in accordance with Leon County Policy 00-05. Members who miss two of three consecutive meetings will be considered for replacement. Notification that a member is unable to attend a meeting should be to the Library Director prior to the meeting date.

11. Any person, organization or party who shall petition this Board in writing for a hearing on any complaint or grievance against the Library and its services shall be granted a public hearing at a time and place designated by the Chairperson.
12. Amendment to these rules may be proposed at any regular meeting, and will be effective after a favorable vote by a majority of the Board. Rules may be temporarily suspended by a unanimous vote of all the Board members present at any meeting and the vote on such suspension shall be taken by “yeas” and “nays” and entered in the official record.
13. Chairperson of the Board will be designated to represent the Advisory Board at all Friends of the Library Board meetings.

Adopted by
Library Advisory Board
October 1, 2002