

CONSTITUTION OF THE EFFINGHAM COUNTY LIBRARY BOARD OF TRUSTEES

ARTICLE I. NAME

Section 1. The name of this Library Board shall be the Effingham County Library Board of Trustees.

ARTICLE II. PURPOSE

Section 1. These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Live Oak Public Libraries System (hereinafter Regional Library) and are intended to clarify local practices and the relationship of the Effingham County Library to the Regional Library. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

Section 2. The Effingham County Libraries shall furnish library service to the people of Effingham County as set forth in the Constitution and Bylaws of the Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia. The County Libraries shall offer a full program of library service to all citizens of Effingham County to meet their informational, educational, and recreational needs.

ARTICLE III. CONSTITUENCY

Section 1. The Effingham County Libraries are fully participating members of the Live Oak Public Libraries System. Membership in the Regional Library System provides the citizens of Chatham, Effingham and Liberty counties with reciprocal borrowing privileges in all libraries in the system.

ARTICLE IV. LEGAL AUTHORITY

Section 1. The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5, Article 2 of the Official Code of Georgia, Annotated, amended March 26, 1984.

ARTICLE V. EFFINGHAM COUNTY LIBRARY BOARD OF TRUSTEES

Section 1. The Effingham County Library Board of Trustees shall be composed of six members, appointed by the Effingham County Board of Commissioners and governmental agencies financially supporting the library on a regular basis. The names of appointees and terms of appointments shall be sent, in writing, to the Library Executive Director.

Section 2. The term of appointment shall be three years, with starting and ending dates corresponding to the state fiscal year. It is recommended that no member serve on the Effingham County Library Board for more than two successive three-year terms of office (six years).

Section 3. Any person appointed to the Effingham County Library Board must be a resident of Effingham County. If he or she moves his or her legal residence outside the county, he or she shall be replaced on the Effingham County Library Board.

Section 4. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of an Effingham County Library Board member's term, the new appointee shall complete the unexpired term. This unexpired term shall be considered the first term of the new appointee.

Section 5. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

ARTICLE VI. OFFICERS

Section 1. The officers of the Effingham County Library Board of Trustees shall be a Chair, a Vice Chair, and a Secretary elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws and by Robert's Rules of Order (Revised). The duties of Treasurer shall be performed by the Library Executive Director. The Board, at its discretion, may appoint the Effingham County Librarian to serve as the Secretary.

Section 2. The officers are to be elected at the July meeting and their terms of office shall begin immediately upon election.

ARTICLE VII. COMMITTEES

Section 1. An Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

Section 2. The Executive Committee shall also serve as the Personnel Committee in matters involving library staff paid with funds provided by the local funding agencies.

ARTICLE VIII. AMENDMENT OF THE CONSTITUTION

Section 1. This Constitution may be amended at any regular meeting of the Effingham County Library Board of Trustees by a three-fifths vote of the total membership,

provided that notice is made in writing at least thirty days prior to the meeting, and provided that a quorum is present. All amendments to the Constitution shall be filed with the Library Executive Director, who shall file amendments with the Georgia Public Library Service, Board of Regents of the University System of Georgia, immediately upon adoption.

BYLAWS OF THE EFFINGHAM COUNTY LIBRARY BOARD OF TRUSTEES

ARTICLE I. DUTIES AND RESPONSIBILITIES OF THE MEMBERS

Section 1. The County Library Boards of Trustees are the organizations from which the members of the Live Oak Public Libraries Board of Trustees, the governing body of the Live Oak Public Libraries System, are drawn.

Section 2. The Effingham County Library Board of Trustees shall set local policies and practices in matters on which Regional Library Board policy is silent, and in matters delegated to County Boards by the Regional Board.

Section 3. The Effingham County Library Board of Trustees shall review Effingham County Library budgets prepared by the Library Executive Director, shall approve and adopt budget proposals, and shall present budget proposals and the libraries' fiscal needs to the supporting agencies.

Section 4. The Effingham County Library Board of Trustees shall discharge those duties delegated to it by the Regional Library Board of Trustees. All formal actions of the Effingham County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 5. Staff of the Effingham County Libraries shall be considered an integral part of the Regional Library staff, subject to the same policies and line of supervision as all Regional Library Staff.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chair shall preside at all regular or called meetings of the Effingham County Library Board. He or she shall appoint all committees and shall be an ex officio member of all committees.

Section 2. The Vice Chair shall preside in the absence of the Chair. All other duties of the Vice Chair shall be assigned by the Chair.

Section 3. The Secretary shall record the official actions of the Effingham County Library Board, keep a record of attendance at Board meetings, and have the custody of the official minutes, which shall be housed at the Regional Library administrative offices. The Secretary shall send copies of the minutes of all meetings to the Director of the Live Oak Public Libraries System. The Secretary shall notify the proper appointing authorities of vacancies which may occur on the Effingham County Library Board. The Secretary shall report changes of membership to the Regional Library Director.

Section 4. In addition to the local officers, two Regional Library Board Member shall be elected from among the members. A member may hold a local office and serve as the Regional Library Board Member. The Regional Library Board Member must not miss three consecutive meetings of the Live Oak Public Libraries Board of Trustees in order for Effingham County to remain a member of the Live Oak Public Libraries System.

Article II, Section 4/DUTIES OF THE OFFICERS: Amendment approved by Effingham County Library Board of Trustee on Jan.17, 2018

In addition to the local officers, two Regional Library Board Member shall be elected from among the members

ARTICLE III. MEETINGS

Section 1. The Effingham County Library Board shall hold four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the second Wednesday in the months of January, April, July, and October at 5:00p.m.. at the Springfield Library or at some other location as designated by the Chair.

Article III, Section 1/MEETINGS: Amendment approved by Effingham County Library Board of Trustee on Jan.17, 2018

Meetings shall be held on the second Wednesday in the months of January, April, July, and October at 5:00p.m. at the Springfield Library or at some other location as designated by the Chair.

Section 2. Special meetings may be called by the Chair, or, in the Chair's absence, by the Vice Chair, for the transaction of business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

Section 3. Prior to each regular or called meeting the Library Executive Director, or his or her designee, shall notify each member and appropriate staff of the date, time, and place of the Effingham County Library Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the Effingham County Board.

Section 5. All meetings must be open to the public and the news media, in accordance with the Official Code of Georgia, Annotated 50-14-1 et seq.

Section 6. The latest edition of Robert's Rules of Order (Revised), when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the Effingham County Library Board.

Section 7. Each member of the Board shall have one vote.

Section 8. Three members of the Board of Trustees shall constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these Constitution and Bylaws, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board. Only those members present may vote.

Section 9. The Library Executive Director shall be notified in advance of all meetings of the Effingham County Library Board, its Executive Committee, or any of its committees. The Library Executive Director, or a representative appointed by the Library Executive Director shall be present at all meetings of the Effingham County Library Board, its Executive Committee, or any of its committees.

ARTICLE IV. REPORTS

Section 1. The Effingham County Library Board and/or staff shall submit all reports requested by the Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Regional Library System in an efficient and business-like manner.

ARTICLE V. ATTENDANCE

Section 1. A Board member shall be removed for cause or for failure to attend three, consecutive regularly- scheduled meetings.

Section 2. A letter reporting removal and specifying the cause shall be sent by the Secretary to the affected Board member and to the appointing authority responsible for his or her appointment. The appointing authority shall be asked to appoint another representative to fill that member's unexpired term, notifying the Library Executive

Director in writing of action taken.

ARTICLE VI. AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the Effingham County Library Board of Trustees by a three-fifths vote of the total membership, provided that notice is made in writing at least thirty days prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Library Executive Director, who shall file amendments with the Georgia Public Library Service, Board of Regents of the University System of Georgia immediately upon adoption.

Adopted: November 28, 1989

Amended: May 29, 1996; October 7, 1997; April 11, 2018; January 2024