

ARTICLE 1: NAME

The Leon Valley Public Library Advisory Board was established by the City Council on 1972 as the Library Board of Trustees. The Advisory Board is subject to the City Charter, the Texas Open Meeting Act, and the Texas Public Information Act.

ARTICLE 2: MEMBERS

SECTION 2.1 The Library Advisory Board is an advisory board composed of seven individuals who are approved by the Mayor and City Council.

SECTION 2.2 Members serve a term of two years and may be re-appointed. Members may serve consecutive terms. Positions are staggered to expire on May 31st of alternative years.

SECTION 2.3 The chairperson will appoint one member to serve as a liaison with the Friends of the Library.

SECTION 2.4 The Library Director serves as a non-voting ex-officio member of the board.

ARTICLE 3: MEETINGS

SECTION 3.1 The Library Advisory Board shall meet on the 2nd Thursday of the month. The regular meeting of the board shall be held at a time designated by the Board in the Library or such other place the board may determine.

SECTION 3.2 Special meetings may be called by the chair or at the call of any two members of the Board, provided that notice thereof is given to all board members and the Library Director. Notice of the meeting will be in compliance with the Open Meetings Act.

SECTION 3.3 A simple majority of the appointed members shall constitute a quorum at all meetings of the board. No action may be taken without an in-person quorum.

SECTION 3.4 All questions presented for a vote of the Library Advisory Board shall be decided by a simple majority of the quorum.

SECTION 3.5 Any members of the Board who miss three consecutive meetings unexcused will be recommended to the mayor and council for a replacement appointment for the remainder of the unexpired term.

SECTION 3.6 Library Advisory Board business should be conducted according to the most updated version of Robert's Rules of Order.

ARTICLE 4: OFFICERS

SECTION 4.1 The officers of the board shall be a chairperson and a vice-chairperson. The Library Director will serve as the permanent secretary.

SECTION 4.2 Officers shall be elected in June of each year or as positions become available.

SECTION 4.3 Vacancies in office shall be handled as follows:

- A. In the event of resignation or incapacity of the chair, the vice-chair shall become the chair for the unexpired portion of the term
- B. Vacancies of officers other than the chair shall be filled for the unexpired term

SECTION 4.4 Duties of the officers shall be as follows:

- A. Chair:
 - 1. Preside at all meetings
 - 2. Represent the library board at public functions of the City and at events such as special library events, local, state, or national advocacy activities for the library or for local, state, or national association activities
 - 3. Appoint standing, special, or ad hoc committees
 - 4. Assist the Library Director in establishing the agenda for each meeting
 - 5. Liaison with the governing authority regarding library issues
- B. Vice-chair:
 - 1. Assist the chair in directing the affairs of the board and act in the chair's absence

ARTICLE 5: COMMITTEES

Committees may be appointed for completing regular business of the board and/or special purposes by the chair and by special request from the Library Director or the governing authority. Committees, following requests, are formed with the consent of the majority of the board. All committees will have at least one library board member serving on them but may consist of non-board members. Standing committees are typically formed at the first meeting of the calendar year and reviewed for continuation annually. Ad hoc or special committees are automatically dissolved upon completion of the activity or project.

ARTICLE 6: POWERS AND DUTIES OF BOARD MEMBERS

Appointed library board members provide opinion, support, and expertise as needed, but do not have final authority. Board members shall:

- a) Abide by applicable ordinances of the City of Leon Valley
- b) Act in an advisory capacity to the Library Director and the City Council
- c) Review existing policies, recommend new ones, and adopt policies to govern the operation and program of the library
- d) Assist in strategic planning
- e) Provide in opinion and guidance, as appropriate, for special issues to include, but not be limited to, new facilities and the expansion of existing library facilities
- f) Provide opinion and guidance, as appropriation, for new library services
- g) Assist in interpreting the policies and functions of the library to the public

- h) Encourage in every possible way the development and advancement of the public library at local, regional, state, and national levels
- i) Participate in advocacy initiatives included, but not limited to, local issues, including funding issues and requests, state advocacy activities, and federal advocacy initiatives
- j) Participate in a library orientation session prior to attending first board meeting

ARTICLE 7: AMENDMENTS

These bylaws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would not be in effect until approved by the City Council at a regularly scheduled Council Meeting.

ARTICLE 8: OPEN MEETINGS TRAINING

Each newly appointed board member shall complete all trainings required by the Texas Open Meetings Act and the City of Leon Valley; all certificates of completion will be filed with the City Secretary.