

BYLAWS

CITY OF WOLFFORTH LIBRARY ADVISORY BOARD

ARTICLE I

Name

The name of this organization shall be the CITY OF WOLFFORTH LIBRARY ADVISORY BOARD. The Board shall have those duties and responsibilities authorized in these bylaws.

ARTICLE II

Membership

Section 1. The Board is comprised of five (5) members, three (3) of whom must be Wolfforth residents and two (2) of whom must reside or work in Lubbock County. Members must be card-holding patrons of the City of Wolfforth Library.

Section 2. The term of office for Board members is two (2) years and members may serve consecutive terms. Terms will be staggered. If a board member resigns before their term is complete, a replacement will be found by the Board to finish the remaining time.

Section 3. A member should be removed if they miss 3 consecutive, regularly scheduled, board meetings with unexcused absences. This is done with a majority vote of the Board.

Section 4. A Board member shall not receive a salary nor compensation for services as an Advisory Board member.

Section 5. During the first meeting of the year, members will appoint a chair, co-chair, and secretary.

Article III

Duties

Section 1. Board members will be asked to discuss the needs, short-term goals, and long-term goals of the Library.

Section 2. Board members will be asked to advocate for the community to the Library Director.

Section 3. Board members will be asked to advocate for the Library in the community.

Section 4. The Board may be asked to assist with city council reports or address the City Council.

Section 5. The Board Chair may be asked to assist the Library Director in creating the agenda for meetings.

Section 6. The Board Co-Chair may be asked to assist the Board Chair or take over the duties if the Board Chair is unable.

Section 7. The Board Secretary may be asked to keep minutes during meetings or to type minutes at the end of meetings. The Secretary will make sure a copy of the typed minutes is sent to the Library Director and will keep a copy themselves.

Article IV

Meetings

Section 1. Regular meetings of the Board will be held quarterly on the second Wednesday of the month in January, April, July, and October.

Section 2. Special meetings may be called when needed by the Chair, Library Director, or at the request of City leaders. All special meetings will have to conform to the Texas Open Meetings regulations. Meetings must meet notice requirements.

Section 3. A quorum shall consist of two-thirds of the members.

Section 4. The Advisory Board shall conduct business in accordance with Texas Open Meetings regulations and with *Robert's Rules of Order Revised*.

Section 5. An agenda, including items to be discussed, will be created by the Library Director and the Board Chair. The agenda will be made available to the Board by 5 p.m. the Friday before each meeting.

Section 6. Meeting times will be posted for public notice. Minutes and agenda will be available for the public. All regular meetings will be open to the public.

Section 7. Any Board member, or the Library Director, can call for an executive session; thereby limiting the meeting to only the Board and the Library Director.

Adopted October 18, 2023