

**RITA AND TRUETT SMITH PUBLIC LIBRARY  
LIBRARY ADVISORY BOARD BYLAWS**

**ARTICLE I**

**Name**

Name As authorized by the City Charter, City of Wylie and City Ordinance No. 69- 2: This body shall be known as the Rita and Truett Smith Public Library Advisory Board.

**Article II  
Qualifications**

In accordance with Ordinance No. 2026-08

Each Board member shall:

- 1) Be residents of the City of Wylie for a minimum of twelve( 12) consecutive months immediately preceding appointment;
- 2) Be a qualified voter of the City of Wylie;
- 3) No member shall be an employee of the City of Wylie; and
- 4) No member shall be the spouse or domestic partner of an employee of the City of Wylie.
- 5) Each board member shall have any other qualification as the City Council deems necessary and appropriate.

**ARTICLE III  
Meetings**

Section 1. The regular meeting of the Library Advisory Board shall be held monthly or more often if needed in Council Chambers at the Municipal Complex unless the Board determines otherwise.

Section 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.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board. Should a quorum not be available for any regular meeting, the Board Liaison will schedule a meeting where a quorum can be present as close to the regularly scheduled meeting as possible and post such meeting according to the Open Meetings Regulations.

Section 4. All questions presented for a vote of the Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5. Any member of the Board who misses three consecutive meetings without good cause, or neglects to notify the Board Liaison of such absence with good cause shall be

deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.

Section 6. Robert' s Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by- laws.

#### **ARTICLE IV**

##### **Addressing the Board**

Section 1. In accordance with Ordinance No. 2019-29, any member of the public shall have a reasonable opportunity to be heard at any Board meeting; however, any matter not posted on the agenda may not be discussed by the Board, nor shall any action be taken by the Board, except to provide a statement of specific factual information given in response to an inquiry, to recite existing policy in response to an inquiry or to indicate that the matter may be placed on a later agenda.

Section 2. Persons desiring to address the Board shall complete a “Request to Speak” form and submit it to the Secretary.

Section 3. The Secretary will sort the forms by agenda item and deliver them to the Chairperson.

Section 4. The Chairperson will refer to the speaker forms for comments on items not on the printed agenda and individual agenda items.

Section 5. Persons who note on a speaker form their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board:

- a. Approach the podium, state their name and address and whether or not they are representing a person, group or organization
- b. Speak so that all present in the room may hear clearly
- c. Address all statements and questions to the Chairperson
- d. Be courteous in language and deportment
- e. Be concise and focused in their comments
- f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed

Section 6. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board or when the Chairperson determines the remarks to be out of order.

**ARTICLE V**  
**Officers**

Section 1. The officers of the Board shall be a Chairperson and a Vice-Chairperson.

Section 2. The Board shall elect officers from among its membership each year at the first regular meeting after annual appointments.

Section 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. The Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term for any vacancies.

Section 4. Duties of the officers shall be as follows:

- a. Chair:
  - i) Preside at all meetings.
  - ii) Represent the Board at public functions.
  - iii) Appoint special committees.
- b. Vice-Chair:
  - i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.
- c. Secretary:
  - i) The Secretary will be responsible for compiling and recording all minutes.
  - ii) The Library Director will be responsible for distributing minutes to the City Council, Library Advisory Board, and City Manager. An official record of attendance will be kept in the minutes.

**ARTICLE VI**  
**Committees**

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.

**ARTICLE VII**  
**Library Director**

Section 1. The Library Director shall be an ex-officio Board Liaison member of the Board.

Section 2. The Library Director shall have sole charge of the Administration of the library under the direction and review of the City Council and City Manager.

Section 3. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library services to the public, and for the operations set forth in the annual budget.

## **ARTICLE VIII Powers and Duties of Board Members**

Section 1. Board Members shall:

- a. Be appointed by the City Council.
- b. Officers shall be elected and take office by the first regular meeting after new Board members have been appointed and sworn in.
- c. Abide by applicable ordinances of the City of Wylie.
- d. Act in an advisory capacity to the City Council, City Manager and Library Director.
- e. Recommend policies to govern the operation and program of the library.
- f. Assist in planning and give guidance for expansion of library facilities.
- g. Assist in interpreting the policies and functions of the Library Department to the public. Encourage in every possible way the development and advancement of the public library.

## **ARTICLE IX Term Limits**

Section 1. Term limits are determined by the City's Code of Ordinances specifically [Chapter 66 \(Library\), Article II \(Public Library Department\), Division 2 \(Library Board\), Sec. 66-41 \(Membership; appointment; terms; absences.\)](#)

## **ARTICLE X Amendments**

Section 1. These bylaws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments. All notices of meetings shall be posted in accordance with applicable rules and provisions of the state law.

Revised March 17, 2026

Approved by the Library Advisory Board March 23, 2026