

**Hertford County Public Library
Constitution and By-Laws of the Board of Trustees
(Member of the Albemarle Regional Library System)**

Constitution

Article I - Name

The name of this organization shall be 'Hertford County Public Library Board of Trustees.' Hereafter referred to as the "Board".

Article II -Membership

Membership on this Board of Trustees shall be appointees of the Hertford County Commissioners. The six (6) members of the Board shall serve terms as appointed by Hertford County.

One member of the local Board is recommended to the Hertford County Commissioners for appointment to serve as its representative to the Albemarle Regional Library Board of Trustees for a six-year term. There is a limit of two consecutive terms on the Regional Board.

Article III -Mission

The mission of the Board shall be to advise in the development and provision of library services to all citizens of its funding agency.

Article IV -Attendance

A member shall be considered resigned if he/she misses more than two (2) consecutive meetings without legitimate reason as reported in advance to the Board Chair.

Article V -Officers

The officers of the Board shall be a Chairperson, Vice-Chairperson and a Secretary. In case of a vacancy, the Board shall select a member to fill the un-expired term at the next regular meeting.

Officers shall be elected yearly at the annual meeting March. Officers may serve no more than two consecutive terms in an office.

The Chairperson shall:

- (1) Preside at all Board meetings
- (2) Appoint committees as necessary
- (3) Perform other duties pertaining to this office

The Vice-Chairperson shall:

- (1) Perform the duties of the Chairperson in the latter's absence

The Secretary shall:

- (1) Keep a record of attendance at Board meetings.
- (2) Record the official actions of the Board.
- (3) Perform other duties pertaining to this office as delegated by the Board.

By-Laws

Meetings:

No meeting of the Board shall be held without the presence of the Library Branch Manager. The Board shall meet semi-annually on the second Wednesday of March and September; meetings will begin at 4:00 pm. All meetings are subject to the North Carolina Open Meetings Law (G.S. 143-318.9 through 318-18). Publication of date and time of meetings shall be by radio or newspaper announcement and /or personal notification, including telephone, fax and e-mail. Announcements should also be posted at the facility where the meeting will take place. Special meetings may be called by the Chairperson, and are subject as much as possible to the Open Meetings Law. The Chairperson may or may not allow the public to comment at such meetings if they are not on the agenda. Robert's Rules of Order shall decide points of procedure.

Quorum:

A quorum to transact business is a simple majority of the six positions filled and present. (A majority might be less than 4 should a position be vacant) In the event of an emergency, as determined by those members present, a quorum of those members present (no less than 3 members) may transact business. Board business can be conducted via email/phone if necessary.

Duties:

The duties of the Board consist of carrying out conscientiously the responsibilities assigned to them by their appointing agencies. It is the duty and responsibility of the Board to advise in the preparation of the budget, approve it and work to seek adequate funding for the library. The Board also actively supports library programs and serves as library advocates within the community. The Board also works to recruit interested individuals to serve on the Board.

In conjunction with the Regional Library Director, the Board may elect to participate in the hiring of the Branch Librarian.

The Board adheres to the Code of Ethics for Public Library Trustees and the Conflict of Interest policies as adopted by the Albemarle Regional Library Board of Trustees.

Limitations:

The Board may set no policies nor conduct activities that run contrary to the policies and guidelines established by the Albemarle Regional Library Board of Trustees.

The Board leaves the actual management of the library to the Branch Manager and Regional Director.

Committees:

The Chairperson may appoint special committees for the study and investigation of special projects or activities: such committees to serve until the completion of the work for which they were appointed.

Branch Manager:

This employee is responsible for the operation of the library under the supervision of the , Regional Director as outlined in the Branch Head position description of the Staff Manual of the Albemarle Regional Libraries.

Order of Business

- Call to Order
- Approval of minutes
- Librarian's report
- Chairperson's report
- Committee reports
- Old business
- New business
- Adjournment

Amendments

The Constitution and By-laws may be amended at any regular meeting of the Board with a quorum present by a majority vote of the members present. Notice of the proposed amendment and of the wording shall be given at the last meeting preceding the regular meeting or distributed by mail no less than 30 days prior to the meeting.

Code of Ethics for Library Trustees

As members of the Albemarle Regional Library Board of Trustees and/or of our member Boards of Trustees, we hold ourselves to the highest standards of Conduct. We endeavor to exemplify honesty, fairness, integrity and accountability.

To this end, we pledge we will:

Perform our duties professionally and responsibly.

Be open and honest in all of our dealings relating to service on the board.

Be fair and objective when performing our duties on the board.

Be open-minded until all information is presented prior to a vote.

Be accountable for our actions.

Observe all standards and codes of professional and ethical responsibility imposed by law.

Remember that the management of the library system and the day to day operations of its agencies and work units is not our responsibility but that of the library director and staff.

Never disclose confidential information.

Be prepared to support to the fullest the efforts of library staff in resisting censorship of library materials by individuals or groups.

Avoid accepting or retaining any economic interest or information that may reasonably present a substantial threat to our independence of judgment.

Avoid any conflict between personal interest and the public interest and make every effort to avoid even the appearance of such conflict.

Avoid discussing, advocating, or voting on any matter in which we have a conflict of interest or on an interest which might reasonably appear to be in conflict.

Any member who violates this policy may be subject to removal from the Regional Board of Trustees and from any of its member Boards of Trustees

Adopted by Albemarle Regional Library Trustees, July 2005.