# Manatee County Library Board

# BY-LAWS

## Adopted by the Library Board

## On March 1984

## Revised June 13, 1984

### Article I - MEMBERSHIP

The Manatee County Library Board, in accordance with the authority granted in Chapter 71-760 Laws of the State of Florida, as amended, shall consist of five (5) members chosen under the provisions of the Manatee County Free Library Act.

### Article II – OFFICERS

Section 1: Officers of the Board shall be a Chairman, Vice-Chairman and Secretary.

Section 2: The officers shall be elected at the annual meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Board after the vacancy occurs.

Section 3: The duties of the officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles in the Manatee County Free Library Act.

### Article III – MEETINGS

Section 1: The Library Board shall meet at a time and place to be decided by the Board. The February meeting shall be the annual meeting.

Section 2: Special meetings may be called by the Chairman, or upon request of two (2) members, for the transaction of business as stated in the call.

Section 3: A quorum for transaction of business shall consist of a simple majority.

Section 4: The order of business may be: Call to order, Approval of minutes, Report of Library Director, Unfinished Business, New Business, Adjournment.

Section 5: Robert’s Rules of Order, latest edition, shall govern the parliamentary procedure of the Board.

### Article IV – COMMITTEES

Section 1: Committees for the study of special problems may be appointed by the Chairman, with the approval of the Board. Such committees will serve until their report has been filed.

### Article V – LIBRARY DIRECTOR

The Librarian shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The Librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library’s service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Librarian shall attend all stated board meetings, except those at which his appointment, salary or performance is to be discussed or decided.

### Article VI – AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.