

CONSTITUTION AND BY-LAWS

MITCHELL COUNTY PUBLIC LIBRARY

Board of Trustees (As Amended)

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the Mitchell County Public Library Board of Trustees.

ARTICLE II

Membership

This Board of Trustees shall consist of five members appointed by the Mitchell County Board of Commissioners pursuant to and in accordance with procedures established by the Mitchell County Board of Commissioners. Local Library Board members are eligible for appointment to the Regional Library Board.

ARTICLE III

Purpose

The purpose of this organization shall be to establish and maintain Mitchell County Public Library, an institution legally organized according to the Library laws of the State of North Carolina, offering educational and recreational advantages to all citizens within the county, with headquarters for service located in Bakersville, North Carolina.

BY-LAWS

ARTICLE I

Officers

Section 1. Election and Tenure

The officers and Executive Committee shall be a Chairman, a Vice-Chairman and a Secretary who shall be elected by ballot at the annual meeting of the Board of Trustees and continue in office for two years. In the case of vacancy, the Board shall, at the next regular meeting, select a member to fill the unexpired term. Vacancies in office may be filled by the remaining members of the Board of Trustees voting thereon by ballot or by voice at the discretion of the Board.

Section 2. Duties

The Chairman of the Board shall preside at all Board meetings; appoint all Committees; including committees for the study and investigation of special problems; serve as a representative to the Regional Library Board; and perform such other duties as generally pertain to the office.

The Vice-Chairman of the Board shall perform the duties of the Chairman in the latter's absence.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all regular meetings; shall have custody of the minutes and other records of the Board, except those records earlier than the current year which may be deposited for safekeeping in the Avery-Mitchell-Yancey Regional Library Office; shall notify the appointing governmental agency of any vacancy on the Board; and shall perform such other duties as may properly belong to the office or be delegated by the Board.

ARTICLE II

Removal

- Section 1. The absence of any member of the Board from three (3) consecutive quarterly Board meetings shall be presumed to constitute a vacancy which shall be filled pursuant to Article V, of these By-Laws.
- Section 2. Upon the recommendation of the Board, any member may be removed by the governing body appointing that member for incapacity, misconduct or neglect of duty.

ARTICLE III

Meetings

- Section 1. The Board shall hold regular quarterly meetings as designated by the Chairman.
- Section 2. The annual meeting shall be held at the time of the regular Fall quarterly meeting.
- Section 3. Special meetings shall be called by the Chairman, or upon the written request of any three (3) members, for the transaction of business only as stated in the call for the meeting.
- Section 4. Three (3) members shall constitute a quorum.
- Section 5. Robert's Rules of Order shall decide points of procedure.

ARTICLE IV

Order of Business

The Order of Business at regular meetings shall be as follows:

- Call to Order
- Roll Call
- Approval of Minutes
- Financial Report
- Report of Main Librarian
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

ARTICLE V

Committees

At the annual meeting the Chairman shall appoint a Personnel Committee.

The Personnel Committee shall:

1. in consultation with the Regional Library Director, review and select applicants for employment in the Mitchell County Public Library; and
2. submit the names of no more than five (5) and no less than three (3) individuals from which the local governing body may fill vacancies on the Mitchell County Public Library Board.

ARTICLE VI
Regional Library Membership

Pursuant to an Agreement dated July 1961, and an amendment thereto dated June 1993, the Mitchell County Public Library has contracted for library services as authorized under North Carolina General Statute 160A, Article 20, and as regulated pursuant to 7.02E.0200 et seq of the North Carolina Administrative Code, which statutes and regulations shall determine any procedure not specified in the above By-Laws.

ARTICLE VII
Proxy

Voting by proxy may be exercised at any called Library Board Meeting and can only be delegated from one official Library Board Member to another. Proxies shall be valid only for the particular meeting designated thereon and must be filed by the voting member with the Secretary twenty-four (24) hours before the appointed time of the meeting by submitting an authorized proxy form.

ARTICLE VIII
Amendments

The Constitution and By-Laws may be amended by three-fourths (3/4) of the members present at any regular Board meeting that has a quorum present, provided that the amendment was stated in the call for the meeting, which was mailed to the members at least ten (10) days before the meeting.

Adopted:
Mitchell County Public Library

Signed:
Helen McBee, Chairman
June 14, 1994

PROXY

I designate _____ to vote my proxy on any
matter requiring a vote at the _____
to be held on _____.

Signed: _____

Name: _____

Address: _____

Phone: _____

Date: _____

Adopted:
Mitchell County Public Library

Signed:
Helen McBee, Chairman
June 14, 1994

Recommended Criteria for Selection of Local Library Board Members

1. Full-time resident of the county or town.
2. Regular library patron.
3. Library contributor (either financial, property or volunteer work).
4. Educator, social worker or other service provider involved with children, disabled or older adults.
5. Willingness and ability to serve (attend quarterly, special and workshop meetings).

Recommended Criteria for Selection of Regional Board Members

1. Chair of local library board.
2. Seniority (experience) as local library board member.
3. Ability to serve (attend 2 regular Board meetings quarterly, special Board meetings and workshops).