

Bylaws of the Board of Library Trustees Calvert County

ARTICLE I: NAME

The name of this Board shall be the Board of Library Trustees for Calvert Library, hereinafter “the Board” and “the Library”.

ARTICLE II: PURPOSE

The Purpose of the Board is to formulate and determine policies and procedures with regard to management, budgetary, personnel, and other matters, and the proper delivery of library and informational services to the benefit of the Calvert County community.

ARTICLE III: TRUSTEES

SECTION 1: APPOINTMENT

The Board shall be comprised of seven (7) Trustees, nominated by the Board and appointed by the Board of County Commissioners of Calvert County, in accordance with the provisions of Section 23-303, Title 23, Division IV, Education, of the Annotated Code of Maryland.

SECTION 2: TERM AND VACANCIES

- a. A Trustee serves for a term of five (5) years.
- b. A Trustee may be reappointed for a second term, but may not serve more than two (2) terms consecutively.
- c. A Trustee appointed to fill a vacancy in an unexpired term is eligible for appointment to serve two (2) additional consecutive terms.

SECTION 3: COMPENSATION

The Trustees serve without compensation.

SECTION 4: ATTENDANCE

Any Trustee who fails to attend at least half of the scheduled meetings of the Board during any calendar year shall be considered to have resigned from the Board.

SECTION 5: REMOVAL

The Board, by majority, may recommend to the Board of Calvert County Commissioners that a Trustee may be removed from the Board for malfeasance or any such activities inimical to the purpose of the Board.

ARTICLE IV: OFFICERS

SECTION 1: APPOINTMENT

The Officers of the Board shall be chosen by the Board annually. Officers shall be President and Vice President.

SECTION 2: TERM

The term for an Officer is one (1) year and said Officer may not serve more than three (3) terms consecutively.

SECTION 3: DUTIES

- a. The President shall preside at all meetings, appoint all committees, and authorize calls for any special meetings, and generally perform all duties of a presiding officer.
- b. The Vice President shall perform all duties and functions of the President in the event of the absence of the President or his/her inability to serve.

SECTION 4: VOTING

Officers shall be elected by a simple majority of votes or by plurality if a proportional voting system is used.

ARTICLE V: MEETINGS

SECTION 1: FREQUENCY, PLACE AND TIME

- a. The Board shall hold a regular meetings at least once every three (3) months.
- b. The regular meetings shall take place at the Calvert Library in Prince Frederick, unless otherwise designated by the President.
- c. All regular meetings shall occur at a prescribed time to be designated by the President.

SECTION 2: SPECIAL MEETINGS

Special meetings may be called by the President of the Board or by a quorum of the Trustees of the Board to transact such special business at a place and time that shall be stated in the call for said meetings.

SECTION 3: NOTICES

Notices of all meetings of the Board shall be distributed to Board members and appropriate parties at least seven (7) days prior to the date of the meeting; however the Board reserves the right to waive when appropriate this notice requirement.

SECTION 4: QUORUM

A quorum for the transaction of business shall be four (4) Trustees of the Board.

SECTION 5: RULES

All meetings of the Board shall be conducted according to the latest revised edition of Robert's Rules of Order.

Section 7: Open Meetings

All Board meetings shall be open to the public, according to the Open Meetings Act –

Annotated Code of Maryland, State Government, Title 10 Governmental Procedures
Section 10-505 and Section 10-506. The Board also may have closed sessions according to the
Open Meetings Act.

ARTICLE VI: POWERS AND DUTIES

SECTION 1: POWERS AND DUTIES

The Board is responsible for the formulation and determination of policy for the Library with regard to management, fiscal and personnel matters, per Sections 23-403 through 23-406 of the Annotated Code of Maryland.

SECTION 2: LIABILITY

The Board shall ensure that the Library and the Board are adequately insured.

ARTICLE VII: DIRECTOR

SECTION 1: EXECUTIVE DIRECTOR

The Executive Director shall be appointed by the Board and shall serve at the discretion of the Board.

SECTION 2: DUTIES

- a. The Executive Director shall be responsible for the day-to-day administration and operations of the Library.
- b. The Executive Director shall act as secretary to the Board, and as such keep a true account of the proceedings of the Board, shall issue all meeting notices, shall maintain all records of the Library, and shall perform such other duties as required by the Board and Section 23-406 of the Annotated Code of Maryland.
- c. The Executive Director shall prepare the Annual Budget for the approval of the Board. Once the Budget is approved by the Board and the Board of County Commissioners, the Executive Director shall maintain said Budget and report on it in detail at each regular meeting of the Board.
- d. The Executive Director shall maintain current statistical data with regard to the operations of the Library and report on such data at the regular meetings of the Board.
- e. The Executive Director shall inform the Board of any problems that do or could affect established policy with regard to the operation of the Library.
- f. The Executive Director shall designate an appropriate, qualified member of the Library staff to act as Director *pro tempore* should the Executive Director be temporarily incapacitated or otherwise unable to perform his or her duties. The acting Director shall perform all duties of the Executive Director.

ARTICLE VIII: AMENDMENTS

These Bylaws and additions thereto may be amended at any regular meeting of the Board by a vote of four (4) of the Trustees, provided that such amendment shall be stated in the call for the meeting.