

## II. BYLAWS

Article I – The Chazy Public Library was incorporated as an institution of the University of the State of New York as Charter #1486 on Dec 19, 1901.

### Article II - Board of Trustees

1. The library will be governed by a board of five trustees.
2. The term of office of each trustee shall be five years. Trustees are eligible for re-election.
3. Any vacancy occurring on the Board of Trustees, in the interim of the annual election, may be filled to complete the unexpired term by a majority vote of the remaining Trustees.

### Article III - Officers of the Board of Trustees

1. The Board of Trustees shall elect annually, from their own number, a president, a vice-president, a treasurer, and a secretary. The board may appoint a non-trustee as treasurer.
2. Officers shall be elected by a majority vote of the board at an organizational meeting, which shall be the first regular board meeting after the annual meeting of the Chazy Central Rural School District.
3. The board may, at its discretion, combine the offices of secretary and treasurer.

### Article IV - Duties of Officers of the Board of Trustees

1. The president shall be the chief executive officer of the library, preside at meetings of the Board of Trustees, and vote on all matters when necessary to break a tie vote.
2. The vice-president shall assume the duties of the president in the absence of the president.
3. The secretary shall record all official actions of the board, keep custody of official books, records, and documents of the library, and attend to official correspondence of the board. If the secretary wishes and the board concurs, the president of the board may appoint a clerk to record the minutes of board meetings.
4. The treasurer will receive, have custody of, and disperse all library monies at the discretion of the Board of Trustees, keep an accurate record there of, and report the same to the board. He/she will complete all financial reports and audits requested by other authorized agencies.

## Article V - Library Director

1. The Board of Trustees shall appoint a library director who shall be the administrative officer of the library.
2. The director shall be responsible for the day to day operation of the library.
3. The director shall, as administrator, attend meetings of the Board of Trustees to assist the board in the general operation of the library and implement Board policies.
4. The director shall be heard on all matters brought before the Board of Trustees except when the Board is in executive session.

## Article VI – Financial

1. Except for normal day to day operating expenses, expenditures shall be approved in advance by a majority of the Board of Trustees.
2. The president of the Board of Trustees, in what he deems an emergency, may unilaterally contract for expenditures necessary to preserve the library building and/or contents and the proper functioning thereof. He may delegate, at his discretion, this responsibility to the library director.

## Article VII – Meetings

1. The schedule of yearly business will be as follows:

July 1 <sup>st</sup> :	Fiscal year begins
Oct:	Plan Holiday Fund Drive
January:	Preparation of Annual Report
Feb:	Submission of Annual Report by Treasurer and Director
March:	Preparation of Budget; petitions available for trustee positions
April:	Deliver CPL Budget to the CCRSD for inclusion on the Ballot Petitions must be submitted for candidates to be included on the Ballot
May:	Annual CCRSD meeting and Budget vote (includes CPL Budget and trustee candidates)
May-June:	Organizational meeting (1st meeting after CCRSD Annual Meeting)

2. Regular meetings of the Board of Trustees shall be held at least four times a year at times established by the board.
3. Other meetings of the Board of Trustees shall be held at the call of the president, or any three trustees; the three trustees having submitted their request for a meeting to the president in writing.

4. Three trustees shall constitute a quorum.
5. "If a trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned..". Ed Law 226
6. The order of business at regular board meetings shall be as follows:
  - A. Roll call
  - B. Review of minutes of the previous meeting
  - C. Treasurer's report
  - D. Director's report
  - E. Committee reports
  - F. Correspondence
  - G. Unfinished business
  - H. New business
  - I. Review of minutes of current meeting for correction
  - J. Adjournment
7. For all contingencies not provided for in this or any other section, Robert's Rules of Order shall be used as the final authority.

#### Article VIII – Committees

1. The president of the Board of Trustees shall, at such times as he/she or the Board deem appropriate, appoint committees from the board or the community at large.
2. These committees shall report to the president, the board, or the library director as assigned.

#### Article IX - Recording of Bylaws

1. These Bylaws shall be placed in loose leaf folders(bindings) called "Chazy Public Library Bylaws and Policies". Copies of these folders shall be filed in the Library and available to the public. Copies shall be provided each Trustee and the Director.

#### Article X - Amendments to Bylaws

1. Amendments shall be made in reference to the "Chazy Public Library Bylaws", shall be recorded in the minutes, copies placed in the "Chazy Public Library Bylaws and Policies" folders(bindings). Superseded copies of the Bylaws shall be filed for reference.
2. These bylaws may be amended by a majority vote of the Board of Trustees at a regular meeting with all members present and voting. Such action may be taken only after the proposed amendments have been presented in writing to each trustee at a prior meeting, and notice of the pending adoption of such given to each trustee prior to the meeting at which they will be considered.

3. In case of personal emergency or sickness, deemed legitimate by a majority of the board, a trustee may submit to the president of the Board a written proxy to vote his wishes on the adoption of amendments and his vote shall be recorded as such. No such proxy shall substitute for the presence of a quorum.

Article XI - These amended Bylaws were adopted by the Board of Trustees March 6<sup>th</sup>, 2008.

Tina Trombly, President  
Patricia Neverett  
Emily Castine  
Deborah Powers  
George Brendler