

CONSTITUTION
For the Carroll County Library Board

ARTICLE I.
NAME

The name of this organization is the Carroll County Library Board (“Carroll County Board”).

ARTICLE II.
PURPOSE

The purpose of the Carroll County Board is to function as advisors and advocates for the libraries, to participate in defining the libraries’ role of service to the community, to make recommendations to the West Georgia Regional Library System Board (“Regional Board”) on matters regarding the Carroll County public libraries, and to encourage the use of library facilities and programs.

ARTICLE III.
AFFILIATION

As Member Libraries within the West Georgia Regional Library System (“WGRLS”), Carroll County public libraries are obligated to provide reciprocal library services for citizens in the WGRLS service area.

ARTICLE IV.
GOVERNING BODY -- ADVISORY

Section 1. As prescribed by O.C.G.A. § 20-5-41, the Carroll County Board is an affiliate board of the Regional Board. The governing authority resides with the Regional Board.

Section 2. Membership. The Carroll County Board shall be composed of thirteen (13) citizens who live or work in Carroll County and who are appointed by governmental agencies supporting the library on a regular basis.

- Carroll County Board of Commissioners shall appoint three (3) members.
- Carroll County Board of Education shall appoint one (1) member.
- City of Bowdon shall appoint one (1) member.
- City of Carrollton shall appoint three (3) members.
- Carrollton Board of Education shall appoint one (1) member.

- City of Mt. Zion shall appoint one (1) member.
- City of Temple shall appoint one (1) member.
- City of Villa Rica shall appoint one (1) member.
- City of Whitesburg shall appoint one (1) member.

Appointments shall be made in writing and board members shall serve staggered terms of three (3) years. No member may serve on the Carroll County Board for more than three (3) successive three-year terms of office, not to exceed nine (9) years plus the surplus months of an assumed term. The standard term of office shall have a starting date of July 1 and an ending date of June 30 to correspond with the starting and ending dates of the WGRS fiscal year. After a board member has served nine (9) years, they must retire from the Carroll County Board. They will be eligible for appointment after one (1) fiscal year has elapsed.

Section 3. Qualifications. The following qualifications will be considered when nominating a person to serve on the Carroll County Board:

- They must be a resident of or work in Carroll County; if they move out of the county or, in the case of the latter, cease employment in the county, they must be replaced on the board.
- They must have the ability and willingness to represent the library in the community and to governing officials.
- They must be able to attend meetings on a regular basis.
- They must be able to receive and send communications by e-mail, or by whatever mode of electronic communication is in common use at the time.
- They must not have been employed by West Georgia Regional Library System or any library that is part of WGRS in the prior 12 months.

Section 4. Officers. Officers shall be a Chair, Vice-Chair, and a Secretary. Nominations for officers shall be made by a committee of three trustees appointed by the Chair. The Chair may serve as one of the three members on the nominating committee. The officers shall be elected in the final meeting of the fiscal year. An officer is elected for a one-year term and may serve for two (2) consecutive terms for a total of two (2) years of service. The nominating committee may choose a natural progression of Vice-Chair to Chair, leaving the Vice-Chair and Secretary only to be elected. No member shall hold more than one (1) office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term. This assumed term will not count as part of the two (2) years of total service as an officer.

Section 5. Removal. Board members may be subject to dismissal for failure to attend three regularly scheduled meetings within a calendar year.

Section 6. Duties. The Carroll County Board shall have duties and responsibilities which include but are not limited to the following:

- Preparing for and attending regular board meetings.
- Acting as an advocate for libraries through contacts with civic groups, public officials, and funding agencies.
- Becoming familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.
- Advising the Regional Board through its appointed regional representatives on matters of budget, policy, and other matters affecting Carroll County libraries.

Section 7. Representation to the governing Regional Board. The Carroll County Board shall elect three (3) of its members to represent itself as members of the Regional Board. They shall be entrusted with representing and interpreting interests of the Carroll County Board to the Regional Board. In the event that a Carroll County representative's seat on the Regional Board becomes vacant prior to the expiration of the trustee's term, a new representative from the members of the Carroll County Board will be elected to complete the unexpired term on the Regional Board. The Carroll County Board's representatives on the Regional Board shall be elected at the May meeting preceding the expiration date of each current representative's term.

Section 8. Conflict. To the extent that any provisions within the governing documents or actions by the Carroll County Board conflict with the governance of the Regional Board, the constitution and bylaws of the Regional Board shall govern.

Section 9. Collective Authority. All decisions of the Carroll County Board are made by the board as a collective body. No individual member may make decisions or act for the Carroll County Board unless specifically authorized to do so by a vote of the membership of the board.

Section 10. Compensation. Pursuant to O.C.G.A. § 20-5-44, members of the Carroll County Board shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business.

ARTICLE V. REVIEW OF CONSTITUTION

This constitution will be reviewed annually at the first regular meeting of the Carroll County Board each fiscal year.

ARTICLE VI.
AMENDMENT OF CONSTITUTION

This constitution may be amended at any regular meeting of the Carroll County Board that has a quorum present by a two-thirds vote of the members present, provided that notice is made in writing, print or electronic, at least 10 days prior to the meeting. All amendments to the Constitution will be filed with the Director of West Georgia Regional Library System.

APPROVED October 12, 1989
REVISED April 11, 2019
REVIEWED July 11, 2019

BYLAWS
For the Carroll County Library Board

ARTICLE I.
DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. Chair. The Chair shall preside at all regular or called board meetings. They shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. Vice-Chair. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

Section 3. Secretary. The Secretary will, prior to submission of the minutes at the next scheduled meeting, review and approve meeting minutes taken and submitted by a designated staff member.

ARTICLE II.
MEETINGS

Section 1. The Carroll County Board shall hold no less than four (4) regular meetings during each fiscal year, including no less than one every three (3) months. The location, date, and time for the meetings shall be set by the Chair at the last meeting of the calendar year.

Section 2. Prior to each regular meeting, WGRLS shall notify each member of the Carroll County Board members of the date, time, and place of the meeting.

Section 3. Special meetings may be called by the Chair with three days notice to trustees.

Section 4. Seven (7) members of the Carroll County Board constitute a quorum. No official business may be conducted without a quorum. A simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

Section 5. Methods of Attendance. Pursuant to O.C.G.A. § 50-14-1(g), a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction so long as a quorum is present in body. A member's participation by teleconference is limited to twice per calendar year absent emergency conditions or the "written opinion of a physician or health professional that reason of health prevents a member's physical presence" at a meeting.

ARTICLE III.
REPORTS

The Carroll County Board shall submit all reports requested by West Georgia Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage WGRLS in an efficient and business-like manner.

ARTICLE IV.
REVIEW OF BYLAWS

The bylaws will be reviewed annually at the first regular meeting of the Carroll County Board each fiscal year.

ARTICLE V.
AMENDMENTS TO BYLAWS

These Bylaws may be amended at any regular meeting of the Carroll County Board by a two-thirds vote of the members present, provided that notice is made in writing, electronic or print, at least 24 hours prior to the meeting and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Director of the West Georgia Regional Library System.

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