

CONSTITUTION Of Villa Rica Public Library Advisory Board

A member of the West Georgia Regional Library System

ARTICLE I Name and Location

The name of this organization is the Villa Rica Public Library Advisory Board. Its permanent location is Villa Rica, Georgia.

ARTICLE II Purpose

The purpose of the Villa Rica Public Library Advisory Board is to function as advisors and advocates for the library and to participate in defining the library's role of service to the community.

ARTICLE III Governing Authority

Section 1. The Villa Rica Public Library Advisory Board shall be an Advisory Board of Trustees and shall be comprised of seven members. The members shall be appointed as set forth in the Bylaws. Periods of appointment shall be designated as set out in the Bylaws.

Section 2. Vacancies occurring among members shall be filled by appointment as set forth in the Bylaws.

Section 3. Removal. Board members shall be removed for cause or for failure to attend regularly scheduled meetings as set in the Bylaws.

ARTICLE IV Officers of the Board

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

Section 2. The officers shall be elected at the last meeting of the calendar year to service for a period of one year. They may be reelected by vote of the Advisory Board for a maximum of two consecutive terms.

ARTICLE V Amendments

The constitution may be amended at any regular Board meeting that has a quorum present with two-thirds majority approval, provided that the proposed amendment was disseminated in writing to the members at least ten days before the meeting.

BYLAWS

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ARTICLE 1 Membership

Section 1. Members of the Advisory Board shall be appointed by the City Council of Villa Rica for terms of three years.

Section 2. Members of the Advisory Board may be appointed for a maximum of three consecutive terms.

Section 3. Vacancies occurring among Board members shall be filled by the City Council of Villa Rica.

Section 4. The Library Manager of the Villa Rica Public Library or his/her designee shall attend each meeting of the Board and report activities of the library.

Section 5. The Director of the West Georgia Regional Library System or his/her designee shall attend all meetings of the Board.

ARTICLE II Officer Duties

Section 1. The Chair shall be the chief officer of the Advisory Board and shall preside at all meetings. He/she shall appoint all Board committees. The Chair shall cast a vote only when needed to break a tie vote of the Board.

Section 2. The Vice-Chair of the Advisory Board shall assist the Chair and, in the absence or disability of the Chair, perform the duties of the Chair.

Section 3. The Secretary of the Advisory Board will, prior to submission to the next scheduled meeting, review and approve meeting minutes taken and submitted by a staff member designated by the Library Manager. Custody of the official Board minutes will remain with the Villa Rica Public Library.

ARTICLE III Meetings

Section I. The Advisory Board shall meet at the library six times a year. Months designated for Board Meetings are February, April, June, August, October, and December. Board members must attend at least four of the six regularly schedule meetings each calendar year.

Section 2. Special meetings for special purposes may be called provided that members have been notified at least 48 hours in advance.

Section 3. No official business may be conducted at a Board meeting without a quorum. Four (4) members shall constitute a quorum.

Section 4. Meeting agendas and notices, mailed electronically to board members prior to each meeting, shall indicate the time, date, and place of the meeting, and shall indicate all subject matters intended for consideration at the meeting.

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

Section 6. All Board meetings and all committee meetings shall be held in compliance with Georgia's Open Meeting Law (O.C.G.A. § 50-14-1).

ARTICLE IV Amendments

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed electronically to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Amended 2/22/2018

Amended 9/6/2018