

**CONSTITUTION
DOUGLAS COUNTY BOARD OF PUBLIC LIBRARIES**

ARTICLE I. NAME

This organization shall be known as the Douglas County Board of Public Libraries.

ARTICLE II. PURPOSE

The purpose shall be for all public libraries in Douglas County to offer a full, uniform program of library services to all citizens of Douglas County under the terms and regulations governing public libraries affiliated through regional library systems as set forth by the State of Georgia and as set forth in the constitution and bylaws of the West Georgia Regional Library.

There is to be no conflict between provisions of this Constitution and those of the West Georgia Regional System. If inadvertent conflict occurs, the Regional Constitution shall govern.

ARTICLE III. BOARD OF TRUSTEES

Section 1. The Douglas County Board of Public Libraries shall be composed of seven (7) members representing all areas of the county. The members shall be appointed by local governmental agencies which financially support the library program on a regular basis, as specified in the By-Laws and the State law.

Section 2. Any person appointed to the Board must be a resident of Douglas County. If he/she moves his/her legal residence outside Douglas County, he/she shall be replaced on the Board.

Section 3. Periods of appointment shall be designated as set forth in the By-Laws.

Section 4. Vacancies occurring among members shall be filled by appointment as set forth in the By-Laws.

Section 5. The Board shall appoint three (3) of their members to represent it as members of the West Georgia Regional Library Board. They shall be entrusted with representing and interpreting the interests of the Douglas County Board of Public Libraries to the Regional Board.

ARTICLE IV. OFFICERS

Section 1. Officers of the Board shall be a Chairman, Vice-Chairman, and Secretary. They shall perform the duties prescribed in the By-Laws and the parliamentary authority adopted by the Regional Library Board.

Section 2. Officers shall be elected at the last meeting of the fiscal year to serve for one (1) year as set forth in the By-Laws. They may be re-elected by a vote of the Board as set forth in the By-Laws.

ARTICLE V. MEETINGS

Section 1. The Board of Trustees shall meet at least once each quarter of the year.

Section 2. Additional meetings may be called as set forth in the By-Laws.

Section 3. Four (4) members shall constitute a quorum.

ARTICLE VI. AMENDMENTS

Section 1. Amendments to the Constitution may be made at any regularly scheduled meeting by a favorable vote of a majority of the members present and voting provided the amendment is read at the previous meeting and read in final form at the meeting where the amendment is to be voted on. Copies of the amendment in final form also must be provided for members prior to the meeting where the voting takes place.

Section 2. All amendments to the Constitution will be filed with the Director of the West Georgia Regional Library and the Georgia Public Library Service of the Georgia Board of Regents immediately upon adoption.

Section 3. It shall be the policy of the Board to review the Constitution annually.

BY-LAWS
DOUGLAS COUNTY BOARD OF PUBLIC LIBRARIES

ARTICLE I. DUTIES OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees shall define the general policies of the libraries and shall pass necessary rules and regulations for government and control of same under the terms and regulations set forth by the State of Georgia governing public libraries and the regulations and policies of the West Georgia Regional Library. The Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 2. Authority for the overall administration and supervision of the libraries shall be vested in the Regional Library Director.

Section 3. The Board of Trustees shall confer with the Regional Library Director in employing Branch Librarians/Managers for the public libraries in the county in accordance with the local county employment policies. Other local staff members shall be employed or dismissed by the Board of Trustees upon recommendation of each Branch Librarian/Manager in accordance with local county policies.

Section 4. The Board of Trustees shall approve a budget for each library for the fiscal year presented by each Branch Librarian/Manager, assume responsibility for the presentation of the libraries' fiscal needs to the supporting agencies, and present financial and progress reports to these agencies and to the public.

ARTICLE II. APPOINTMENT OF BOARD MEMBERS

Section 1. The Board shall consist of seven (7) members: Four (4) members appointed by the Douglas County Board of Commissioners; two (2) members appointed by the Douglas County Board of Education; and one (1) member appointed by the City Council of Douglasville.

A. Where there is an incumbent member who is eligible and wishes to serve another term, the Board of Trustees may submit only the incumbent's name to the organization originally making the appointment.

B. Where the position is vacant, the Board of Trustees shall submit for consideration three names with resumes for each appointment to be made. It shall be the policy of the Board of Trustees to include names of persons from each geographical area of the county so that each area is represented on this Board.

Section 2. Members shall serve for a term of three years; members' terms shall rotate.

Section 3. Notification of appointments to this Board shall be made by the agency making the appointment, and notification shall include length of term and termination date of appointment.

Section 4. In the event a vacancy on the Board should occur prior to the completion of a designated term, an interim appointment shall be made by the taxing agency to complete the term of the original appointment in accordance with Article II, Section 1.

Section 5. Board members shall be removed from office for cause or for failure to attend three consecutive regularly scheduled meetings. A Board member who has failed to attend two consecutive regularly scheduled meetings shall be notified in writing of the Board's intent to remove the Board member from the board in accordance with this section. On failure to attend the third regularly scheduled meeting, the Board member shall be removed on motion from the Board. Notice of removal specifying the cause shall be sent to the Board member and to the authority responsible for appointment of the board member.

Section 6. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expense incurred in the performance of their duties if prior approval is obtained from the Board.

ARTICLE III. OFFICERS AND THEIR DUTIES

Section 1. Officers of the Board shall be elected at the last meeting of the fiscal year (July 1 – June 30) to serve one (1) year from the start of the new fiscal year. Officers may be re-elected for two (2) consecutive terms, serving a maximum of three terms.

Section 2. The Chairman shall preside at all meetings. The Chairman shall confer and counsel with the Regional Director and the Branch Librarians/Managers concerning library business, and shall serve as a liaison between the regional library and all branches within this county. The Chairman shall appoint members to standing committees and shall set special committees and make appointments as needed.

Section 3. The Vice-Chairman shall perform the duties of Chairman in the absence of the Chairman.

Section 4. The Secretary shall keep accurate records of all Board proceedings, shall notify members of the Board concerning all regular and special meetings and shall mail copies of minutes to the West Georgia Regional Director, the Douglas County Branch Librarians/Managers and the members of this Board.

ARTICLE IV. BOARD MEETINGS

Section 1. Regular meetings shall be held on the third (3) Wednesday of January, March, May, July, September and November at 6:00 p.m.; the location of regular meetings shall be at rotate among the three libraries in Douglas County.

Meeting times may be changed with proper notification being given to members and the general public by the secretary.

Called meetings may be held upon proper notification of members and the general public.

Section 2. Notice of a meeting of the Board, either regular or special, shall be by posting notice of the meeting at all Douglas County libraries and by notifying the legal organ of Douglas County. A notice of a special meeting shall also include the reason for calling the meeting ("Open Meeting Law," O.C.G.A. 50-14).

Section 3. A quorum must be present for any business to be conducted. Four (4) members shall constitute a quorum.

ARTICLE V. COMMITTEES

Section 1. All committees shall be appointed by the Board Chairman at a regular meeting.

Section 2. Standing committees shall be as follows:

- a. Finance and Budget
- b. Nominations
- c. Membership
- d. Constitution and By-Laws
- e. Executive

ARTICLE VI. AMENDMENTS

Section 1. Amendments to the By-Laws may be made at any regularly scheduled meeting by a favorable vote of a majority of the members present and voting provided the amendment is read at the previous meeting, read in final form at the meeting where the amendment is to be voted on, and that copies of the amendment in final form are provided for members prior to the meeting where the amendment is to be voted on.

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