

**Constitution**  
**for the Heard County Public Library Board of Trustees**  
**Members of the**  
**West Georgia Regional Library System**

**Article I**  
**Name and Location**

The name of this organization is the Heard County Public Library Board of Trustees (HCPLBT). It is located in Heard County, Georgia.

**Article II**  
**Purpose**

The purpose of the HCPLBT is to provide a full program of library services to Heard County citizens and those of the participating counties by providing responsive, dynamic services to meet the informational needs of the population.

**Article III**  
**Affiliation**

Heard County Public Libraries are member libraries of the West Georgia Regional Library System (WGRLS) pursuant to the terms of participating agreements. As member libraries within WGRLS, Heard County Public Libraries are obligated to provide reciprocal library services for citizens of the municipalities of all member libraries.

**Article IV**  
**Governing Body – Advisory**

Section 1. County Board of Trustees. As prescribed by O.C.G.A. § 20-5-41, the HCPLBT is advisory. The actual governing authority resides with the regional board with which HCPLBT is affiliated.

Section 2. Membership. The HCPLBT shall be composed of citizens from Heard County who are appointed by governmental agencies supporting the library on a regular basis. Appointment shall be made in writing and Board members shall serve staggered terms of three years. Membership shall consist of twelve representatives. One third

shall rotate annually. Three members shall be appointed by the Heard County Board of Education; three members shall be appointed by the Heard County Board of Commissioners; three members shall be appointed by the Centralhatchee City Council; and three members shall be appointed by the Ephesus City Council. The beginning date of the term shall be July 1 and the ending date of the term shall be June 30.

Section 3. Officers. The officers shall be a Chair, a Vice-Chair, and a Secretary, elected from among the appointed trustees at the first meeting of the board each fiscal year. No member shall hold more than one office at a time. No member shall be eligible to serve more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 4. Removal. Board members shall be removed for cause or for failure to attend three consecutive meetings.

Section 5. Duties. The Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

- a. To assist with the preparation of the Heard County Public Library System annual budgets and assume responsibility for the presentation of the library system's fiscal needs to its supporting agencies;
- b. To attend local board meetings;
- c. To establish local policies governing library programs, including rules and regulations governing the use of the library;
- d. To set local policy for the administration of gifts of money and property;
- e. To present financial and progress reports to governing officials and to the public;
- f. To notify the library system director, in advance, of all meetings of the library board and committees.

Section 6. Representatives to the regional board. The Board must elect two representatives to serve as trustees on the regional board for three year terms.

Section 7. Conflict. To the extent that any provisions within the governing documents or actions by the board conflict with the governance of the regional board, the constitution and by-laws of the regional board shall govern.

Section 8. Executive Committee. The executive committee of the board of trustees shall

be composed of the elected officers of the board and one at large representative. The executive committee shall govern in the name of the board of trustees between meetings of the board and shall report to the full board any action taken.

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

## **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 provided in writing to the members at least ten days before the meeting.

**By-Laws**  
**for the Heard County Public Library Board of Trustees**  
**Members of the**  
**West Georgia Regional Library System**

**1. Duties of Officers**

- a. It shall be the duty of the chairman to preside at all board meetings; to confer and counsel with the Director and/or Board of Trustees of West Georgia Regional Library System about library business; to set up committees when needed.
- b. It shall be the duty of the vice-chairman to perform the duties of the chairman in his/her absence.
- c. It shall be the duty of the secretary to take attendance, to keep accurate records of all board proceedings; to notify members and the general public in accordance with the open meetings law; to report library activities through news media.

**2. Board Meetings**

- a. The Board shall meet at 5:00 p.m. on the second Monday of January, March, May, July, September, and November.
- b. The location of regular meetings shall rotate among Ephesus Public Library, Franklin Public Library, and Centralhatchee Public Library.
- c. Time may be changed in emergencies or by agreement. The administrative staff of West Georgia Regional Library System shall be notified and invited to attend all meetings.
- d. The March meeting shall be designated as the Budget Meeting; September Annual Report Meeting.
- e. Five members of the Board of Trustees 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.
- f. The chairman may call extra meetings of the Board provided 24 hours notice is given to members and the general public is notified according to the open meetings law.

### **3. Amendments**

- a. Proposed amendments to the by-laws must be sent to board members in writing prior to the meeting.
- b. The by-laws may be amended at any meeting of the board by a vote of three-fourths of the members present.