

BY-LAWS OF THE WOODGATE FREE LIBRARY

ARTICLE I - Tenure of Office of Trustee

1. The term of office of Trustees shall be One Year

ARTICLE II - Officers

1. The Officers of the Board shall be a President, Vice President and Secretary. A Treasurer may be appointed, but will not sit on the Board.
2. A Nominating Committee shall be appointed by the President two months prior to the end of the Library year.
3. Officers shall be elected at the last regular meeting of the Library by a majority vote.
4. All officers shall have the usual powers associated with their office (or their duties may be specifically noted in the By-Laws).

ARTICLE III - Meetings

1. Regular meetings shall be held each month at dates and times to be established by the Board at the beginning of the library year, and shall be open to the public except when individual personnel issues are being discussed.
2. Special Meetings shall be held at the call of the President or any three Trustees.
3. A majority of the designated number of the Board shall constitute a quorum.
4. The Order of Business shall be:
 - a. Roll Call
 - b. Review of the Minutes of the previous meeting
 - c. Financial report and approval of expenditures
 - d. Report of the Library Director
 - e. Report of standing committees
 - f. Report of special committees
 - g. Nominations and elections, if any
 - h. Correspondence and communications
 - i. Old business
 - j. New business
 - k. Adjournment
5. Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.

ARTICLE IV - Committees

1. The following will be standing committees: Public Relations, Personnel, Buildings, Budget and Finance. The committees shall have all the usual powers associated with such committees.

2. The President of the Board shall appoint all committee members
3. Ad hoc Committee may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of the problems confronting the Committee.
4. All Committee actions are subject to approval by a majority of the Board.

ARTICLE V - Library Director

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at the Board meetings, but shall not have the right to vote thereon.

ARTICLE VI - Amendments

1. These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Adopted _____

Revised _____