

## **Bylaws of the Stillwater Public Library Board**

### **Article I. Name**

This organization shall be called the “Stillwater Public Library Board” (hereafter, “library board”), located in Stillwater, Oklahoma, established by the Oklahoma municipality of Stillwater, according to the provisions 11 O.S. §31-101 and §31-102 and as set out in Article III, Section 3-6 of the Stillwater City Charter, and exercising the powers and assuming the duties granted to it under said statutes and Charter.

### **Article II. Purpose and Responsibilities**

The library board shall be the head of the library department. The library board shall have supervision and control of the public library or libraries of the city, and shall appoint a librarian or librarians and all other subordinates; provided that the board may authorize the librarian to appoint subordinates. The library board may adopt regulations for the administration and operation of the library or libraries, subject to ordinances which the city council may enact. The library board members will work to maintain vital public relations and act as advocates for library services in the community.

### **Article III. Membership**

Section 1. Appointments and Terms. The library board shall be comprised of seven (7) members, appointed by the Stillwater City Council (hereafter, “city council”) for overlapping terms of three (3) years and to serve two (2) full consecutive terms or until their respective successors have been appointed and qualify. The terms of members shall begin at 7:30 p.m. on the first Monday in May every year.

Section 2. Compensation. Members shall serve without compensation

Section 3 Removal. The city council may remove a member for the good of the service.

Section 4. Vacancies. The city council may appoint new board members to fill vacancies for unexpired terms.

### **Article IV. Meetings**

Section 1. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Section 2. Meeting Schedule. The regular meetings of the library board shall be held on the 4<sup>th</sup> Tuesday of each month at noon (12:00 p.m.), except for during the month of July, or as determined in advance by vote of the board.

Section 3. Special Meetings. Special meetings may be called by the chairperson, or upon the written request of four (4) members, for the transaction of business stated in the call for the meeting.

Section 4. Annual Meeting. An annual meeting date shall be designated by the board for the election of officers. The annual meeting will be in May at the established time and day of regular board meetings set in Section 2 above.

Section 5. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 6. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted.

Section 7. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) members of the board present.

Section 8. Open Meetings Law Compliance. All board meetings and all committee meetings shall be held in compliance with Oklahoma's open meetings law. (25 O.S., §§ 301 to 314)

Section 9. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Section 10. Library Public Comment Policy. Taxpayers or residents of the city, or their authorized legal representatives, may address the library board at a regularly-scheduled meeting on any item of business listed on the meeting agenda. Requests to address the library board shall be submitted in writing to the library's business office prior to the start of the board meeting; the library director or designee shall prepare and distribute a form for this purpose. Only those persons that have complied with this requirement will be permitted to speak at the meeting. Each person addressing the board shall give their name and address in an audible tone of voice for the record. Such person shall be entitled to speak one time only at the meeting on any item of business listed on the meeting agenda, for three (3) minutes, unless further time is granted by the presiding officer after consultation with the board. All remarks shall be addressed to the board as a body and not to any member thereof. No person other than the board and the person with the floor shall be permitted to enter into any discussion, either directly or through a member of the board, without permission of the presiding officer after consultation with the board. No questions shall be asked a board member except through the presiding officer.

## **Article V. Officers**

Section 1. The officers shall be a chair, a vice-chair, and a secretary; and the secretary need not be a member of the board. No member shall hold more than one (1) office at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 2. A nominating committee shall be appointed by the chair three (3) months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, and generally perform all duties associated with the office of chair.

Section 5. The vice-chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the library staff may be designated by the board each year at the annual meeting or as deemed necessary by the board to perform any or all of the above duties in section 6.

#### **Article VI. Committees**

Section 1. Nominating Committee. A nominating committee shall be appointed by the chair three (3) months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

#### **Article VII. Library Director.**

The library director shall be appointed by the library board and shall be responsible to that board. The library director shall be considered the executive officer of the library under the direction and review of the board, and subject to the policies established by the board. The library director shall act as technical advisor to the board. The library director shall be invited to attend all board meetings (but may be excused from closed sessions) and shall have no vote.

#### **Article VIII. Conflict of Interest.**

Section 1. A library board member shall withdraw from board discussion, deliberation, and voting on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

#### **Article IX. General.**

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote upon and may move or second a proposal before the board.

Section 2. These bylaws may be amended by majority vote of all members of the board, provided written notice of the proposed amendment shall have been provided to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Approved by the Stillwater Public Library Board on February 28, 2023.

Approved by Stillwater City Council March 20, 2023.