

**RESOLUTION 2016 - 101**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ADOPTING REVISED BYLAWS FOR THE LIBRARY ADVISORY BOARD.**

**WHEREAS**, the Library Advisory Board is an advisory board to the Board of County Commissioners of St. Johns County on the establishment, operation, and maintenance of publicly funded public library service within St. Johns County; and

**WHEREAS**, the Board of County Commissioners, at its discretion and as it deems appropriate or desirable, is authorized to adopt, amend, abolish, or otherwise change the rules and directives under which the Library Advisory Board operates; and

**WHEREAS**, at this time, the Board of County Commissioners wishes to adopt the attached bylaws in order to further the efficient and organized governance of the Library Advisory Board.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of St. Johns County:

1. The above recitals are hereby adopted as legislative findings of fact.
2. The Board of County Commissioners approves the revised Library Advisory Board bylaws, which are attached hereto, and incorporated herein as an Exhibit to this Resolution.
3. The attached bylaws supersede any previous bylaws adopted by the Board of County Commissioners for the Library Advisory Board.
4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.
5. This resolution shall be effective upon its adoption by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 5th day of April, 2016.

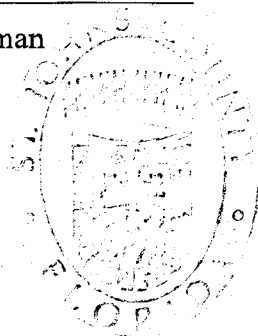
**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

  
\_\_\_\_\_  
Jeb S. Smith, Chairman

ATTEST: Hunter S. Conrad, Clerk

By:   
\_\_\_\_\_  
Deputy Clerk

RENDITION DATE 4/7/16



# Bylaws of the Library Advisory Board

Created:

Revised:

## **ARTICLE I**

### **PURPOSE**

The purpose of the Library Advisory Board is to advise the Board of County Commissioners on the establishment, operation and maintenance of free public library service within St. Johns County. The Library Advisory Board plays an integral role in offering advice, ideas, support, and advocacy for the St. Johns County Public Library System.

The Library Advisory Board's primary responsibilities are to:

- Advise the governing body regarding recruitment and employment of a qualified library director.
- Recommend written policies to govern the operation and programs of the library.
- Participate in short-term, long-term, and strategic planning, including evaluation components.
- Keep the governing body apprised of the funding needs of the library and to assist in the preparation and presentation of the annual library budget.
- Be familiar with local, state, and federal library laws and their implications for the local library.
- Ensure the library has an active marketing and community relations program.
- Provide a forum for public communication on library issues.

The mission of the St. Johns County Library Advisory Board is to advise the Board of County Commissioners in the establishment, operation, and maintenance of a free public library system, which will provide organized access to meet educational, informational, recreational, and cultural needs of the general public.

**ARTICLE II**  
**MEMBERSHIP**

**Establishment.** The Library Advisory Board shall consist of seven (7) regular members. Members shall be appointed by the Board of County Commissioners. Members shall serve at the pleasure of the Board of County Commissioners and may be removed at any time without cause.

**Membership Requirements.**

- a. All members must be St. Johns County residents.
- b. Every effort shall be made to ensure that all districts are represented on the Board.

**Initial Term.**

In order to ensure continuity on the initial Board, the terms of the initial appointee Members shall be staggered as follows:

- a. One (1) regular member shall be appointed to a one (1) year term.
- b. Two (2) regular member shall be appointed to two (2) year terms.
- c. Two (2) regular member shall be appointed to three (3) year terms.
- d. Two (2) regular members shall be appointed to four (4) year terms.
- e. Initial appointee members serving an initial term of less than four (4) years may serve for another two (2) consecutive four (4) year terms.
- f. Initial appointee members serving for four (4) years may only serve for one (1) additional term

The Board of County Commissioners may appoint specific members to specific terms or the initial appointee Members may draw lots at the first meeting of the Library Advisory Board to determine which members shall serve which terms.

**Regular Term and Appointments**

Except for the initial term, Members shall be appointed by the Board of County Commissioners to a four (4) year term, with an additional term of four (4) years as may be approved by the Board of County Commissioners. No Member shall serve more than two (2) consecutive terms unless otherwise approved by the Board of County Commissioners. All terms shall begin October 1 of the first year of the term and shall end September 30 of the last year of the term.

In the event that a member is appointed to complete an unexpired term two (2) years or less in length, that member is eligible to serve an additional two (2), four (4) year terms. A Member whose term has expired may be allowed to continue to serve until said Member's successor has been appointed and has commenced service on the Library Advisory Board.

**Regular Members**

Regular members shall be those appointed to such position by the Board of County Commissioners and shall meet the attendance requirements as provided in Article IV. Regular members shall have full voting rights and privileges provided all fully executed appointment documents have been filed.

**Member Emeritus**

From time to time, the Board may recognize a member who has meritoriously served two full terms and who remains otherwise qualified to serve on the Board by recommending the member for an appointment to the position of Member Emeritus. This recommendation shall be approved by the Board of County Commissioners. The Member Emeritus shall be an at-large alternate member and shall serve at the pleasure of the Board of County Commissioners. The Member Emeritus may vote on matters before the

Board if there would not be a quorum present without counting the Member Emeritus. There may only be one Member Emeritus serving on the Board at any given time.

**Subject to Ethics, Government in the Sunshine, and Public Records Laws**

The Library Advisory Board is an appointed board subject to the State of Florida ethics laws, chapter 112, the Government in the Sunshine Laws, chapter 286, and the Public Records Laws, chapter 119. Members shall be provided with a copy or summary of Chapters 112, 119 and 286, Florida Statutes. Training may be provided by the County Attorney's Office.

**ARTICLE III**  
**ORGANIZATION**

**Officers.** The Library Advisory Board shall elect a Chair, Vice-Chair, and Secretary. The Chair shall serve for two (2) years and until a successor is chosen, and the Vice-Chair and Secretary shall each serve for one (1) year and until a successor is chosen. Staff support will notify County Commission Office annually of the names of members who serve as officers. The officers shall serve at the pleasure of the majority of the Board and may be removed and replaced at the pleasure of a majority of the full membership of the Board.

**Method of Election.** Officers shall be elected at the Board's October meeting. Any member may make a nomination for an officer. Each officer shall be elected one at a time beginning with the Chair, followed by the Vice-Chair, and concluding with the Secretary. The vote will be viva voce for each office and the nomination serves as a motion. The nomination must be seconded. The different names shall be repeated by the outgoing or acting Chair as they are moved and seconded. The vote shall be taken after the Chair declares that nominations are closed and shall be taken on each nominee in the order in which they were nominated until one is elected by a majority of the votes.

**Duties and Authority of the Chair.** The Chair shall be the presiding officer of the Board and shall take the Chair at every meeting precisely at the time for the meeting to begin, immediately call the Board to order, call the roll on the appearance of a quorum, and proceed to the business of the Board. The Chair shall sign all orders and written determinations approved by the Board. The Chair shall be responsible for the proper execution of these bylaws, and the orderly proceeding of the meeting.

**Duties and Authority of the Vice-Chair.** The Vice-Chair shall, in the absence, disability, or conflict of the Chair, or in the event the position of Chair becomes vacant for any reason, be the presiding officer of the Board and exercise such administrative powers vested in the Chair.

**Minutes.** Minutes will be taken and maintained by a County staff member, be it the Staff Support person or staff designated as recording secretary for the purpose of the meeting. Copies of minutes will be made available as requested. The Secretary shall coordinate with the staff member in preparing the minutes following each Board meeting. Minutes shall be approved by the Board at the following Board meeting.

**Term limitations.** Regular appointments will be made for four (4) year terms. No member may serve more than two (2) consecutive terms.

**Staff and Administrative Support.** A County employee shall be appointed by the County Administrator to serve as Staff Support for each Board appointed by the Board of County Commissioners. The Staff Support will be assigned to monitor activities, serve as liaison, and promote communication. The Staff Support may prepare Agenda packets in coordination with the Chair and present items and applications for determination by the Board. The Staff Support may receive authorization to sign an order or written determination previously authorized by the Library Advisory Board.

**Legal Assistance.** Legal advice will be provided by the County Attorney's Office as reasonably requested, and approved by the Board of County Commissioners. At the request of the Board, the County Attorney's Office may provide information and training on ethics, the Government in the Sunshine law, the Public Records law, and procedural duties.

**Annual Reports.** The Library Advisory Board must submit an Annual Report to the Board of County Commissioners by April 1st indicating its activities and accomplishments for the previous calendar year.

The report should include the mission statement of the Board/Committee, projections for the current calendar year, long-term goals and projections, and any other relevant information, such as the proposed budget.

## ARTICLE IV

### MEETINGS

**Meeting Schedule.** The Library Advisory Board shall hold regular monthly meetings, and may meet more frequently if needed or may meet on an alternate day as provided in its rules.

**Agenda.** The Chair, in coordination with Staff Support, shall prepare an agenda for all Board meetings and workshops in accordance with Board instructions. Items on the Agenda shall be reasonably noticed.

**Quorum.** A majority of the membership of the Board shall constitute a quorum for the purpose of meetings and transacting business. The physical presence of four (4) Members shall constitute a quorum.

If the Board is unable to obtain a quorum at a regularly scheduled meeting, it shall continue all items and hold another meeting not more than ten (10) days after the regularly scheduled meeting to hear all items continued. If the Board is unable to obtain a quorum at the continued hearing, all items may be administratively approved.

**Attendance.** Board members shall comply with Rule 2.202.A of the Board of County Commissioners Rules and Policies with respect to attendance. If any Board member fails to comply with Rule 2.202.A, the Board shall declare the member's office vacant and the vacancy shall be filled.

**Rules of Decorum and Civility.** It shall be the responsibility of the Chair, or in the Chair's absence, the Vice-Chair, to promote and preserve order and decorum. Members shall neither by conversation nor otherwise delay or interrupt the proceedings or peace of the Board nor disturb any member while speaking or refuse to obey the orders of the Board or its Chair.

**Public Comment.** Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board, prior to any official action. Additionally members of the public shall be given an opportunity to be heard on items not appearing in the agenda and which reasonably may need the attention of the Board. No person shall address the Board unless permitted by the Chair. Each person addressing the Board shall limit comments to three (3) minutes, unless extended by the Chair for good cause. Public Comment shall not require an immediate response by any member of the Board.

**Board Member to Vote.** Florida Statutes, Section 112.311 through 112.326 sets forth a code of ethics for public officers and employees. A Board member may not abstain from voting unless there is, or appears to be, a possible conflict of interest under Florida Statutes sections 112.311, 112.313 or 112.3143. A Board member may not participate in any matter which would inure to the member's special private gain or loss, knows would inure to the special private gain or loss of any principal, or inures to the special private gain or loss of a relative or business associate, without first disclosing the nature of the interest. In a quasi-judicial proceeding, a Member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice.

**Voting.** Action by the Board shall be by motion nominated and seconded. Approval of the motion shall be by majority vote of those Members present. Failure to receive a majority vote shall act as a denial of the proposed motion.

## ARTICLE V

### AMENDMENTS, SUSPENSION, INTERPRETATION

**Proposal.** Any member of the Library Advisory Board or the Board of County Commissioners may propose amendments to these Bylaws. Bylaws may be amended by resolution accepted and approved by Board of County Commissioners.

**Suspension.** A motion to suspend any provision of these rules may be made by any County Commissioner. A suspension is a non-debatable motion. These Bylaws may only be suspended by a majority plus one of the Commissioners present. Once suspended, the rules remain suspended only for the time indicated in the motion.

**No invalidation.** These Bylaws are for the efficient operation of the Board. Non-compliance of any particular Rule shall not independently be grounds for the invalidation of any Board action.

**Conflict:** In the event of a conflict between the Bylaws and Section 2 of the Board of County Commissioners Rules and Policies, the Bylaws shall prevail, unless approved by a super majority vote of the Board of County Commissioners.