

FOUR COUNTY LIBRARY SYSTEM

BY-LAWS

ARTICLE I

NAME - AUTHORITY AND GOVERNMENT

- Sec. 1 The name of this organization shall be the Four County Library System, hereinafter referred to as the System.

- Sec. 2 The System derives its authority from a charter issued provisionally by the University of the State of New York Education Department on August 24, 1960, made absolute on September 24, 1965.

- Sec. 3 The System is governed by Section 255 of the New York State Education Law, by all other applicable New York State laws, the Rules of the Board of Regents, the Regulations of the Commissioner of Education, and these by-laws.

ARTICLE II

PURPOSE

- Sec. 1 The purpose of the System is to extend, improve, and expand library service in the counties of Broome, Chenango, Delaware, and Otsego.

ARTICLE III

MEMBERSHIP

- Sec. 1 Membership shall be open to libraries chartered by the New York State Board of Regents within the area served by the System.

ARTICLE IV

BOARD OF TRUSTEES

- Sec. 1 General Powers and Objectives.

The Board of Trustees, hereinafter referred to as the Board, is entrusted with the government of the System. It shall adopt and revise By-laws, adopt a Plan of Service and amend it as necessary, establish such policies as will insure the achievement of the System's objectives, employ a Director, supervise the expenditure of the System's funds, discharge all such responsibilities as provided for under Article I, Section 3, and exercise such other responsibilities as may be appropriate.

ARTICLE IV

BOARD OF TRUSTEES

Sec. 2

Number and Representation

The number of trustees shall be nine. Each county in the System shall have two trustees who shall have their principal residence in the county for which they serve. One additional trustee shall be elected from any county in the System, and shall be considered as an at-large trustee. An employee of the System or of a member library shall be ineligible for election as a System trustee.

Sec. 3

Nominations and Election

Prior to any annual meeting, the Board shall solicit nominees for replacement. Such replacements shall adhere to county or at-large configurations. New trustees shall be elected at the annual meeting of the System.

Sec. 4

Term of Office

A term of office of a trustee shall be five years. Such terms shall begin on July 1 and end on June 30. A trustee may not serve more than two consecutive full five-year terms. Following such service a trustee may again be appointed or selected after an interim of at least one year.

Sec. 5

Filling of Vacancies

In the event of a vacancy on the Board during an unexpired term, a successor trustee shall be elected by the remaining trustees to serve for the balance of the unexpired term. This trustee shall come from the same county as the vacating trustee.

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ARTICLE IV

BOARD OF TRUSTEES

Sec. 6

Disqualification

If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned.

Sec. 7

Central Library Representation

The Central Library's Board of Trustees shall be offered the option of appointing a representative to attend System Board meetings. Such representative shall be in an ex-officio relationship.

ARTICLE V

OFFICERS

Sec. 1

The officers, and their duties, shall be as follows:

- a. The president shall preside at all meetings of the Board and of the System's members; shall serve ex-officio as a member of all committees except the Nominating Committee; shall sign official documents; and shall exercise such powers as are authorized in these By-laws of the Board.
- b. The Vice-President shall have all the responsibilities and perform all the duties of the President in case of the absence or disability of the President.
- c. The Secretary shall direct the keeping of the minutes of the Board and System and of the records of the System. An Assistant Secretary shall be elected from the Board members to perform the routine duties in the absence of the Secretary. The System Administrative Assistant will assist in correspondence pertaining to the business of the Board and System and shall be responsible for sending such notices as may be required.
- d. In addition to the foregoing duties, each officer shall have such powers and perform such duties as are incumbent upon similar officers in corporate organizations, and as may be conferred by the Board.

ARTICLE VII

MEETINGS

Sec. 1

Membership Meetings

- a. The Secretary shall issue a call to each trustee of every member library for the annual system meeting to be held on any weekday in June, at the direction of the President. All trustees of all member libraries are entitled to attend and to participate in the proceedings of the meeting but each member library shall have only five votes.
- b. Special Membership Meetings may be called by the Board, or at the request of any ten member libraries acting in concert, upon not less than 14 days written notice to the President of the Board of each member library. At such meetings, only such business shall be transacted as is stated in the call of the meeting.
- c. A quorum shall be those member libraries represented.

Sec. 2

Board Meetings

- a. Trustees shall be notified at their usual address, by mail, not fewer than five days prior to the meeting.
- b. At all regular and special meetings a majority of the trustees then on the Board shall constitute a quorum.
- c. Regular Meetings
 - 1. Six regular meetings of the Board or of its Executive Committee shall be at times and places to be designated by the Board.

ARTICLE VII

MEETINGS

Sec. 2

Board Meetings

c. Regular Meetings

2. The order of business at the regular meetings shall be determined by the presiding officer, and shall include the following:

- Roll Call
- Minutes of Previous Meeting
- Treasurer's report and financial reports
- Director's Report
- Committee Reports
- Communications
- Unfinished Business
- New Business
- Adjournment

The order of business may, at any point in the meeting after roll call, be modified by a majority of the trustees present or at the discretion of the presiding officer.

3. The Annual Meeting of the Board shall be held not more than four weeks after the Annual Meeting of the System, at which time it shall elect officers, fix the schedule of regular board meetings for the ensuing year, and conduct such other business as may properly come before the meeting.

d. Special Meetings

Special meetings of the Board may be called by the President, or at the request of any three Board Members acting in concert, for the transaction only of such business as is stated in the call of the meeting.

ARTICLE VII

MEETINGS

Sec. 2

Board Meetings

e. Executive Session

At the discretion of the presiding officer, or upon the adopted motion of any trustee at any meeting, the Board may adjourn to Executive Session for such purposes as are authorized by law. No motion, other than a motion to adjourn from Executive Session, shall be entertained by the presiding officer while the Board is in such session. Matters decided in Executive Session shall not be binding unless put into a motion and passed at an open meeting.

ARTICLE VIII

TREASURER

Sec. 1

At the Annual Meeting of the Board, arrangements shall be made for the selection of a treasurer for the ensuing year. He/she may or may not be a trustee. If he/she is not a trustee, he/she may attend board meetings but may not vote. He/she shall attend to the fiscal affairs of the System and shall be appropriately bonded. The amount of the bond and the Bonding Company shall be designated by the board and the bond shall be filed with the Secretary. In the event the board authorizes any other officer to sign checks, as hereinafter provided, the same bonding requirements shall apply to such other officer.

Sec. 2

All sums received shall be deposited in a bank or banks approved by the board and funds shall be withdrawn only by check and with the signature of the treasurer or such other officer as the board may authorize. The Treasurer, or other designated officer, shall pay out funds of the System on the order of the board.

Sec. 3

The treasurer shall keep an accurate account of all monies received and disbursed by him/her and make a report thereof to the board as often as required. All books, vouchers, and records in the possession of the Treasurer shall be under supervision of the board and subject to its control.

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ARTICLE IX

STAFF

Sec. 1 The Director of the Four County Library System shall be appointed by the Board and other members of the staff shall be appointed by the Board only on the recommendation of the Director in accordance with the provisions of law.

Sec. 2 The Director shall be considered ex-officio executive officer of the Board and may take part in their deliberations but he/she shall have no vote. He/she shall have sole charge of the administration of the library system under the direction and review of the Board. He/she shall submit an annual report as to the progress and condition of the System during the current year with recommendations and suggestions as may seem expedient.

ARTICLE X

PARLIAMENTARY AUTHORITY

Sec. 1 Robert's Rules of Order, latest revised edition, shall, in the absence of provisions to the contrary herein, be observed in governing the transactions of the business of the System.

ARTICLE XI

AMENDMENTS

Sec. 1 Amendments to these By-laws may be made by a majority vote of the Board at any regular meeting provided that the proposed changes shall have been submitted at an earlier regular meeting and that a copy of the proposed changes is part of the call of the meeting.

- Adopted: 7/26/60
- Amended: 7/8/68
- Amended: 3/22/75
- Amended: 11/23/85
- Amended: 9/12/89
- Amended: 5/17/97
- Amended: 6/22/00
- Amended: 1/26/02
- Amended: 4/4/02