

## BY-LAWS

### BOARD OF LIBRARY TRUSTEES SAN BERNARDINO PUBLIC LIBRARY

Pursuant to the requirements of the Charter of the City of San Bernardino, Sections 205-212, and consistent with it, The Board of Library Trustees of the San Bernardino Public Library, consisting of five members appointed by the Mayor, with the approval of the Council, established the following by-laws:

#### ARTICLE I                      **Appointment**

**Section 1.**                      Unless appointed to fill out an unexpired term, each Trustee is appointed to serve a term of four years.

#### ARTICLE II                      **Election of Officers**

**Section 1.**                      The officers of the Board of Library Trustees shall be as follows:

- (a) President
- (b) Vice-President
- (c) Secretary

**Section 2.**                      Persons shall be elected to such positions from the membership of the Board of Library Trustees, and such persons shall be elected by not less than a majority of the voting membership of such Board.

Each of said officers shall be elected at a regular election to be conducted on the second Thursday in May succeeding every General Municipal Election.

They shall organize by choosing one of their number President. They shall also elect some suitable person Secretary, who shall hold office at the pleasure of the Board. They shall also elect a Vice-President, who shall hold office at the pleasure of the Board.

**Section 3.**                      Any vacancy occurring in Board Officers shall be filled by special election called for that purpose as soon, as is possible after the occurrence of such vacancy. Persons elected at such special elections shall serve for the balance of the then unexpired term of such office. The term of office of each of the officers referred to shall be for a period of two year.

#### Article III                      **Duties of Officers**

**Section 1.                      *President***

The President shall preside at all meetings of the Board of Library Trustees, and shall be a member ex-officio with the right to vote on all committees. The President shall communicate to the Board such matters and make such suggestions as may in the President's opinion be advisable or

necessary and shall perform all other duties which are necessarily incident to the office of President of the Library Board of Trustees.

The President will appoint all committees and authorize any calls for special meetings.

**Section 2. Vice President**

The Vice-President shall serve as President in the President's absence.

**Section 3 Secretary**

The Secretary shall keep a record of the meetings of the Board of Library Trustees.

**ARTICLE IV Meetings**

**Section 1 Regular meetings**

The regular meetings of the Board of Library Trustees shall be held on the second Thursday of each month, at a place and time to be determined by the Board.

The order of business shall be:

1. Call to order
2. Roll call
3. Public
4. Consent items
  - a) Minutes
  - b) Monthly Financial Statements
  - c) Communication/Correspondences
  - d) Personnel
5. President's Report
6. San Bernardino City Library Foundation
7. Library Director's Report
8. Old Business
9. New Business
10. Adjournment

**Section 2. Special meetings**

Special meetings may be held at any time at the call of the President, at the request of the majority of the Board, providing notice stating the object of the call be given to all Trustees and posted at least twenty-four hours in advance of the special meeting. No business other than that for which it is called shall be transacted at such a meeting.

**Section 3. Quorum**

A quorum at any meeting shall consist of three or more members of the Board of Library Trustees.

**Section 4: Absences**

If a Board Member should be absent from more than two consecutive meetings, such absence should be noted in the minutes. If the majority of Board members present at such a time should approve, a request for replacement of such a Board member may be forwarded to the Mayor.

**ARTICLE V Committees**

**Section 1.** Each year the President shall appoint such committees as may be required.

**ARTICLE VI Amendments**

**Section 1.** These by-laws may be amended at any regular meeting of the Library Board of Trustees with a quorum present, by a unanimous vote of the members present, provided the amendment was proposed at the previous meeting and a copy given to all members and was stated in the call for the meeting.

**ARTICLE VII Procedures**

**Section 1.** Robert's Rules of Order, Revised, shall be the parliamentary authority of the Board, subject to special rules which have been or will be adopted and limitations of the Brown Act.

Adopted: September 11, 1975  
Revised: July 14, 1977  
Revised: August 9, 1979  
Revised: January 14, 1999  
Board of Library Trustees  
San Bernardino Public Library