

## **CONSTITUTION & BY-LAWS**

### **MIDDLE GEORGIA REGIONAL LIBRARY BOARD CONSTITUTION**

#### ARTICLE I

##### NAME

The organization shall be known as the Middle Georgia Regional Library.

#### ARTICLE II

##### OBJECT

The object and responsibility of the Middle Georgia Regional Library shall be to furnish library services to the people of the region under the regulations governing public libraries as set forth by the State of Georgia, Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

#### ARTICLE III

##### MEMBER COUNTIES

The region served by the Middle Georgia Regional Library shall be the counties of Bibb, Crawford, Jones, Macon, Twiggs and Wilkinson and such other county or counties as may become a part of the region.

#### ARTICLE IV

##### BOARD OF TRUSTEES

Section 1. The Middle Georgia Regional Library Board of Trustees legally constitutes the library organization. The management and operation of the Regional Library shall be controlled by the Regional Library Board of Trustees, which shall conform to the laws of the State of Georgia governing public libraries.

Section 2. The Regional Library Board of Trustees shall be composed of one member each from the counties of Crawford, Jones, Macon, Twiggs and Wilkinson; and nine members from the county of Bibb.

Section 3. Trustees from each of the counties shall be selected by each county's local Library Board from their membership.

Section 4. Trustees shall serve five-year terms.

Section 5. A Board member shall be removed for just cause or failure to attend three consecutive unexcused regularly scheduled meetings.

ARTICLE V  
OFFICERS OF THE BOARD

Section 1. Officers of the Board shall be a Chairman, Vice-Chairman, Secretary and Treasurer.

Section 2. Elections of officers shall be held at the June meeting. Terms of office are for one year and shall begin at the close of the meeting at which they are elected. The Chairman and Vice-Chairman may be re-elected for one additional term. The Treasurer may be re-elected for two additional terms.

Section 3. Nominations shall be made by a committee of three appointed by the Chairman and there may be nominations from the floor.

ARTICLE VI  
DUTIES OF THE OFFICERS

Section 1. The Chairman shall preside at all Board meetings, perform all other duties consequent upon his office, appoint all necessary committees and call all special meetings. He shall have general oversight of all of the work of the Region. He/She shall be ex-officio member of all committees except the Nominating Committee.

Section 2. The Vice-Chairman shall have the responsibility of performing the duties of the Chairman in his/her absence or disability and other duties as prescribed by the Chairman.

Section 3. The Treasurer shall be bonded in an amount as may be prescribed by the Board or by the State Department of Education, which bond shall guarantee the safe accounting of all funds received by the Treasurer. The Treasurer shall deposit all monies on hand in a bank subject to the approval of the Board and shall pay all bills which have been approved by the Director. The Director shall make all purchases. An account of all receipts and expenditures must be kept and a report made at each meeting. The accounts shall be audited annually. The Treasurer shall record the official actions of the Board, keep a record of attendance at Board meetings and have the custody of the official books which shall be housed in the Regional Library headquarters.

ARTICLE VII  
BOARD MEETINGS

Section 1. The Board shall meet on the fourth Tuesday of each month. These meetings shall be held at 4:30 p.m. at the Washington Memorial Library. There shall be a minimum of ten monthly meetings each year.

Section 2. A quorum for a meeting shall be five members provided one of them is the Chairman or Vice-Chairman and all counties have been notified of the meeting.

Section 3. The Chairman may call a meeting of the Board at any time provided at least two days notice is given to the members.

ARTICLE VIII  
DUTIES OF THE BOARD OF TRUSTEES

Section 1. To employ a regional library director who meets state certification requirements and such other employees as necessary upon the recommendation of the library

system director; provided, however, that the board shall be authorized to delegate employment of staff members to the library system director.

Section 2. To approve budgets prepared by the library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies.

Section 3. To attend board meetings.

Section 4. To establish policies governing library programs, including rules and regulations governing the use of the library.

Section 5. To set policy for the administration of gifts of money and property.

Section 6. To present financial and progress reports to governing officials and to the public.

Section 7. To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms.

Section 8. To notify the library system director, in advance, of all meetings of library boards and board committees.

Section 9. To make and enter into such contracts or agreements as are deemed necessary and desirable.

#### ARTICLE IX COMMITTEES

Section 1. Each committee shall consist of a Chairman and at least two members. The committees shall be appointed at the discretion of the Chairman.

Section 2. There shall be a standing committee on finance which will advise with the Director concerning the library budget.

#### ARTICLE X DUTIES OF THE REGIONAL DIRECTOR

Section 1. To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds and to employ or terminate other staff members if so authorized by the library board.

Section 2. To attend all meetings called by the Division of Public Library Services of the Department of Education or send a substitute authorized by the division director.

Section 3. To prepare any local, state or federal annual budgets.

Section 4. To notify the board of trustees and the Division of Public Library Services of the Department of Education of any failure to comply with

- A. Policies of the board.
- B. Criteria for state aid.
- C. State and federal rules and regulations.
- D. All applicable local, state, or federal laws.

Section 5. To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the system board of trustees.

Section 6. To attend all meetings of the system board of trustees and affiliated boards of trustees or to designate a person to attend in his/her place.

ARTICLE XI  
ORDER OF MEETINGS.

- Section 1. Reading of Minutes
- Section 2. Treasurer's Report
- Section 3. Director's Report
- Section 4. Report of the Counties
- Section 5. Report of the Committees
- Section 6. Old Business
- Section 7. New Business
- Section 8. Adjournment

ARTICLE XII  
AMENDMENTS

This Constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice of the amendments is given in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Division of Public Library Services of the State Department of Education immediately upon adoption.

ARTICLE XIII  
REVIEWING THE CONSTITUTION

The Constitution shall be reviewed by the Board at the meeting held in March of each year.

ARTICLE XIV  
PARLIAMENTARY AUTHORITY

The Middle Georgia Regional Library shall use as its authority Roberts Rules of Order, Revised, except where anything therein is contrary or inconsistent with this Constitution.

*Amended by the Board of Trustees on June 22, 2004.*

## **MACON/BIBB COUNTY LIBRARY BOARD CONSTITUTION**

Established in Accordance with Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated and Part XIV, Division II, Chapter 9, Section 14-9001-11 of the Official Code of Bibb County.

### **ARTICLE I**

#### **NAME**

The name of the governing board shall be the Macon/Bibb County Public Library Board of Trustees.

### **ARTICLE II**

#### **PURPOSE**

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Middle Georgia Regional Library System and are intended to clarify local practices and the relationship of the local libraries to the regional system. There is to be no conflict between provisions of this Constitution and Bylaws and those of the Middle Georgia Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Macon/Bibb County Public Libraries shall furnish library service to the people of the county as set forth in the Constitution and Bylaws of the Middle Georgia Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia. The Macon/Bibb County Public Libraries shall offer a full program of library service to all citizens of the county to meet their informational, educational and recreational needs.

### **ARTICLE III**

#### **CONSTITUENCY**

The Macon/Bibb County Public Libraries are members of the Middle Georgia Regional Library System under the terms of the participating agreement. Membership in the Middle Georgia Regional Library provides the citizens of Macon/Bibb County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Macon/Bibb County Public Libraries lend materials to citizens of all other counties within the Regional Library System.

### **ARTICLE IV**

#### **MACON/BIBB COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES**

Section 1. The Macon/Bibb County Public Libraries Board of Trustees shall be composed of nine (9) members to be appointed by the Board of Commissioners of Bibb County.

Section 2. All members of the Macon-Bibb County Library Board of Trustees shall serve for terms of five (5) years. After a Trustee has served a full five-year term, he may not be reappointed to the Board of Trustees unless and until one year has elapsed.

Section 3. Vacancies shall be filled in the same manner as appointments are made. When a vacancy occurs for any reason, the Board of Commissioners shall appoint a new member to the Board for the unexpired term of the person creating the vacancy.

Section 4. No member of the Board of Trustees shall receive any compensation for services on the Board.

Section 5. The Macon/Bibb County Public Libraries Board shall appoint nine (9) of its members to represent it as members of the Middle Georgia Regional Library Board. They

shall be entrusted with representing and interpreting the interests of the Macon/Bibb County Public Libraries Board to the Regional Board.

#### ARTICLE V

##### OFFICERS OF THE BOARD

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Regional Library Board.

Section 2. Nominations shall be made by a committee of three Board Members appointed by the Chairman of the Board. The Chairman may serve as one of the three members on the nominating committee.

Section 3. The officers shall be elected at the June meeting to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected. An officer is elected for a one-year term and may succeed himself. After the service of two years, no Board member may be eligible for the same office until the expiration of two years except that the secretary/treasurer may serve for five years.

#### ARTICLE VI

##### STANDING COMMITTEES

Section 1. There shall be the following standing committees:

- (a) Long Range Planning
- (b) Personnel Committee
- (c) Finance Committee
- (d) Building and Grounds Committee

Section 2. The Chairman, with the advice of the Board, shall in July of each year appoint a Chairman and other members of the standing committees. The Chairman shall be an ex-officio member of the standing committees.

Section 3. The committees shall meet at the call of the Chairman of the Committee and make regular reports of the matters under its jurisdiction to the full Board at its quarterly meeting. Recommendations made by the committee shall become effective only after approval by the full Board. Approval of any resolution or motion shall be granted upon a majority vote of the members present.

Section 4. The Chairman shall establish other committees either on a standing basis or a special basis as the Chairman feels necessary.

#### ARTICLE VII

##### DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 4. The Board shall receive appropriated funds from Bibb County, the City of Macon, the State of Georgia and the United States Government, and shall be the final authority as to the disbursement of these funds in accordance with present regulations and provisions of law of the several existing governmental bodies.

Section 5. The Macon/Bibb County Public Libraries Board of Trustees shall have general management, supervision and control of all public libraries in the City of Macon and in Bibb County and all powers and privileges incident thereto with an enumeration of the following which in no way limits the general powers of the Board:

- (a) Adopt bylaws under which the Board shall operate.

- (b) Prescribe rules and regulations for the control, operation, management and use of the public libraries of the City of Macon and County of Bibb.
- (c) Establish branches of the public libraries.
- (d) Establish the compensation and qualifications for employees of the public libraries.
- (e) Enter into contracts with other governmental bodies for the operation of a regional library and extend or renew these agreements upon terms satisfactory to the Board.
- (f) Enter into contracts for the benefit of the libraries.
- (g) Expend appropriated and donated funds in accordance with the budget of the libraries.
- (h) Accept donations of money, land and other property for the use and benefit of the libraries, the title to any land to be taken in the name of the County of Bibb.
- (i) Manage property, including land, buildings, books and other equipment for the use and benefit of the libraries.
- (j) Direct the policies of the public libraries.
- (k) Do any other acts that may be necessary or convenient to carry out the purpose for which the Board is hereby created.

Section 6. The Middle Georgia Regional Library System Director shall be notified in advance of all meetings of the Board or committees.

#### ARTICLE VIII

##### DUTIES OF THE OFFICERS

Section 1. The Chairman shall preside at all regular or called board meetings. He/She shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

Section 3. The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the Macon/Bibb County Public Libraries. He/She shall notify the proper appointing authorities of vacancies, which may occur on the Macon/Bibb County Public Libraries Board of Trustees. The Secretary shall send copies of the minutes of all meetings to the Director of the Middle Georgia Regional Library System. He/She shall report changes of membership to the Director.

Section 4. If the Regional Board delegates to the local board the activity of receiving gifts, the local board must appoint a treasurer, who shall receive and disburse funds in keeping with system board authorization and the budget balance. A record of all receipts, deposits and expenditures shall be forwarded to the regional board for its review, approval and recording at the next meeting. Funds shall be audited annually in accordance with State Aid Criteria and other state regulations.

Section 5. If the Treasurer is not covered by the bond held by the Middle Georgia Regional Library Board, he/she shall be bonded for an amount commensurate with the amount of funds handled, determined by the Macon/Bibb County Library Board and entered in the minutes, and a copy of the bond filed with the Middle Georgia Regional Library headquarters office and the Division of Public Library Services of the Georgia State Department of Education.

ARTICLE IX  
MEETINGS

Section 1. The Macon/Bibb County Public Libraries Board of Trustees shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the second Tuesday of the each month at 4:30 p.m. at Washington Memorial Library.

Section 2. Prior to each regular or called meeting, the secretary shall notify each member of the date, time and place of the Macon/Bibb County Public Libraries Board of Trustees meeting.

Section 3. Five members of the Macon/Bibb County Public Libraries Board of Trustees constitute a quorum. No official business may be conducted without a quorum. A simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

ARTICLE X  
REPORTS

The Macon/Bibb County Public Libraries System shall submit all reports requested by the Middle Georgia Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Middle Georgia Regional Library System in an efficient and business-like manner.

ARTICLE XI  
ATTENDANCE

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive unexcused regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent by the Secretary to the affected Board member and to the appointing authority responsible for his/her appointment. The local appointing authority shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE XII  
RETENTION OF BOOKS PAST RETURN DATE PROHIBITED

It shall be unlawful for any person to keep, retain, not return, or have in possession, any book, newspaper, magazine, pamphlet, manuscript, article, art print, phonograph record, film, or any other property owned by any public library, for a period longer than sixty (60) days past the date the property was to be returned and after the person has been notified in writing to return the property.

ARTICLE XIII  
AMENDMENTS

This Constitution and Bylaws may be amended at any regular meeting of the Macon/Bibb County Public Libraries Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution and Bylaws shall be filed with the Director of the Middle Georgia Regional Library and the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.



# **PUBLIC LIBRARY ORDINANCE FOR BIBB COUNTY, GEORGIA**

## **PUBLIC LIBRARY ORDINANCE**

**Bibb County, Georgia**

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF BIBB COUNTY, GEORGIA, TO ESTABLISH A LIBRARY SYSTEM; TO PROVIDE FOR A BOARD OF TRUSTEES FOR THE LIBRARY SYSTEM; TO PROVIDE TERMS, OFFICERS, DUTIES AND AUTHORITY AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the Board of Commissioners of Bibb County, Georgia, and it is hereby ordained by authority of the same as follows:

**Section 1.** The Code of said County as the same has heretofore been amended is further amended by adding thereto a new Chapter 9 to Part XIV, Division II of said Code with sections to be appropriately numbered and reading as follows:

### CHAPTER 9

#### “LIBRARY SYSTEM ESTABLISHED”

“Sec. 14-9001 System Established.

“Georgia Laws 1901, page 52 et seq., as amended and Georgia Laws 1935, page 409 et seq., as amended (Ga. Code Ann.), are incorporated herein and pursuant thereto, the following provisions relative to the government and structure of the library system of the city and county are hereby enacted.

“Sec. 14-9002 Name.

“The name of the governing Board shall be ‘The Macon-Bibb County Library Board of Trustees.’

“Sec. 14-9003 Composition of Board.

“The Board shall consist of nine (9) members who shall be appointed by the Board of Commissioners of Bibb County.

“Sec. 14-9004 Trustees’ Term of Service.

“All members of the Macon-Bibb County Library Board of Trustees shall serve for terms of five (5) years.

“Sec. 14-9005 Rotation of Members.

“The members of the present Board of Trustees whether appointed by the City or by the County under prior ordinances shall continue to serve as members of the Board of Trustees for the terms for which they have been appointed and their successors shall be appointed for five (5) year terms. After a Trustee has served a full five-year term, he may not be reappointed to the Board of Trustees unless and until one year has elapsed.

“Sec. 14-9006 Appointment and Replacement of Trustees.

“When a vacancy occurs for any reason, the Board of Commissioners shall appoint a new member to the Board for the unexpired term of the person creating the vacancy.

“Sec. 14-9007 Compensation of Members.

“No member of the Board of Trustees shall receive any compensation for services on the Board.

“Sec. 14-9008 Officers.

“The Board of Trustees shall elect at its first meeting in each year a presiding officer and a secretary/treasurer, together with such other officers as it shall deem proper, all of whom shall serve for one (1) year terms with the right to be elected for one (1) additional one year term. After the service of two (2) years, no Board member may be eligible for the same office until the expiration of two (2) years; except that the secretary/treasurer may serve for five (5) years.

“Sec. 14-9009 Scope of Authority; Duties and Responsibilities of Board.

“The Board shall have general management, supervision and control of all public libraries in the City of Macon and in Bibb County and all powers and privileges incident thereto with an enumeration of the following which in no way limits the general powers of the Board:

“(1) Adopt by-laws under which the Board shall operate.

“(2) Prescribe rules and regulations for the control, operation, management and use of the public libraries of the City of Macon and County of Bibb.

“(3) Establish branches of the public libraries.

“(4) Establish the compensation and qualifications for employees of the public libraries.

“(5) Enter into contracts with other governmental bodies for the operation of a regional library and extend or renew these agreements upon terms satisfactory to the Board.

“(6) Enter into contracts for the benefit of the libraries.

“(7) Expend appropriated and donated funds in accordance with the budget of the libraries.

“(8) Accept donations of money, land and other property for the use and benefit of the libraries, the title to any land to be taken in the name of the County of Bibb.

“(9) Manage property, including land, buildings, books and other equipment for the use and benefit of the libraries.

“(10) Direct the policies of the public libraries.

“(11) Do any other acts that may be necessary or convenient to carry out the purposes for which the Board is hereby created.

“Sec. 14-9010 Receipt and Disbursement of Funds.

“The Board shall receive appropriated funds from Bibb County, the City of Macon, the State of Georgia and the United States Government, and shall be the final authority as to the disbursement of these funds in accordance with present regulations and provisions of law of the several existing governmental bodies.

“Sec. 14-9011 Retention of Books Past Return Date Prohibited.

“It shall be unlawful for any person to keep, retain, not return, or have in possession, any book, newspaper, magazine, pamphlet, manuscript, article, art print, phonograph record, film, or any other property owned by any public library, for a period longer than sixty (60) days past the date the property was to be returned and after the person has been notified in writing to return the property.”

**Section 2.** This ordinance shall be effective October 1, 1981.

**Section 3.** All ordinances or parts thereof in conflict herewith are hereby repealed.

(Approved: Sept. 15, 1981)

