

CONSTITUTION AND BYLAWS
For
BOARD OF TRUSTEES
COBB COUNTY PUBLIC LIBRARY SYSTEM

Adopted September 24, 1984
Revised February 23, 2004, April 26, 2010, and March 26, 2012

Article I – Name

The name of the organization shall be the Cobb County Public Library.

Article II – Headquarters

The headquarters for the Cobb County Library System shall be located in Marietta, Georgia.

Article III – Purpose

The purpose of the Cobb County Library System shall be to extend public library service to all residents, adult, youth and children, in Cobb County; to effectively assemble, house, administer, and disseminate library materials and information for the educational, cultural, recreational, and aesthetic enhancement of the residents of Cobb County.

Article IV – Legal Authority

The legal authority of public libraries and boards of trustees is described in Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated..

Article V – Governing Board

Section 1. The governing body of the Cobb County Library System shall be a Board of Trustees, all of whom shall be appointed by the Cobb County Board of Commissioners.

Section 2. On January 1, 1969, the Cobb County Board of Commissioners appointed nine (9) Trustees for staggered terms. Thereafter, three (3) trustees shall be appointed by said County Commissioners in January of each year for a term of three (3) years. Trustees shall serve until a replacement has been appointed.

Section 3. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.

Section 4. Members of the Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional or national library associations may be paid from library operating funds. (Official Code of Georgia Annotated, 20-5-44.)

Article VI – Officers & Their Elections

Section 1. Officers of the Board of Trustees shall consist of a Chair, Vice-Chair, and Secretary. Officers may succeed themselves, and there shall be no limit to the number of terms served.

Section 2. Nominations shall be made by a committee of three (3) board members appointed by the chair of the board in the month of October. The chair and/or the director may serve as one of the members of the nominating committee.

Section 3. The officers shall be elected at the January meeting to serve for one (1) year, or until their successors are elected, and their terms of office shall begin at the close of the meeting which they are elected.

Article VII – Executive Committee

An Executive Committee, composed of the officers of the board, shall be entrusted to govern in the name of the board of trustees between meetings of the board.

Article VIII – Committees

All committees shall be appointed by the Chair as needed and shall consist of at least three (3) members.

BYLAWS OF THE COBB COUNTY PUBLIC LIBRARY SYSTEM

Article 1 – Meetings

Section 1. There shall be ten regular meetings of the Library Board in a twelve months' period. Regular meetings will be held at a time determined at the January meeting, on the fourth Monday of

each month (or an advertised change of date), except for July and December, at the headquarters library or a designated branch.

Section 2. Five members of the Board constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these documents, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any active before the Board.

Section 3. Special meetings may be called at any time with appropriate notice. Five members of the Board, of whom at least one must be an officer, must be present.

Section 4. Prior to each regular or called meeting, the director shall notify each member of the date, time and place of the Board meeting.

Section 5. Meetings will be conducted according to the latest edition of Roberts' Rules of Order, Revised, when not in conflict with these constitution and bylaws.

Section 6. All meetings of this Board must be open to the public and news media in accordance with Section 50-14-1 et. seq. of the Official Code of Georgia Annotated.

Article II – Attendance

Section 1. A Board member shall be removed for cause or may be removed for failure to attend three (3) consecutive regularly scheduled meetings, pursuant to the library system's constitution and bylaws (Official Code of Georgia Annotated. 20-5-42).

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the appointing authority responsible for the appointment. The Cobb County Board of Commissioners shall be asked to appoint another representative to fill that member's unexpired term.

Section 3. The Board may authorize a leave of absence for up to six (6) months to members who can show good cause for their future absences.

Article III – Duties and responsibilities of Board Members

The Board of Trustees shall have duties and responsibilities (Official Code of Georgia Annotated 20-5-43) which include but are not limited to the following:

- (1) To employ a 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 library system director;
- (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;
- (3) To attend Board meetings;
- (4) To establish policies governing library programs, including rules and regulations governing the use of the library;
- (5) To set policy for the administration of gifts of money and property;
- (6) To present financial and progress reports to governing officials and to the public;
- (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; and
- (8) To notify the library system director, in advance, of all meetings of Library Board and Board committees.

Article IV – Duties of Officers

Section 1. Officers of the Board of Trustees will be elected annually from the members at the January meeting.

Section 2. The Chair shall preside at all regular or called Board meetings. Any voting of the Board will be done in such manner according to Robert's Rules of Order.

Section 3. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

Section 4. The Secretary shall record the official actions of the board, keep a record of attendance at board meetings and place all information in the official books, which shall be housed in the county library headquarters at all times. He/She shall notify the proper appointing local boards of vacancies that occur on the Cobb County Library System Board of Trustees. She/She shall report policy changes to the Georgia Public Library Service for approval from the Cobb County Board of Commissioners. The Secretary shall send copies of minutes of all meetings to the participating agencies and chairs of all local boards.

Article V – Duties of the Director

Section 1. The director must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate, as defined by the State Board for the Certification of Librarians.

Section 2. The director of a library system shall have duties and responsibilities which include but are not limited to the following.

- (a) To employ and terminate staff members, as necessary, in compliance with applicable laws and the availability of funds.
- (b) To attend all meetings called by the Georgia Public Library Service or send an authorized substitute.
- (c) To prepare any local, state or federal annual budgets.
- (d) To notify the Board of Trustees and Georgia Public Library Service of any failure to comply with:
 - (1) Policies of the Board
 - (2) Criteria for state aid
 - (3) State and federal rules and regulations
 - (4) All applicable local, state or federal laws
 - (5) The administration of the total library program, in accordance with policies adopted by the Board of Trustees of the Library.

- (e) To attend all meetings of the Board or to designate a person to attend.

Article VI - Amendments

The Constitution and Bylaws of the Cobb County Public Library System may be amended at the discretion of the Board of Trustees. An amendment to the Constitution and Bylaws must be submitted in writing and read to the Board of Trustees at a regular meeting. No action on the amendment can be taken until the next regularly scheduled meeting at which time the amendment should be read again. A two-thirds vote of the Board is required to pass any amendment. The changes to the Constitution and Bylaws as approved by the Board will become effective at the first regularly scheduled meeting after the approval of the amendment.

*Approved:
Library Board of Trustees
March 26, 2012*