

CHICKASHA LIBRARY BOARD

BY-LAWS

January 2021

Article I. Authorization

The Chickasha Library Advisory Board (subsequently referred to as the Board) was created and operates under authority of the City Code, Chapter II, Article V. This Article specifies the procedure for appointment to the Board, duties, and general parameters for the Board's operation.

Article II. Ex-Officio Members

Section 1 - The Chickasha City Manager and such representatives of the Council of the City of Chickasha as the Council sees fit to appoint shall be Ex-Officio members of the Board.

Section 2 - The Mayor or Council may appoint and/or recognize as ex-officio members such representatives of organizations supporting the Chickasha Library as they may see fit. The City Manager or the Board may recommend such appointments to the Mayor and Council.

Section 3 - Ex-Officio members of the Board shall have all the rights and privileges of members of the Board, except the right to vote.

Section 4 - Ex-Officio members of the Board shall be the official spokespersons for the groups being represented and will communicate actions of the Board to the groups.

Article III. Organization

Section 1 - The Board will elect from its official membership a Chairperson, Vice Chairperson and Secretary.

Section 2 - Election of officers will take place during the April meeting.

Section 3 – All officers shall serve a term of one year, and are eligible to serve a total of two terms.

Article IV. Duties

Section 1 - Chairperson. This officer will conduct the meetings, rule on "points of order," appoint committees and liaisons when necessary, and will be the liaison when necessary between the Board and the Mayor and/or City Council. The Chairperson and the Library Director will draw up an agenda for the meeting and distribute the agenda to all official and ex-officio members of the Board as far ahead of the meeting as is practicable.

Section 2 - Vice-Chairperson. This officer will assume the duties of the Chairperson in the event of absence of the Chairperson. The Vice-Chairperson will also perform such duties as assigned by the Chairperson.

Section 3 - Secretary. This officer will keep the record of meetings and will conduct the official correspondence of the Board.

Section 4 - Members. Each member will attend meetings, participate actively in meetings, represent the Board to the public, become familiar with operation of the Library and carry out such duties as may be assigned.

Article V. Meetings

Section 1 - The Board shall meet on the third Tuesday of January, April, July, and October at 6:00 P.M. in the Chickasha Library.

Section 2 - Special meetings may be called by the Chairperson according to the legal requirements as specified in the Open Meetings law for such meetings having been met.

Article VI. Government

Section 1 - A quorum shall consist of five voting members. The Chairperson shall be counted for purposes of a quorum.

Section 2 - All business of the Board shall be considered passed upon a simple majority vote of members present. The Chairperson shall vote only when a tie vote is recorded.

Section 3 - Actions of the Board will be conveyed to the City Manager who will keep the Mayor and Council apprised of any critical actions. Whenever the Board deems it necessary, the Secretary will convey its actions to the proper party or parties in writing.

Section 4 - The Secretary will notify the Mayor and the Board Member in writing if a Board member's actions seem to warrant removal from the Board. Such offenses will include two (2) consecutive absences of a Board member without cause, or other actions or inactions that are detrimental to the proper functioning of the Board. The Board Member may be removed from office at the Mayor's discretion.

Article VII. Adoption and Amendment.

Section 1. These bylaws may be adopted or amended by a majority vote at a regular or special meeting provided that they were sent to the Board prior to a regularly scheduled meeting with other materials included in the Board packet.

Section 2. These bylaws will be reviewed annually by a committee of the Board appointed by the Chairperson for that purpose. The committee will present its recommendation for any amendments at the meeting specified by the Chairperson.