

# **CONSTITUTION for Jackson County Board of Library Trustees**

Approved by the Jackson County Board of Library Trustees, October 2023

## **ARTICLE I. NAME**

The name of the agency shall be the Jackson County Board of Library Trustees.

## **ARTICLE II. PURPOSE**

These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Piedmont 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 Piedmont Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The purpose of the Jackson County Board of Library Trustees shall be to offer a full program of library service to all the citizens of the county by participating in a regional library program with the Piedmont Regional Library, whose mission is to empower people, raise aspirations, and build quality of life.

## **ARTICLE III. CONSTITUENCY**

The libraries in Jackson County are members of the Piedmont Regional Library System under the terms of the participating agreement. Membership in the Piedmont Regional Library provides the citizens of Jackson County with reciprocal borrowing privileges in all libraries in the system. Likewise, these libraries lend materials to citizens of all other counties within the Regional Library system.

Existing libraries are Braselton Library, Commerce Public Library, Jefferson Public Library, Maysville Public Library, Harold S. Swindle Public Library in Nicholson, and Talmo Public Library. There is also a book deposit in Arcade.

Any municipality within Jackson County not otherwise served by a library may become a participant in the Jackson County Library program and thereby a member of the Piedmont Regional Library system, by agreement with the Jackson County Board of Library Trustees, provided all provisions of eligibility established by the State and the Regional Library Board are met.

## **ARTICLE IV. LEGAL AUTHORITY**

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

## **ARTICLE V. BOARD OF TRUSTEES**

- Section 1. The local affairs of the Jackson County Library program shall be entrusted to the Jackson County Board of Library Trustees. The Jackson County Board of Library Trustees shall be composed of fifteen members from the governmental agencies financially supporting the libraries on a regular basis as follows: two members appointed by the Commerce City Council, two members appointed by Jefferson City Council; two members appointed by the Braselton Town Council; two members appointed by the Jackson County Commission, and one member each appointed by Maysville City Council, Nicholson City Council, Talmo City Council, Jackson County Board of Education, Commerce Board of Education, Jefferson Board of Education, and Arcade City Council. If any other legally approved funding agency contributes in the future, they will have representation.
- Section 2. Where applicable, the Jackson County Board of Library Trustees shall delegate activities and decisions concerning their respective libraries to the participating library boards.
- Section 3. The term of board membership shall be three years, with starting and ending dates corresponding to the state fiscal year. A member may succeed himself or herself for any number of terms.
- Section 4. Any person appointed to the Jackson County Board of Library Trustees must live or work within the jurisdiction of a library funding agency.
- Section 5. 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. Terms should be staggered so that not more than one-third expire in the same year.
- Section 6. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in terms of any gift or bequest.
- Section 7. The Jackson County Board of Library Trustees shall appoint four of its members to represent the Board as members of the Piedmont Regional Library Board. They all shall be entrusted with representing and interpreting the interests of the Jackson County Library Board to the Regional Board and vice versa.

## **ARTICLE VI. OFFICERS**

- Section 1. The officers of the Board of Library Trustees shall be a Chairman, a Vice-Chairman, and a Secretary 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 Board.
- Section 2. The officers shall be elected at the July meeting to serve for a three-year term consistent with their board term, or until their successors are elected. The term of office shall begin July 1.
- Section 3. 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 of the nominating committee.
- Section 4. Since the Regional Board has delegated to the County Board the activity of receiving gifts and/or handling the funds of the County Board of Library Trustees, the County Board shall appoint a Treasurer from among its members, who shall serve the same terms and on the same conditions as other officers of the County Board.
- Section 5. The County Board in turn delegates the activities of receipt of gifts and/or handling of funds and budget to the appropriate representative of the fiscal agency primarily supporting that library.
- Section 6. Any staff or library board members authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board and entered in the minutes, and a copy of the bond filed with the Georgia Public Library Service.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

An Executive Committee, composed of the officers of the Board, shall be entrusted to make decisions in the name of the Jackson County Board of Library Trustees between meetings of the board.

## **ARTICLE VIII. AMENDMENT OF CONSTITUTION**

This constitution may be amended at any regular meeting of the Board of Library 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 will be filed with the Piedmont Regional Library System and Georgia Public Library Service immediately upon adoption.

# **BYLAWS of the Jackson County Board of Library Trustees**

Approved by the Jackson County Board of Library Trustees, October 2023

## **ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS**

- Section 1. The County Board of Library Trustees is the group from which the Jackson County Members of the Piedmont Regional Library Board of Trustees, the governing body of the Piedmont Regional Library System, are drawn.
- Section 2. The Jackson County Board of Library Trustees delegates to each funding municipality and/or their local library boards the activity of employing the library staff in their respective libraries.
- Section 3. The Jackson County Board of Library Trustees shall set local policies and practices when there is no Regional Library System policy nor municipal library board policy governing that area of service. The County Board of Library Trustees shall discharge those duties delegated to it by the Piedmont Regional Library Board of Trustees and shall delegate to municipalities those duties more fittingly performed at that level. All formal actions of the County Board of Library Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees at their next meeting.
- Section 4. The County Board of Library Trustees shall notify the Regional Library Director in advance of all meetings of the Board or committees.

## **ARTICLE II. DUTIES OF THE OFFICERS**

- Section 1. The Chairman shall preside at all regular or called board meetings. He or she shall appoint all committees and shall be an ex-officio member of all committees, and perform such other duties as generally pertain to the office.
- Section 2. The Vice Chairman shall preside and perform the duties of the Chairman in the absence of the Chairman. All other duties of the Vice Chairman shall be assigned by the Chairman.
- Section 3. The Secretary shall keep a true and accurate account of the proceedings of the Board of Trustees. Official copies of all minutes and correspondence with the Board shall be kept on file at Piedmont Regional Library System. He or she shall notify participating agencies of the expiration of the term of a board member two months prior to the time of expiration. The Secretary shall send copies of the minutes of all meetings to the Director of the Piedmont Regional Library System. He or she shall report changes of board membership to the Director.

### **ARTICLE III. MEETINGS**

- Section 1. The Jackson County Library Board of Trustees shall hold no fewer than two meetings during each fiscal year, at a time and place designated by the Chair.  
(Revised January 12, 2010)
- Section 2. Seven members of the Board of Library Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these documents, a simple majority affirmative vote shall be necessary to approve any action before the Board.
- Section 3. The Executive Committee shall meet as called by the Chairman or any member of the Executive Committee to deal with specific needs. Three members present shall constitute a quorum.
- Section 4. Special meetings of the full board may be called by the Chairman or upon the written request of three Board members, for the transaction of business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.
- Section 5. Prior to each regular or called meeting of the Jackson County Board of Library Trustees, the Secretary or a designated staff member shall notify each member in writing of the date, time, and place of the meeting.
- Section 6. All meetings must be open to the public and the news media. The Board may, however, enter into a closed (executive) session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee. All decisions resulting from discussions in executive session must be formally moved and adopted in an open meeting to be legally binding.
- Section 7. The order of business for meeting shall be the following:
- Call to order
  - Approval of minutes
  - Report of libraries in Jackson County
  - Report of Regional Director
  - Unfinished Business
  - New Business
  - Adjournment
- Section 8. Each member of the County Board of Library Trustees shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the chairman shall vote to break the tie.

#### **ARTICLE IV. REPORTS**

The libraries in the county shall submit all reports requested by the Regional Library System to provide the information necessary to complete reports required by State, Federal, or local laws or regulations, or to manage the Regional Library System in an efficient and business-like manner.

#### **ARTICLE V. ATTENDANCE**

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

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the funding agency responsible for his appointment. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

#### **ARTICLE VI. PENALTIES**

Employees or agents of the Piedmont Regional Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Piedmont Regional Library; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as describe in the the Official Code of Georgia Annotated, Title 20, Chapter, 5, Article 2.

#### **ARTICLE VII. AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Jackson County Board of Library 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 these Bylaws will be filed with the Piedmont Regional Library System and Georgia Public Library Service immediately upon adoption.