

# **BYLAWS JEFFERSON PARISH LIBRARY BOARD**

## **Mission Statement**

It shall be the mission of the Jefferson Parish Library Board to advise and make recommendations to both the Parish Council and the Parish Administration in all facets of the Library system and to assist with Parish archives. Board members shall also assist the Library staff in publicizing the Library and in the solicitation of unconditional gifts to the Library.

## **Article 1. Name and Authorization**

This organization shall be called the Jefferson Parish Library Board existing by virtue of the provisions of Jefferson Parish Ordinance 14464, and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

## **Article 2. Definitions**

For the purpose of this Article, the following words are defined as follows:

- a.) *Person* means individual, firm, corporation, other business entity, civic, political and religious associations or organizations.
- b.) *Representative* means one (1) person duly authorized to appear on behalf of any person, firm, corporation, other business entity, civic, political and religious associations or organizations.

## **Article 3. Officers/Members**

Section 1. The library board shall be composed of seven (7) members, all of whom must be citizens of the Parish, one (1) member to be appointed by each parish councilperson and the member so appointed shall serve at the will of the councilperson occupying the position of the councilperson making the appointment.

Section 2. Officers of the Board shall be elected at the regular January meeting of the Board, and shall be President and Vice President. The term of office shall be for one (1) year, the President shall be limited to two (2) consecutive terms.

Section 3. The Library Director shall act as Secretary of the Board, and shall keep a true and accurate account of all proceedings of the meetings; shall issue notices of all meetings; shall have custody of the minutes and other records of the Board; and upon authorization of the President shall notify the appointing body of any vacancies on the

Board. Upon consultation with President, the Library Director shall prepare the agenda for all meetings.

Section 4. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for meetings, and generally perform the duties.

Section 5. In the absence of the President, the Vice President shall exercise the President's functions; and may, upon the request of the President take over any duties he/she is unable to perform.

Section 6. Library Board members, upon appointment by Jefferson Parish Council members, are expected to attend monthly Board meetings, report to their council members, represent their district, and participate in Board responsibilities. If a Board member misses three (3) meetings in a row, said appointee shall be deemed unwilling or unable to perform the duties required of a Board member. The Library Board's President shall send a letter of notification to the council member represented and the Board member requesting evaluation or resignation of their Board seat so that an active member can represent each district.

#### **Article 4. Meetings**

Section 1. Regular meetings of the Jefferson Parish Library Board shall be held monthly on the third Tuesday at 4:00 P.M. at the East Bank Regional Library. Special meetings may be called as required.

Section 2. The annual meeting at which the Board elects officers shall be held at the time of the regular meeting for January. The library budget shall be presented at the regular meeting for September.

Section 3. A quorum for the transaction of business shall consist of four (4) members of the Board present.

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of four (4) members, for the transaction of business stated in the call for the meeting.

Section 5. Notices of all regular meetings (agenda, reports, etc.) shall be sent by the Secretary to all members of the Board, the Parish administration and the Parish council. Public notice of meetings shall be posted in each Regional and Branch library in an area conspicuous to the public in compliance to Louisiana Open Meetings Laws.

Section 6. Proceedings of all meetings shall be governed by Robert's Rules of Order.

## **Article 5. Board Responsibilities**

Section 1. The library board shall have the authority to advise and make recommendation to the parish council and the administration concerning all facets of the public library system including its policies, operating procedures and budget formulation. The library board shall also make recommendations on the selection of the director of the library.

Section 2. The library board shall assist the department of library in publicizing the parish library system and its programs to the general public. It shall also assist the library administration in the establishment and operation of the parish archives.

Section 3. The library board shall assist the library division in the solicitation of unconditional gifts to the library system, and the board may receive and accept unconditional gifts, donations and contributions from individuals and corporations, but no gifts or donations conditionally made shall be accepted without the approval of the parish council. All moneys, property, and other things of value given or contributed to the parish library shall be turned over to the finance department of the parish and shall be expended or invested in accordance with budgetary regulations of the parish.

## **Article 6. Recommendations**

A majority vote of all Board members present shall be necessary for the adoption of any recommendation or request.

## **Article 7. Committees**

Special Committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

## **Article 8. Legal Assistance to the Board**

The Board will receive legal guidance from the Jefferson Parish, Parish Attorney's Office.

## **Article 9. Those Wishing to Address the Board**

Section 1. The Board will follow Louisiana Open Meetings Laws as to anyone wishing to address the Board on matters that concern agenda items or topics pertaining to the Jefferson Parish Library System.

Section 2. The time allotted at each meeting for public remarks shall not exceed a total of fifteen (15) minutes. The President of the Board will allocate the 15-minute period equally among those persons who have indicated a desire to address the Board prior to the call to order. All persons are limited to a maximum of five (5) minutes to address the Board and no person may speak more than once.

Section 3. The time limitation set forth herein shall be strictly enforced, except when suspended by majority vote of the Board members present.

Section 4. No interruptions of the person addressing the Board by any of the Board members shall be allowed, and all questions shall be addressed to such person only at the conclusion of his/her remarks.

Section 5. It shall be unlawful for any person to use any form of profanity at Board meetings as the word "profanity" is defined in Section 2-38 of the Jefferson Parish Code of Ordinances.

Section 6. All persons addressing the Board shall state their name and address for the record. Any person addressing the Board shall limit their comments to issues related to the Jefferson Parish Public Library system.

Section 7. All remarks shall be addressed to the Board as a body.

### **Article 10. Amendments**

These bylaws may be amended at any regular meeting by a majority vote; provided the proposed amendment was stated in the call for the meeting. If not stated in the call for the meeting, it may be presented at a regular meeting and voted upon at the next meeting.

**APPROVED:** /s/ Patricia Cox                      **DATE:** 1/23/2020  
**Patricia Cox, President**  
**Jefferson Parish Library Board**

***APPROVED 6/15/1982; REVISED 11/20/1990; REVISED 10/15/1991; REVISED 1/18/1994; REVISED 8/18/1998; REVISED 1/19/1999; REVISED 9/19/2006; REVISED 11/15/2011; REVISED 1/21/2020***