

Jemez Springs Public Library Board BYLAWS

Approved by the Library Board June 9, 2016

SECTION 1: Purpose of the Library Board

The Jemez Springs Public Library Board (hereinafter referred to as the "Library Board"), shall act in the capacity of an advisory board, to advise and assist in every possible way to ensure the efficient and economical management and operation of the Jemez Springs Public Library.

SECTION 2: Library Board Membership

The Library Board shall consist of six (6) to eight (8) members who shall be residents of Sandoval County and hold a Jemez Springs Public Library card. The Mayor shall appoint one (1) member from the Village of Jemez Springs Board of Trustees or Staff, who shall serve a term of two (2) years. One of the members shall be the Jemez Springs Public Library Director, who shall be a non-voting Board member, except in situations to break a tie. The other members shall be selected by the Library Board after public advertisement of vacancies, and appointed by the Mayor of the Village of Jemez Springs, with the approval of the Board of Trustees, for terms of two (2) years, beginning with the October Board meeting. The terms of Board membership shall be staggered for overlapping terms. Membership on the Board shall be limited to two (2) full consecutive two-year terms (in addition to any partial term served by the member), unless a replacement Board member has not been selected, and the Board moves to extend the term of the member until a new member is selected and approved.

SECTION 3: Removal from the Library Board

No member of the Library Board shall be removed from the board except for good and sufficient cause and by a majority vote of the Trustees of the Village of Jemez Springs.

SECTION 4: Attendance Policy

A Board member who misses fifty percent or more of the board meetings within a term year (October to September) or three or more consecutive meetings will be deemed to have resigned from the Board, unless excused by majority vote of the Library Board.

SECTION 5: Library Board Vacancies

On the death, removal, resignation, change of residence to a place outside Sandoval County, or inability to act as a member of the Library Board, a vacancy on the Library Board shall exist and a replacement shall be selected by the Library Board after public advertisement of vacancies, and appointed by the Mayor of the Village of Jemez Springs, with the approval of the Board of Trustees, to fill the unexpired term of such member.

SECTION 6: Library Board Officers

Annually at each regular October Board meeting, the Library Board will organize itself for the succeeding year by election from its membership a President, Vice President, Secretary and such other officers as may be necessary to carry out the functions of the Jemez Springs Public Library.

SECTION 7: Duties of Officers and Members

The President of the Library Board shall issue notices of all meetings, preside at all meetings, initiate all committees, call special meetings when necessary and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President.

The Secretary shall keep a record of all the proceedings of the Library Board meetings, and upon authorization of the President of the Library Board, of all special meetings.

The Library Director shall have custody of the minutes and other records of the Library Board and provide supporting documents to board members prior to meetings.

The member from the Village Board of Trustees or Staff shall notify the Mayor of any nominations of new members to the Library Board, and shall facilitate other communication between the Library Board and the Village as needed.

SECTION 8: Library Board Meetings

The Library Board shall hold regular meetings as required by the State Aid Rule. The time and place of such meetings shall be fixed by the Library Board. The time and place of the meeting may be changed by the Library Board by motion duly adopted at any regular or special meeting. A quorum of at least fifty percent (50%) of Library Board members is required for meetings to be official. Meetings of the Library Board will be conducted according to the Rules of Procedure recognized by the Village of Jemez Springs Governing Body.