

**Bylaws of the
Cleveland Bradley County Public Library
Board of Trustees**

ARTICLE I. NAME

This organization shall be known as the Cleveland Bradley County Public Library Board of Trustees (the Board).

ARTICLE II. LEGAL AUTHORITY

This Board is organized to foster and promote public library development in Bradley County. In accordance with Tennessee Code Annotated Title 10-3, the Board shall have the power to direct all the affairs of the Library, including the appointment of a Library Director who shall direct the internal affairs of the Library, and such assistants as may be necessary. It shall establish the policies for rules and regulations at all branches of the Library. It may receive donations, devise, and bequests to be used directly for Library purposes. It may hold and convey realty and personal property and negotiate leases for and on behalf of the Library. The Board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to the city and county governing bodies. The Library Board's duties are also in accordance with Library Services Agreement with the Tennessee State Library and Archives, Department of State.

ARTICLE III. MEMBERSHIP

1. The Board of Trustees shall consist of seven (7) Members who shall be appointed in the following manner: The City of Cleveland Council will appoint three (3) Members, the Bradley County Commission will appoint three (3) Members and the seventh Member will be appointed by the Board to represent the community at large. Not more than one (1) Member each from the City of Cleveland Council and the Bradley County Commission shall serve on this Board.
2. Terms are for three (3) years beginning on July 1 of each year. City of Cleveland appointees are appointed to serve for two (2) consecutive three-year terms. Bradley County Commission appointees are appointed to serve for one (1) three-year term. No trustee shall serve on the Board more than twelve (12) years in total, beginning with appointments made after July 1, 2007.
3. Terms shall be staggered, with no more than three (3) Members leaving the Board in the same year.
4. The Board shall be representative of the cultural and economic diversity of the community, and shall have no more than five (5) Members of the same gender.
5. Trustees shall be residents of Bradley County and shall serve without salary.
6. The Board may make appointment recommendations to the City of Cleveland Council and/or the Bradley County Commission when a Board vacancy occurs.

ARTICLE IV. REGIONAL BOARD REPRESENTATIVES

As a Member county of the Fort Loudoun Regional Library System, Bradley County may appoint two (2) representatives to the Regional Library Board. Regional Board Representatives shall be appointed by the City of Cleveland Council and Bradley County Commission, each appointing one (1) Member.

1. Regional Board Representatives will serve no more that two (2) consecutive three (3) year terms and shall be residents of Bradley County.
2. Regional Board Representatives not serving as part of the Library Board of Trustees will serve as ex officio Members to the Library Board with all rights and responsibilities.

ARTICLE V. MEETINGS AND ATTENDANCE

1. Regular meetings of the Board shall be held no less than six (6) times per year at a time and place to be determined by the Chair.
2. Notice of each regular meeting will be made to all Board Members (including the Regional Board Representatives) at least one week prior to the meeting.
3. All Board meetings will be held in compliance with Tennessee's Open Meetings Law (TCA 8-44-101 through 8-44-108). Public notice of all Board Meetings shall be provided.
4. A quorum will consist of a majority of Library Board Members and Regional Representatives. A quorum is required for the transaction of official business.
5. Special meetings may be called by the Chairperson or by any two Members. Telephone or e-mail notice shall be given to all Board Members with at least twenty-four (24) hour notice.
6. A Member failing to attend at least fifty (50) percent of the meetings in any fiscal year shall thereby vacate his membership, and the appointing body shall appoint a new Member to fill the unexpired term. Additionally, a Member shall comply with any attendance requirements of that Member's appointing body.

ARTICLE VI. OFFICERS

Officers of the Board shall include: Chair, Vice Chair, and Treasurer. Officers will be elected at the first meeting of each fiscal year, and will serve for a one (1) year term from July 1st to June 30th. A Nomination Committee will be appointed at the May Board meeting. The committee will recommend a slate of officers to be presented at the July meeting. The officers will assume duty upon election. The Library Director will serve as the Secretary of the Library Board. Officers will perform the usual duties prescribed for their offices according to Robert's Rules of Order Newly Revised.

ARTICLE VII. ORDER OF BUSINESS

The order of business at regular meetings and agenda will be set by the Chair.

ARTICLE VIII. COMMITTEES

Standing Committees shall be appointed by the Chair at the first meeting of the fiscal year. Committee Members shall serve to provide advisory assistance to the full Board and shall assist with long-range planning as necessary. Committees shall present a report at the regular Board meeting. Committee Chairs shall serve a period of one (1) year. Committees of the Board may include but are not limited to the following:

1. Buildings and Grounds
2. Finance Committee
3. Human Resources & Operations (Personnel, Programs, Policies)
4. Technology & Public Relations

ARTICLE IX. CONFLICT OF INTEREST

1. Board Members may not in their private capacity negotiate, bid for, or enter into contracts with the Cleveland Bradley County Public Library in which they have a direct or indirect financial interest.
2. A Board Member must withdraw from Board discussion, deliberation, and votes on any matter in which the Board Member, an immediate family member, or an organization with which the Board Member is associated has a substantial financial interest.
3. A Board Member may not receive anything of value that could be reasonably be expected to influence his/her vote or other official action.

ARTICLE X. GENERAL

1. An affirmative vote of the majority of all Members of the Board present at the time (with quorum) shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.
2. These bylaws may be amended at any regular meeting of the Board by majority vote of all Members of the Board, provided written notice of the proposed amendment shall have been mailed to all Members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were adopted by the Board of Trustees of the Cleveland Bradley County Public Library on the 22nd day of January, 2008.