

## **BYLAWS**

### ***LAFAYETTE PARISH LIBRARY BOARD OF CONTROL***

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

This organization shall be called the Lafayette Parish Library Board of Control (hereinafter the “Board”) existing by virtue of the provisions of Title 25, Chapter 3, Part I of the Louisiana Revised Statutes (La. R.S. 25:211, et seq.) and by Joint Ordinance (No. JO-023-2020) of the Lafayette City Council and the Lafayette Parish Council. The Board shall have the power, authority, and duties as outlined in applicable Louisiana law and applicable ordinances of the Parish of Lafayette.

#### **Article 2. Membership**

Section 1. The Board shall consist of seven (7) members. In accordance with La. R.S. 25:214(B), Joint Ordinance JO-023-2020, and Parish Council Ordinance PO-034-2023, the Parish Council shall appoint seven (7) members to the Board, each of whom shall be a citizen of Lafayette Parish.

Section 2. All appointments shall be for a term of five (5) years from the date of appointment in accordance with La. R.S. 25:214(B). A Board Member whose term has expired may continue to serve on the Board until such time as the Parish Council appoints a replacement.

Section 3. Board Members may not serve more than twelve (12) consecutive years. A Board Member shall not seek re-appointment to their seat if the new term would extend their consecutive years of service on the Board beyond twelve (12) years.

Section 4. Any Board Member who misses four (4) Board meetings in any twelve (12) month period shall be deemed to have resigned from the Board and shall be automatically deemed removed from the Board. In that instance, the President of the Board shall promptly notify the Clerk of the Council of the resignation. The Parish Council shall appoint a replacement member to fill the unexpired term of the resigned Board Member.

Section 5. In the event of a Board vacancy for any other reason, the Parish Council shall appoint a replacement member to fill the unexpired term of the prior Board Member.

#### **Article 3. Meetings**

Section 1. Meetings of the Board shall be held at least monthly at the time and place fixed by the Board. The Board shall have the option to forego meetings in the months of July and December, which shall be determined by a vote of the Board during the June and November meetings.

Section 2. A quorum for the transaction of business shall consist of a majority of the members of the Board present in person.

Section 3. Special meetings may be called by the Secretary at the direction of the President or at the request of two (2) members, for the transaction of business as stated in the call for the meeting.

Section 4. Notice of all regular meetings shall be emailed by the Secretary to all members at least five (5) calendar days before the meeting date. Notice of all meetings shall follow La. R.S. 42:11-28.

Section 5. General procedures for the conduct of all meetings shall be governed generally by *Robert's Rules of Order*, but the presiding officer of a Board meeting may, in his/her discretion, deviate from *Robert's Rules of Order* at any time that the presiding officer, in his/her discretion, determines that such deviation is necessary, convenient, or desirable for the efficient, expeditious, or civil proceeding of a meeting. Only members of the Board shall have the right to object to a deviation from *Robert's Rules of Order*, and a ruling of the presiding officer on a procedural issue may be overruled by a two-thirds vote of the authorized membership of the Board. No procedural rule shall supersede the requirements of the Louisiana Open Meetings Law or require less than the vote of a majority of the Board members present in which a quorum exists as per Article 3 but not fewer than four.

Section 6. Public comments will be accepted following the procedures contained in the Public Comments Policy adopted by the Library Board of Control.

Section 7. Accommodations via electronic means will be provided for people with disabilities on an individual basis in accordance with the Open Meetings via Electronic Means Policy adopted by the Library Board of Control.

#### **Article 4. Officers**

Section 1. Officers of the Board shall be chosen by a majority of the Board Members at the regular meeting of the Board in the month prior to the start of the fiscal year, and shall be President and Vice President, both being members of the Board. Officers shall hold office for a term of one fiscal year. No Board Member may serve more than two (2) consecutive one-year terms as President. No Board member may serve more than two (2) consecutive one-year terms as Vice President.

Section 2. Vacancies in offices shall be filled for any unexpired term by majority vote of the Board at the first regular meeting of the Board after the vacancy occurs.

Section 3. The Library Director shall act as Secretary-Treasurer of the Board and shall keep a true and accurate account of all proceedings of the Board meetings; shall issue notices of all meetings; shall prepare detailed minutes of each meeting; and shall have custody of the minutes and other records of the Board. Upon consultation with the President, the Library Director shall prepare the agenda for all meetings. A tentative agenda should be prepared by the Library Director in consultation with the President and should accompany the notice of the meeting. Board members

shall also have the right to place matters on the agenda and should notify the Director of additional agenda items or agenda changes at least one day prior to the scheduled meeting.

Section 4. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for meetings, make decisions on procedural issues arising during meetings, direct and supervise the Library Director to the extent necessary between Board meetings, and generally perform the duties of head official.

Section 5. In the absence of the President, the Vice President shall exercise the President's functions. The Vice President may, upon the request of the President, assume any duties delegated by the President.

Section 6. The Library Director, as Secretary-Treasurer, shall be responsible for all money received from fines, fees, printing and copying, donations and other miscellaneous income which is to be deposited according to the procedures established by Lafayette Consolidated Government.

#### **Article 5. The Library Director and Employees**

Section 1. The Board shall appoint the Library Director, who shall answer to the Board and shall at all times be subject to the Board's direction and control. Unless otherwise established in a written employment contract approved by majority vote of the Board, the Library Director is an "at will" employee of the Board.

Section 2. The Library Director shall be considered the executive officer of the Library and shall have the responsibility for the administration of the Library under the general policies approved by the Board and the policies of the Lafayette Consolidated Government.

Section 3. The Library Director shall be generally responsible for the care of the buildings and equipment; for the employment and direction of the staff subject to the policies established by the Lafayette Consolidated Government Civil Service System; for the efficiency of the Library's services to the public; for the operation of the Library; and for expenditures provided by the annual budget to the extent that such expenditures have been specifically authorized by the Board. The Board may delegate such specific authority to the Library Director as the Board, in its sole discretion, may determine.

Section 4. The Library Director shall present a proposed library budget to the Board during a meeting(s), allowing sufficient time for obtaining Board approval, in a timely manner to satisfy the budget review process of the Lafayette Consolidated Government.

Section 5. The Library Director shall attend all Board meetings except in case of an Executive session. In such case, a member is appointed to act as the Secretary.

**Article 6. Resolutions and Orders**

Section 1. A majority of the votes of a quorum of the Board, but not fewer than four as described in Article 3 Section 2, and not to be inconsistent with Article 3 Section 2, shall be necessary for the passage of any business before the Board.

**Article 7. Committees**

Section 1. Ad hoc 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 are to serve until the completion of the work for which they were appointed. These committees may also include staff and public representatives, as well as outside experts.

**Article 8. The Order of Business**

Section 1. The general order of business at the regular meetings of the Board, subject to change by the President of the Board, shall be:

1. Call to order; Pledge of Allegiance.
2. Approval of minutes.
3. Report of Director; Statistical and Financial.
4. Reading of communications.
5. Unfinished business; Reports of Committees.
6. New business.
7. Adjournment.

**Article 9. Amendments**

These bylaws may be amended at any regular meeting by a majority vote of the membership of the Board.

AS REVISED: 2/25/85

AS AMENDED: 6/30/89

AS AMENDED: 8/24/98

AS REVISED: 4/19/21

AS REVISED: 5/12/22

Article 6 Section 1. “A majority of the votes of all members of the Board shall be necessary for the passage of any resolution or order.” Changed to: “A majority of the votes of a quorum of the Board,

but not fewer than four as described in Article 3 Section 2, and not to be inconsistent with Article 3 Section 2, shall be necessary for the passage of any business before the Board.”

Article 3 Section 2. “A quorum for the transaction of business shall consist of four (4) members of the Board present in person.” Changed to: “A quorum for the transaction of any business shall consist of a majority of the members of the Board present in person.”

Article 3 Section 5: “...No procedural rule shall supersede the requirements of the Louisiana Open Meetings Law or require less than the vote of a majority of the authorized membership of the Board for the passage of an act of the Board. Changed to: “...No procedural rule shall supersede the requirements of the Louisiana Open Meetings Law or require less than the vote of a majority of Board members present in which a quorum exists as per Article 3 but not fewer than four.

AS REVISED: 9/11/23

Article 3 Section 7: “The Board shall consist of eight (8) members. In accordance with La. R.S. 25:214(B) and Joint Ordinance JO-023-2020, the Parish Council shall appoint seven (7) members to the Board, each of whom shall be a citizen of Lafayette Parish. The President of Lafayette Parish shall be ex officio, a member of the Board, provided, however, that the President shall have the right to designate another member of the governing authority of the parish to serve in his/her place on the Board in accordance with La. R.S. 25:214(B). The ex-officio member of the Board has full voting privileges.” Changed to: “The Board shall consist of seven (7) members. In accordance with La. R.S. 25:214(B), Joint Ordinance JO-023-2020, and Parish Council Ordinance PO-034-2023, the Parish Council shall appoint seven (7) members to the Board, each of whom shall be a citizen of Lafayette Parish.”

AS REVISED: 11/20/23

Article 2 Section 1: “Accommodations via electronic means will be provided for people with disabilities on an individual basis in accordance with the Open Meetings via Electronic Means Policy adopted by the Library Board of Control..”