

**ST. MARY PARISH LIBRARY**  
**LIBRARY SERVICES POLICY AND PROCEDURE MANUAL**  
**APPROVED: 11/30/2021**

**ORGANIZATION AND BY-LAWS FOR BOARD OF CONTROL**

**Article 1. Name and Authorization**

This organization shall be called the St. Mary 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.). The Board shall have the power, authority, and duties as outlined in applicable Louisiana law and applicable ordinances of the Parish of St. Mary.

In accordance with La. R.S. 25:215 (11), the authority for making and adopting regulations regarding the operations of St. Mary Parish Library are the responsibility of St. Mary Parish Library Board of Control.

**Article 2. Membership**

Section 1. The Board shall consist of seven (7) members. In accordance with La. R.S. 25:214(B), the Parish Council shall appoint seven (7) members to the Board, each of whom shall be a citizen of St. Mary Parish. The President of St. Mary 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.

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. 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 bi-monthly at the time and place fixed by the Board. In accordance with St. Mary Parish Ord. No. 2152, § IV, 9-12-18, no meetings shall commence before the hour of 5:00 P.M.

Section 2. A quorum for the transaction of business shall consist of four (4) 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 48 hours 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 authorized membership of the Board for the passage of an act of the Board.

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

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

Section 1. Officers of the Board shall be appointed at the first regular meeting of the Board of the fiscal year, and shall be President and Vice President, both being members of the Board, and following a schedule for the rotation of officers previously voted on by the Board. Officers shall hold office for a term of one fiscal year. A treasurer shall be appointed at the first regular meeting of the Board of the 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 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 48 hours 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 Treasurer of the Board shall report periodically on the state of the funds to the Board and to the members, when requested.

#### **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 St. Mary Parish Library Board of Control.

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 St. Mary Parish Library Board of Control; for the efficiency of the Library's services to the public; for the operation of the Library; for the receipt of all money received which is to be deposited according to the procedures established; 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 St. Mary Parish Library Board of Control.

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 all members of the Board shall be necessary for the adoption or passage of any resolution or order.

#### **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; attendance.
2. Approval of the agenda.
3. Approval of minutes.
4. Public comment.
5. Committee reports.
6. Financial reports.
7. Unfinished business.
8. New business.
9. Director's report.
10. 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: 11/2/2022