

PASCO COUNTY LIBRARY SYSTEM
ADVISORY BOARD

BYLAWS

Article I – NAME

This organization shall be called the “Pasco County Library System Advisory Board” existing by virtue of the provision of Chapter 257 of the laws of the State of Florida, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute and the Pasco County Ordinance 80-13.

Article II – PURPOSE

The Library System Advisory Board shall work towards the development and implementation of sound programs for the County’s Public Libraries through the mutual cooperation between the State, County, and City governments and agencies and shall coordinate efforts with non-governmental organizations interested in library facilities and services. This Board shall advise and make recommendations to the Board of County Commissioners on policy matters pertaining to the Pasco County Free Public Library System.

ARTICLE III – MEMBERSHIP

Section 1. The Pasco County Library System Advisory Board will consist of nine (9) members who are registered voters. Each Pasco County Commissioner shall appoint one member to the Board, said appointee shall serve at the pleasure of the Board of County Commissioners and the term of said appointee shall be for the same duration as the term of the County Commissioner making the appointment. Two members shall be appointed by the Mayor and City Council of the City of New Port Richey, one member shall be appointed by the Mayor and City Council of the City of Zephyrhills, and one member shall be appointed by the Mayor and City Council of the City of Dade City. All appointments made by the municipalities shall serve for three (3) years. Members will attend meetings regularly and unless such absence has first been authorized by the majority of the Advisory Board, members who are absent for three (3) consecutive regular meetings, or who fail to attend two-thirds (2/3) of the regular meetings in any twelve (12) month period shall be automatically dropped from membership. At this time, the Chairman of the Advisory Board will forthwith request the Commission to appoint another member to fill the term of the member leaving the Advisory Board. Members may not serve longer than two (2) consecutive terms.

Section 2. The County Librarian shall be considered a non-voting, ex-officio member of the Library Advisory Board.

ARTICLE IV – OFFICERS

Section 1. The Officers shall be a chairman, a vice-chairman, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. A nominating committee shall be appointed by the Chairman, three (3) months prior to the annual meeting, who will present a slate of officers at the annual meeting of the Board. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The Chairman shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice Chairman, in the event of the absence or disability of the Chairman or of a vacancy in that office shall assume and perform the duties and functions of the Chairman.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer shall assume duties as designated by the Board. In the absence or inability of the Treasurer, his duties shall be performed by such other members of the Board as the Board may designate.

ARTICLE V – MEETINGS

Section 1. The Pasco County Library Advisory Board shall meet once each month at a place designated by the Chairman.

Section 2. The annual meeting shall be held in January at which time the election of officers will take place. Notice of election of officers shall be given prior to each annual meeting.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Opening
- b. Roll Call of Members
- c. Disposition of Minutes of previous regular meeting and any intervening special meeting
- d. County Librarian Report of the system
- e. Communications
- f. Unfinished Business
- g. New Business
- h. Public presentation to, or discussion with the Board
- i. Adjournment

Section 4. Special meetings of the Board may be called by the Chairman, by written notice signed by four (4) members of the Board, or by action of the Board at any meeting, general or special, upon twenty-four (24) hours notice.

Section 5. A majority of the members of the Board shall constitute a quorum sufficient to the holding of a meeting or taking of any action. A majority vote of the membership present at any meeting shall be sufficient to enable the taking of any action.

Section 6. Minutes shall be kept of all meetings of the Board and all meetings shall be public and the press shall be notified prior to said meetings.

Section 7. Conduct of Meetings: Proceedings of all meetings shall be governed by *Robert's Rules of Order*.

ARTICLE VI – COMMITTEES

Section 1. The Chairman shall appoint committees of one or more members each for such specific purpose as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory powers.

ARTICLE VII – DUTIES AND FUNCTIONS

The Library Advisory Board shall have the following duties, functions, and responsibilities:

Section 1. To serve in an advisory capacity to the Board of County Commissioners and County Administrator in respect to all matters pertaining to the public libraries and to their cultural activities, and to make periodic reports and recommendations in respect to such matters.

Section 2. To make a continuing study of all existing public library facilities and services in Pasco County and the future needs of the County in respect to public library facilities and services.

Section 3. To participate in the selection of a County Librarian, in a manner determined by the County Administrator and consistent with the County Personnel Ordinance and Policies.

Section 4. To formulate plans and programs for the coordination of the activities of all governmental entities, and non-governmental agencies, as well as corporations for profit or not for profit, and individuals, relating to library facilities and services.

Section 5. To formulate comprehensive, feasible plans and programs for providing adequate public library facilities and services necessary to fulfill the present and future needs of Pasco county.

Section 6. To devise means and methods by which existing and future library facilities may be improved and more fully utilized to provide better service and availability to the general public.

Section 7. To make a continuing study and periodic reports and recommendations for a sound, feasible program for financing the cost of improving existing library facilities and services and providing additional public library facilities and services.

Section 8. To review all laws, regulations and requirements governing public libraries, and make recommendations concerning appropriate actions that may be taken to achieve the objective of providing adequate public library facilities and services for Pasco County and to devise programs by which financial assistance from other governmental entities and other organizations may be utilized to the fullest extent.

Section 9. To perform and carryout such other duties and functions of an advisory nature as may be assigned to the Advisory Board by the Commission.

ARTICLE VIII – GENERAL

Section 1. Members of the Library System Advisory Board shall serve without compensation, salary, or remuneration of any nature, but the Commission may provide, in the annual County budget, sufficient funds for the reasonable and necessary expenses incurred by the Board or its members in performance of the duties and functions prescribed by the provisions of Ordinance 80-13. All such expenses shall be subject to approval by the Board of County Commissioners.

Section 2. Bylaws must be amended by the majority vote of all members of the Board present provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Section 3. The Library Advisory Board shall have no power or authority to commit the County government to any policies or to incur any financial obligation or to create any liability on the part of the County. No actions or recommendations of the Library Advisory Board shall be binding on the County until approved or adopted by the Board of County Commissioners. The Library Advisory Board shall not infringe upon any of the powers granted by law to any other duly constituted board relating to matters involving public library facilities and services.