

Adopted June, 1977
Amended July, 1993
Amended February, 1994
Amended October, 1996
Amended October, 2001
Amended September, 2009
Amended October, 2012
Amended June 23, 2021

BY-LAWS

Board of Trustees of the Pamunkey Regional Library serving Hanover, Goochland, King William, and King and Queen Counties

I. Pursuant of the requirements of the general Code of Virginia, the Board of Trustees of the Pamunkey Regional Library shall consist of ten (10) members, four (4) from Hanover, two (2) from Goochland, and two (2) from King William, and two (2) from King and Queen appointed by the respective governing bodies represented. Such trustees shall be appointed for a term of four (4) years. No appointive member shall be eligible to serve more than two full successive terms. Upon appointment, a member shall qualify by taking the oath of office. Duties and powers of the Board shall conform to Section 42.1-39 of the Code of Virginia. Any Board member who misses three (3) consecutive meetings for reasons other than health or travel may be requested to resign.

II. MEETINGS

- A. The Board shall have a minimum of six (6) regular meetings a year.
- B. Special meetings may be called by the Chairman or any two members of the Board, provided that written notice thereof is given to all trustees at least twenty-four hours in advance of meeting.
- C. A quorum at any meeting shall consist of six or more trustees.
- D. The order of business at all regular meetings shall be as follows:
 - 1. Call to order
 - 2. Consideration of agenda amendments
 - 3. Citizens' Time
 - 4. Consent agenda
 - a. Disposition of minutes (either read or previously received)
 - b. Financial reports
 - c. Report of warrants
 - d. Other informational items
 - 5.. Old Business
 - 6. New business

- 7 Report of Library Director
- 8. Adjournment

E. All meetings shall be governed by Robert's Rules of Order.

III. OFFICERS:

- A. The officers of the Board shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer (usually the Library Director). They shall be elected at the first meeting of the Board in each fiscal year.
- B. The Chairman of the Board shall preside at all meetings, certify all warrants approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- C. The Vice-Chairman, in the absence of the Chairman, shall preside at the meetings and perform the duties of the Chairman. Any two officers of the board are authorized to sign invoices in approval of payments.
- D. The Secretary of the Board, in cooperation with the library director, shall keep an accurate account of all proceedings of the Board meeting and; shall have custody of the minutes and other records of the Board.
- E. The Treasurer shall have charge of the Library funds and shall make available a monthly report to the Board on the state of the funds. The treasurer of the board (the library director) is authorized to sign invoices in approval for payment. In the absence of the Treasurer, any two officers of the board are authorized to sign invoices in approval of payments.

IV. COMMITTEES:

- A. Standing committees shall consist of at least:
 - a. An Executive Committee, and
 - b. A Personnel Committee
- B. Committees for the study and investigation of special problems may be appointed by the Chairman; such committees to serve until the completion of the work for which they were appointed.

V. AMENDMENTS:

Amendments to these by-laws may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.

Addenda to the By-Laws

GENERAL DUTIES OF THE LIBRARY BOARD

- A. To support the Regional Library without favor or prejudice for any one branch or political subdivision of the library system.
- B. To ascertain the needs and seek to provide adequate funds.
- C. To employ a capable, trained librarian and other members of the library staff.
- D. To determine library policies.
- E. To approve expenditures of library funds.
- F. To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- G. To become familiar with the State and Federal aid program and with state and national library standards.
- H. To attend Board meetings regularly.
- I. To become familiar with what constitutes good library service by reading, attending library meetings and visiting other libraries.
- J. To support the library's service program in daily contacts with the public at large.

GENERAL DUTIES OF THE LIBRARY DIRECTOR

- A. To administer the Library.
- B. To be technical advisor for the Board.
- C. To select the staff for established positions and recommend their employment to the Board.
- D. To direct the activities of the staff.
- E. To prepare the budget in consultation with the Board.
- F. To keep financial records of the Library.
- G. To select and purchase books, library materials and supplies.
- H. To prepare and release all library publicity.
- I. To stimulate growth of library service.
- J. To keep the Board informed about changes in library legislation and standards.
- K. To attend library meetings.
- J. to direct the activities and training of the staff

RULES FOR CITIZENS' TIME

- A. Citizens' Time is an opportunity for citizens to present comments and information to the Board regarding any item that is not on the agenda for that meeting. The Board may respond at the conclusion of Citizens' Time to comments or questions offered by citizens, and information that is readily available in response to citizen comments may be provided at this time. In addition, the Board may direct that the staff prepare a report or

take other action in response to comments received during Citizens' Time.

- B. During Citizens' Time, each speaker shall be permitted to speak for up to five minutes. In the event that the number of citizens' comments should exceed the time allotted on the agenda for Citizens' Time, the Chairman may request that the citizens return at the next regular meeting of the Board or may consult with the Board as to whether to extend Citizens' Time or otherwise resolve the matter.
- C. For motions before the board, the board chair may allow citizens time for questions about the motion.

OATH

COMMONWEALTH OF VIRGINIA
COUNTY OF _____

I, _____, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as Trustee of the Pamunkey Regional Library, according to the best of my ability, so help me God.

This is to certify that on this _____ day of _____, 20____, that _____ took and subscribed the foregoing oath before me as required by the laws of the Commonwealth of Virginia.

Print name: _____