

# **BY-LAWS OF THE SWAN LIBRARY ASSOCIATION**

## **Article I TRUSTEES AND MEMBERS**

1. Swan Library Association members shall be its trustees and their associates. Associates shall be those adult residents (18 years or over) of the library service area who attend the annual meeting of the association. Associates shall be considered such until the next annual meeting or until such time as they move their residence outside of the library service area. [Members by-law]
2. There shall be nine trustees on the Hoag Library Board of Trustees. Seven trustees shall be elected by the Swan Library Association; the eighth shall be the Mayor of the Village of Albion or designee thereof; the ninth shall be the President of the Albion Central School District Board of Education or designee thereof. All nine members shall accrue any and all rights, privileges and responsibilities afforded Board members by statute, by-law, policy and practice. [Members by-law]
3. The terms of office of the nine elected trustees shall be four years, terms to be staggered evenly, two per year, except for 2006 and each four years thereafter, when three terms shall be filled. [Members by-law]
4. Trustees shall be limited to three successive full terms after which they may not be re-elected or appointed for at least one year.
5. Trustees shall be selected from the Swan Library service area.
6. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
7. When a sitting Trustee moves his/her primary place of residence to outside the service area, he/she is automatically removed from the Board regardless of the tendering of a letter of resignation.

## **Article II OFFICERS**

1. The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.
2. Officers shall be elected at a special board meeting immediately after the Annual Meeting by a majority of the Board.
3. All officers shall have the usual powers associated with their office.

## **Article III MEETINGS**

1. Regular meetings of the Board of Trustees shall be held each month, at dates and times to be established by the board at the beginning of the library year, and shall be open to the public in compliance with the Open Government Laws of New York State.
2. Special meetings may be held at the call of the President, the 3 remaining officers, or a majority of the sitting Trustees. Consideration shall be given to the gravity of the item or items to be discussed and the intent of the Open Meetings law.
3. A quorum shall consist of five trustees.
4. The Annual Meeting of the Swan Library Association shall be held on the first Monday of May.

5. The order of business for all meetings shall be as follows:

- a. Attendance shall be taken by the Secretary
- b. Review of minutes of previous meeting
- c. Treasurer's Report
- d. Report of the Director
- e. Committee Reports
- f. Nominations and elections, if any
- g. Unfinished business
- h. New business
- i. Adjournment

6. A vacancy among the elected trustees shall be filled until the next annual meeting by the trustees at a regular trustees' meeting and a majority vote of the remaining trustees shall be necessary to such election. The balance of the unexpired term, if any, shall be filled by the members at the next annual meeting. [Members by-law]

#### **Article IV COMMITTEES**

1. The following will be standing committees: Planning, Budget and Finance, Personnel, Building and Grounds.
2. The President of the Board shall appoint all committee members.
3. Ad hoc committees may be appointed by the President with the approval of the Board. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.
4. All committee actions are subject to approval by a majority of the board.

#### **Article V LIBRARY DIRECTOR**

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. The director shall be responsible for the proper performance of duties as spelled out in the job description provided by the board.
3. It shall be the duty of the director to attend meetings of the board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The director shall have the right to speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.

#### **Article VI AMENDMENTS**

1. These By-laws, except those denoted "Member by-laws", may be repealed, amended, or added to by a majority of the whole board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered. Member by-laws may only be repealed, amended or added to by the members. [Member by-law]

AMENDED By-Laws approved by the Board of Trustees November 11, 2009.

Amended at SLA Annual Meeting 5/3/10

Amended at HLA Annual Meeting 5/5/14