

City of Bartlett

Teinert Memorial Library Advisory Board Bylaws

APPROVED BY	DATE
Teinert Memorial Library Board	November 09, 2022
Bartlett City Council	November 14, 2022

Article I. NAME AND PURPOSE

Section I.1 Name

Teinert Memorial Library Advisory Board ("Board")

Section I.2 Purpose

The Board is established for the purpose of administering and supervising the operation of the Teinert Memorial Library and formulating rules and regulations as it shall deem necessary for the orderly use of the library facilities and in governing the performance of duties of the library volunteers, employees, and personnel. *(Bartlett Code of Ordinances 10.02.001 & 10.02.002 (a))*

Article II. MEMBERSHIP

Section II.1 Number of Members

The Board will be comprised of five (5) Members. *(Bartlett Code of Ordinances 10.02.002 (b))*

Section II.2 Eligibility

All members shall reside in the corporate City limits or extraterritorial jurisdiction of the City or have a commercial interest within the corporate City limits or extraterritorial jurisdiction of the City that supports the community.

Section II.3 Appointment of Board members

Members of the Board shall be appointed pursuant to and in accordance with the City Charter. *(Bartlett Code of Ordinances 10.02 (b))*

Section II.4 Terms of Office

Generally, the terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. *(Bartlett Code of Ordinances 10.02 (b))*

Section II.5 Vacancies

Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. If possible, the member shall continue to serve until the vacancy is filled. An appointment to fill a vacated term is not included as a term for the purposes of counting consecutive terms. *(Bartlett Code of Ordinances 10.02 (b))*

Section II.6 Compensation and Expenditure of Funds

Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board. *(Bartlett Code of Ordinances 10.02 (c))*

Section II.7 Compliance with City Policy

Members will comply with City Ordinances, Rules, and Policies applicable to the Board and the Members.

Section II.8 Removal

Any member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

Article III. BOARD OFFICERS

Section III.1 Officers

The Board of Officers are Chairman, Vice-Chairman and Secretary. The Board Officers are elected by a majority vote of the members.

Section III.2 Terms of Office for Board Officers

Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

Section III.3 Duties

- (a) The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board
- (b) The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman's absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability.
- (c) The Secretary shall perform the duties delegated to the Secretary by the Board.
- (d) All Board members are expected to actively serve in a volunteer capacity at the library.

Article IV. MEETINGS

Section IV.1 Time and Date of Regular Meeting

The board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board.

Section IV.2 Agenda

Items may be placed on the agenda by the Chairman, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Secretary no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for the regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting. Agenda must be submitted to the Bartlett City Administrator no later than 96 hours prior to the meeting for official posting.

Section IV.3 Special Meetings

Special meetings may be called by the Chairman or three (3) Members.

Section IV.4 Quorum

A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

Section IV.5 Call to Order

Board meetings will be called to order by the Chairman or, if absent, by the Vice-Chairman. In the absence of both Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

Section IV.6 Conduct of Meeting

Board meetings will be conducted in accordance with these Bylaws and the City Council Meeting Rules and Procedures, as applicable to the Board.

Section IV.7 Voting

Each member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance, or other applicable Laws, Rules, and Policies. In such instances the member shall make the required disclosures and shall refrain from participating in both the discussion and the vote on the matter. The member may remain at the dais or leave the dais, at the member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

Section IV.8 Minutes

A recording or written minutes shall be made of all open sessions of Board meetings. The City of Bartlett OR the Secretary is the custodian of all Board records and documents.

Section IV.9 Attendance

Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Officers if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a member is removed from the Board that position shall be considered vacant, and a new Member shall be appointed to the Board in accordance with section 2.5 above.

Section IV.10 Public Participation

In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Secretary for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three (3) minutes to speak but may take up to six (6) if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Secretary no later than one (1) week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

Section IV.11 Open Meetings

Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

Section IV.12 Closed Sessions

The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility

matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

Article V. REPORTS TO CITY COUNCIL

The Board shall meet with the City Council, as requested, to determine how the Board may best serve and assist the City Council. The City Council shall hear reports from the Board at regularly scheduled Council meetings.

Article VI. SUBCOMMITTEES

Section VI.1 Formation

When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with prior consent and confirmation of the City Council.

Section VI.2 Expenditure of Funds

No subcommittee, or a member of a subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by the City Council. (*Bartlett Code of Ordinances 10.02 (c)*)

Section VI.3 Open Meetings

Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

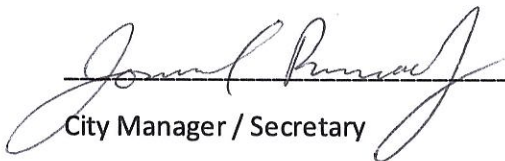
Article VII. BYLAW AMENDMENTS

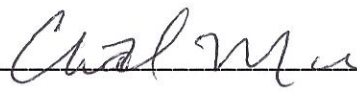
These bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board's proposed amendments to the Bylaws must be approved by the City Council at the next Council meeting after the Board's approval. Bylaw amendments are not effective until approved by the City Council.

Approved and adopted at a meeting of the City Council on the 14th day of November, 20 22.

ATTEST:

THE CITY OF BARTLETT

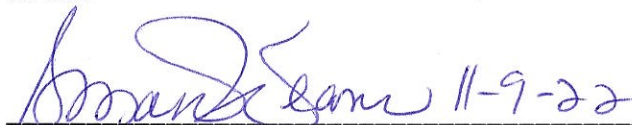

City Manager / Secretary



Mayor

Approved and adopted at a meeting of the Board on the 11th day of November, 20 22.

ATTEST

BOARD


Board Secretary


Board Chairman

ARTICLE 10.01 GENERAL PROVISIONS

(Reserved)

ARTICLE 10.02 LIBRARY*

Sec. 10.02.001 Library established; library department

The library department of the city shall function according to the laws of the state governing general-law cities. The library facility is to be named the Teinert Memorial Public Library. All gifts and donations of books and equipment shall constitute and form the books and equipment of the library, together with such additions as may be made from time to time. (Ordinance 75-10 adopted 10/20/1975; 1989 Code, sec. 11.101(a))

Sec. 10.02.002 Library board of trustees

(a) Powers and duties. The Teinert Memorial Public Library board of trustees shall administer and supervise the operation of the Teinert Memorial Public Library and any branches thereof as may hereafter be established by the city council, under the supervision and control of the mayor. The board of trustees may formulate such rules and regulations as it shall deem necessary for the orderly use of the library facilities and in governing the performance of duties of the library employees and personnel.

(b) Composition. The board of trustees of the Teinert Memorial Public Library shall consist of five (5) members, to be appointed by the city council for the term of two years; provided, however, that of the first five (5) appointments made, one (1) shall be appointed for one (1) year, two (2) shall be appointed for two (2) years and two (2) shall be appointed for three years. Upon the expiration of these terms of office, the vacant office of trustee or trustees shall be filled by appointment for terms of three years each. Any vacancy created during the term of a trustee shall be filled by appointment for the unexpired term by the city council.

(c) Finances. The board of trustees shall have no power to obligate the city in any manner whatsoever; its finances shall be handled in the same manner as any division of the city government.

(Ordinance 75-10 adopted 10/20/1975; 1989 Code, sec. 11.101(b)-(d))

ARTICLE 10.03 CITY CEMETERY†

Sec. 10.03.001 Conveyance to city

The city council accepts the conveyance by the Bartlett Cemetery Association to the city all of its properties known as Bartlett Cemetery, together with all cash on hand and securities, all of which

* **State law reference**—Municipal library in type A general-law municipality, V.T.C.A., Local Government Code, sec. 315.005.

† **State law references**—Cemeteries, V.T.C.A., Health and Safety Code, sec. 711.001 et seq., sec. 714.001 et seq.; municipal regulation of cemeteries, V.T.C.A., Health and Safety Code, sec. 713.001 et seq.