

BY-LAWS
SOUTH COUNTRY LIBRARY
BELLPORT, NEW YORK

Revised and Approved – November 18, 1999

Meetings of Association updated November 18, 1999

Period of Public Expression – Approved April 20, 2006

Election of Trustees – Revised and Approved - February 15, 2007, May 15, 2008

Call for Nominations – Revised and Approved - February 15, 2007

Oath of Office – Approved – May 15, 2008

Election of Suffolk Cooperative Library System (SCLS) Trustees – Approved –
December 16, 2010

Election of Trustees – Call for Nominations – Approved November 17, 2011

SOUTH COUNTRY LIBRARY

Bellport, New York 11713

BY-LAWS

ARTICLE I. NAME AND PURPOSE OF THE ASSOCIATION

- Section 1. This Association shall be known as the South Country Library.
- Section 2. The purpose of this Association shall be to establish, operate and maintain A free public library for the benefit and us of all residents of the South Country Central School District, Town of Brookhaven, County of Suffolk, State of New York.

ARTICLE II. MEMBERSHIP

All residents of the South Country Central School District of the Town of Brookhaven, County of Suffolk, State of New York, shall be members of the Association.

ARTICLE III. MEETINGS OF THE ASSOCIATION

- Section 1. The Association shall hold an annual meeting in September of each year at such time and place as the Board of Trustees may determine.
- Section 2. Special meetings of the Association may be called for any purpose or purposes by the President, or by written petition of twenty members who are registered voters. The purpose or purposes of any such special meeting shall be stated in the notice of the meeting, and no other business shall be transacted.

Section 3. Notice of the time, place, and agenda, of the Annual Meeting of the Association shall be posted publicly at least fifteen (15) days in advance of the meeting.

Notice of the time, place, and agenda of a special meeting of the Board of Trustees called for urgent purposes should be posted as soon as notice has been given to the Trustees.

Section 4. A simple majority of the total number of Trustees constitute a quorum.

Section 5. At the Annual Meeting reports shall be presented by the President of the Board of Trustees, the Director, the Treasurer (including the audit), and any Committee Chairperson determined by the Board.

ARTICLE IV. BOARD OF TRUSTEES

Section 1. The management of the affairs of this Association shall be vested in the Board of Trustees.

Section 2.a. Number of Trustees and Terms of Office: The Board of Trustees shall consist of nine members who are registered voters and are residents of the South Country Central School District. Three Trustees shall be elected annually, and the term of office shall be three years. In the event of a vacancy due to an unexpired term, such vacancy shall be filled at the annual election. No Trustee shall serve more than three consecutive terms.

b. The newly elected Trustees shall take office at the second regular Board Meeting following the Trustee election. **They shall take the following Oath of Office: " I do solemnly swear (or affirm) that I will support the constitution and laws of the United States, the constitution and laws of the State of New York, and the policies and by-laws of the South Country Library according to the best of my ability."** (Approved 5/15/08).

c. Trustees whose terms expire at the Annual Meeting will serve only until the second regular Board Meeting following the Trustee election.

Section 3. Election of Trustees.

a. Eligibility. Candidates for election to the Board of Trustees shall be residents and registered voters in the South Country Central School

District. Employees of the South Country Library and members of their families are not eligible for election. **Only one member of a family may serve on the Board of Trustees at a time. (approved 2/15/07).**

“Family” is defined as husband, wife, son, daughter, mother, father, sister, brother, grandparents and grandchildren. This includes in-laws, step and foster relatives. (approved 5/15/08)

- b. Call for Nominations. No later than the regular December meeting **the Board of Trustees shall set a date (approved 11/17/11)** for the public announcement that nominations for candidates for election to the Board of Trustees are being sought. The public announcement shall be made in local newspapers and in the Library Newsletter and shall include the number of Trustee positions to be voted upon; the eligibility requirements for the candidacy; the required supporting materials to be submitted; where necessary materials can be obtained and where completed nominations are submitted; and dates for the close of nominations and the election. **Applicants must sign and print their name when obtaining the necessary materials. (approved 2/15/07)**
- c. Close of Nominations. No later than the regular December meeting of the Board of Trustees a date for the close of nominations shall be set at least 21 days following the public announcement of the call for nominations. No nominations shall be accepted after the close of nominations, without exception.
- d. Nomination Procedure
 1. Each candidate may submit his/her name on an official nomination form with a minimum of 25 supporting signatures of registered voters in the South Country Central School District.
 2. An incumbent member of the Board of Trustee who is eligible for re-election shall submit his/her name on an official nomination form with a minimum of 25 supporting signatures of registered voters in the South Country Central School District.
 3. Each candidate shall provide a short statement (no more than 350 words) with his/her nomination form, such statement to describe his/her qualifications for membership on the Board of Trustees.
- e. Candidates for election shall be elected at-large from a field of nominees, with the candidates receiving the largest number of votes being declared elected.
- f. Election Date and Results. Trustees shall be elected at the time the budget vote on a date and time to be determined by the Board of Trustees. Election results shall be posted and released to local newspapers within twenty-four (24) hours of the election.

Section 4. Vacancies. In the event of a vacancy on the Board of Trustees for any reason, the vacancy may be filled for the period until the next election by Appointment by the Board of Trustees. At the next election, a Trustee shall be elected to complete the unexpired term, when the candidate receiving the fourth highest number of votes shall fill the vacancy. Should there be more than one unexpired term to be filled, vacancies shall be filled in descending order of votes received.

Section 5. Removal. A Trustee who fails to attend three consecutive meetings of The Board of Trustees without excuse may be removed by a two-thirds vote of the entire Board at a regular meeting.

Section 6. All official public statements as to the policy or policies of the Association or of the Board of Trustees must be approved by the Board.

ARTICLE V. MEETINGS OF THE BOARD OF TRUSTEES

Section 1. The President of the Board of Trustees shall call no fewer than eleven (11) regular meetings during the course of the year.

Section 2. Special meetings of the Board of Trustees may be called by the President at any time, and shall be called whenever requested in writing by a majority of the Board. The purpose or purposes of any such special meeting shall be stated in the notice of the meeting and no other business shall be transacted.

Section 3. A simple majority of the total number of trustees constitute a quorum.

Section 4. An Executive Session may be conducted by the Board of Trustees upon a majority vote pursuant to a motion identifying the subject(s) to be considered. Among the subjects that might be considered are:

- a. Proposed, pending or current litigation.
- b. Salaries, wages, and personnel policies.
- c. The medical, financial, credit or employment history of a particular person, or matters leading to the appointment, dismissal or removal of a particular person.
- d. The proposed acquisition of securities, or sale or exchange of securities held by the Association, but only when publicity would substantially affect the value thereof.

Any Trustee and any person(s) authorized by the Board may attend an Executive Session.

Section 5. Minutes shall be taken at Executive Sessions in accordance with the Requirements of the Freedom of Information Act.

ARTICLE VI. OFFICERS

- Section 1. The Officers of the Board of Trustees shall be President, Vice President, Secretary, and Treasurer.
- Section 2. The Officers shall be elected from among the Trustees at the second Regular Board meeting following the Trustee election by a majority of the Trustees present from a slate presented by the Nominating Committee. They shall serve only one year until the next election of officers.
- Section 3. Duties.
- a. The President shall have such usual powers of supervision and management as may pertain to the office of President, and shall perform such other duties as may be Designated by the Board. He/she shall preside at all Meetings of the Association and of the Board of Trustees. He/she shall appoint all members of Standing Committees; they shall serve at his/her pleasure. He/she shall have the power to create ad hoc committees as needed. He/she shall be an ex-officio member of all committees except the Nominating Committee. In the absence or disability of the Treasurer, the President may sign or endorse checks, or notes.
 - b. The Vice President shall, in the event of the absence, Disability or death of the President, possess all the powers and perform all the duties of that office. He/she shall Assist the President as requested.
 - c. The Secretary shall keep minutes of all meetings of the Association and of the Board of Trustees. He/she shall Keep a record of attendance of the Trustees, and shall Keep a roll of names, addresses, date of election, terms of office of the Trustees. He/she shall issue written notices of all regular and special meeting dates, and he/she shall assure that public notices of the meetings of the Board and the Association are posted.
 - d. The Treasurer shall be the custodian of all monies of the Association and shall disburse the same in accordance with the budget or upon order of the Board of Trustees. He/she shall present statements to the Board on a regular basis and shall with the Library Director prepare the annual financial report required by the Division of Library Development of the New York State Education Department. He/she shall be the Chairperson

of the Budget and Finance Committee, and shall present to the Board the budget prepared by the Committee.

Section 4. Vacancies. A vacancy in any officer's position shall be filled by election by the Board of Trustees, and the elected officer shall take office immediately and serve until the next election of officers.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees. The President shall appoint the Standing Committees. The members of the Committee shall elect their Chair person, with the exception of the Budget and Finance Committee, and they shall serve at the pleasure of the President.

- a. Budget and Finance Committee shall consist of the Treasurer as Chairperson and at least two other members. It shall supervise the finances of the Association, and shall assist the Director in preparing the annual budget and in the preparation of such reports as may be required by the Board of Trustees.
- b. Building and Grounds Committee shall oversee the Care and upkeep of the Library buildings and grounds.
- c. Personnel/Liaison Committee is concerned with personnel matters of the Library and meets with staff members to discuss issues of concern to them.
- d. Community Affairs Committee acts as liaison with the Friends of the Library and keeps the Gift Register book up to date.
- e. Long-Range Planning Committee meets with the Library Director to assess topics which have relevance to the future Needs of the Library.
- f. Nominating Committee shall be appointed the first regular Meeting following the election of Trustees. The Committee shall prepare a slate of nominees for officers of the Board of Trustees to be voted upon at the second regular Board meeting following the Trustee election.

Section 2. Ad hoc Committees. The President may establish ad hoc Committees at any time and dissolve them at his/her pleasure.

ARTICLE VIII. DIRECTOR

The Library Direction shall be appointed by the Board of Trustees and shall be the executive and administrative officer of the Library. The Director is responsible to the Board of Trustees for the performance of duties as determined by these By-Laws and by the policies and decisions of the Board of Trustees. He/she prepares the agenda for both Board and Association meetings, attends meetings of the Board and Association; attends public budget meetings and/or public meetings where action may be taken affecting the interests of the Library. The Director may attend meetings of Committees of the Board, and shall have the right to speak on all matters under discussion at Committee, Board and Association meetings, but shall not have the right to vote thereon.

ARTICLE IX. SIGNING OF OBLIGATIONS

All contracts of the Association, all checks, drafts and other orders for the payment of money out of the funds of the Association, and all promissory notes and other evidence of indebtedness of the Association shall be signed on behalf of the Association by such Officer or Officers, agent or agents, and in such a manner as shall from time to time be determined by resolution of the Board of Trustees.

ARTICLE X. FINANCIAL ADMINISTRATION

Section 1. The fiscal year of the Association shall be July 1 through June 30.

Section 2. A proposed budget for the ensuing year shall be approved by the Board of Trustees at least 45 days prior to the budget vote date. The proposed budget shall be on the file at the Library for public inspection during library hours.

ARTICLE XI. PARLIAMENTARY AUTHORITY

All meetings of the Association and of the Board of Trustees shall be governed by Roberts' Rules of Order, Revised edition, whenever such rules do not conflict with these By-Laws nor with any statute of the State of New York.

At any meeting of the Board the rules may be relaxed and the meeting be conducted in a less formal manner at the request of the Chair and with the unanimous consent of the Trustees present. At any time during the course of a meeting at which the rules have been so relaxed, any Trustee present may demand that the remainder of the meeting be conducted in compliance with Roberts' Rules.

ARTICLE XII. AMENDMENTS

Section 1. The By-Laws of the Association may be amended or repealed at any Meeting of the Board of Trustees or of the Association, provided notice of the proposed amendment (s) has been given in the notice of the meeting. A concurring vote of two-thirds of the Board of Trustees or of the mem-

Bers of the Association present at the meeting shall be necessary for the Adoption of any amendment(s) or for the repeal of the By-Laws. A copy Of the proposed amendment(s) shall be posted in the Library at least seven (7) days prior to the meeting at which the amendment shall be considered.

Section 2. No amendment(s) shall be considered which shall deprive the Board of Trustees of the control of any properties of the Library.

ARTICLE XII I PERIOD OF PUBLIC EXPRESSION

During the period of public expression, comments from the audience are welcome, but are limited to five minutes per person. (Board approved, 4/20/06)

ARTICLE XIII – Election of SCLS Trustees

The South Country Library Trustees will cast all five ballots for the same candidate to represent Brookhaven for the SCLS Board. (Board approved, 12/16/10)