

**BYLAWS OF THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD  
OF THE  
CITY OF NEW BRAUNFELS**

The Board shall be governed by Chapter 78, Article II, Sections 78-26 through 78-31, Code of Ordinances, New Braunfels, Texas.

**ARTICLE I: NAME AND PURPOSE**

**Section 1. Name**

The name of this Board shall be the New Braunfels Public Library Advisory Board hereinafter referred to as the "Board."

**Section 2. Purpose**

The purpose of the Board shall be:

1. To act in an advisory capacity to the City Council for the continued development and improvement of the New Braunfels Public Library and for the protection of its collection;
2. To promote close communications between the city and all private citizens in order to secure the greatest degree of public benefit from library resources and services;
3. To advise in the formulation of reasonable policies governing the use of library facilities and resources based upon recommendations of the library director.

**ARTICLE II: MEMBERS**

**Section 1. Appointments**

The Board shall be composed of seven (7) members appointed by the City Council, at least five (5) of whom shall reside within the city limits. Each member shall serve without compensation for a term of three (3) years. Unexpired terms shall be filled by the City Council.

**Section 2. Resignations**

Any member resigning shall submit a letter of resignation to the President, and the resignation shall be approved by the membership at the next regularly scheduled meeting.

**Section 3. Vacancy in Membership Due to Absenteeism**

Any Board member appointed by the City Council shall forfeit that membership if absent, without being excused by a majority of the Board members present and voting, for:

- a] two consecutive, regularly scheduled meetings, or
- b] four regularly scheduled or special meetings in any twelve-month period of time.

If a member's place on the Board shall be deemed vacated, the City Council shall be notified by the Board that the position is vacant and to appoint a new member to fill the vacancy.

## ARTICLES III: OFFICERS

### Section 1. Election of Officers

The Board shall elect from its members a president, vice-president, secretary, and treasurer.

Officers will be elected at the October meeting and serve on an annual basis.

The offices of secretary and treasurer may be combined.

Officers shall serve no more than two (2) consecutive years in any one office unless the Board by 2/3 vote of those present and voting, when there is a quorum, shall deem necessary the continuation of service by any officer to complete a specific project, or for a designated purpose. The Board may assign such duties to its officers as are deemed necessary.

Any vacancy in any office shall be filled by election of the Board at its next regular or special meeting.

### Section 2. Duties of the President

The President shall preside at all meetings, be a voting member, appoint special committees as needed, and authorize calls for special meetings.

### Section 3. Duties of the Vice-President

The Vice-President assumes the duties of President in the absence of the President.

### Section 4. Duties of the Secretary

The Secretary shall keep a true and accurate account of all Board meeting proceedings. Original minutes of meetings shall be stored in the library.

### Section 5. Duties of the Treasurer

The Treasurer may advise the Board and the Library Director on the status of those funds that are not under the authority of the City of New Braunfels.

### Section 6. Duties of the Library Director

The Library Director is an ex-officio member of the Board and shall have sole charge of the administration of the library. The Library Director or designated substitute shall attend all Board meetings.

### Section 7. Appointments

The Board may make recommendations to the City Council for the appointment and reappointment of members to the Board.

The Board shall recommend to the City Council the appointment of a Lay Representative and Alternate Lay Representative to the Alamo Area Library System.

## ARTICLE IV: MEETINGS

### Section 1. Regular Meetings

The regular meeting shall be held on the third Monday of each month at 5:30 p.m., unless it is determined by the President that a specific meeting date and time must be changed due to the weather, lack of a quorum or some other sufficient reason. The Board has the authority to change the meeting day and date by a majority of those present and voting, when a quorum is present.

### Section 2. Conduct of Meetings

The Board notice of all regular Board meetings shall be delivered to each member of the Board at least three (3) days prior to each meeting. Notice of all meetings shall be posted at City Hall in compliance with all state and local law.

The Board is empowered to hold and conduct public meetings, which must be open to the public in accordance with the Texas Open Meetings Act, Article 6252-17, Vernon's Texas Civil Statutes.

### Section 3. Special Meetings

Special meetings may be called at any time by the President of the Board or by two (2) members of the Board for the transaction of only that business in the call of the meeting.

### Section 4. Place of Meeting

The place of meeting shall be the conference room of the New Braunfels Public Library unless otherwise stated in the call.

### Section 5. Quorum

Four members of the Board at all times constitute a quorum.

### Section 6. Rules of Order

General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Board shall be observed in conducting meetings of the Board.

### Section 7. Order of Business

The President and the Library Director in consultation shall prepare the agenda of business in advance of each meeting. The following shall be the Order of Business of the Board, but this order may be suspended so that any pressing matters may be considered or scheduled business postponed by the action of the Board.

1. Call to Order
2. Roll Call of Members
3. Reading and approval of minutes of prior or any special meeting
4. Communications – Citizens and Board Members
5. Reports
6. Unfinished Business
7. New Business
8. Adjournment

## **ARTICLE V: COMMITTEES OF THE BOARD**

### **Section 1. Appointment of Special Committees**

The President of the Board shall appoint special committees for consideration and study of any matter not covered by the Board during regular or special meetings. The special committee shall report their findings to the Board.

## **ARTICLE VI: REVISION AND AMENDMENTS**

### **Section 1. Revision**

These bylaws shall not be in conflict with the provision of this division or any ordinance of the city and shall be approved by the City Council, as shall any subsequent amendment. The Board shall review the bylaws every three (3) years.

### **Section 2. Amendments**

These bylaws can be amended at any regular or special meeting of the Board by a two-thirds (2/3) vote of those present and voting, when there is a quorum, provided that the amendment has been submitted in writing to all Board members at least three (3) days before the meeting at which it will be considered for adoption.

Approved by the New Braunfels Public Library Advisory Board

August 19, 1996

Amended October 16, 2000, November 18, 2002, October 15, 2007 and January 24, 2008

Approved by New Braunfels City Council

September 9, 1996, January 27, 2003 and February 11, 2008