**DIXIE REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**

**BYLAWS**

**ARTICLE I.               NAME OF THE ORGANIZATION**

This organization shall be called " The Dixie Regional Library System Board of Trustees," and shall be organized under the laws of the State of Mississippi, existing by virtue of the provisions of §39-3-13(4) of Mississippi Code of 1972, Annotated, with the administrative responsibilities prescribed under §39-3-17.

**ARTICLE II.              PURPOSE**

The Administrative Board of Trustees serves the community by overseeing the management and control of the Dixie Regional Library System and its branches in Calhoun, Chickasaw, and Pontotoc Counties. The aim of the Board is that the services and operations of DRLS shall come as near reaching standards for good library service as possible.

**ARTICLE III.      MEMBERS**

1. DRLS Library Board of Trustees shall consist of five (5) members appointed by the County Boards of Supervisors of the member counties. Trustees shall be residents and qualified electors of the counties they represent.

2. Members of the Regional Library System Board shall serve staggered terms as provided in §29-3-15 (3), Mississippi Code 1972, Annotated. Thereafter, as each term expires, new appointees shall be appointed to serve for terms of five (5) years commencing upon the date of expiration of the initial term.

3. The Board will operate on a calendar-year basis with terms expiring December 31. Appointment rotation: At the end of his term, each trustee is replaced with a member from the county that currently has only one representative.

4. Board members may be reimbursed for mileage at the current state rate, as provided in §25-3-41, Mississippi Code of 1972, Annotated.

5**.** Upon good cause being shown, a member may be removed from the Board. Whenever a majority of the Board shall so vote, a petition stating the reason for the removal may be presented to the appropriate Boards of Supervisors for their consideration. Any Board member so aggrieved by such procedure shall have an opportunity to be heard before this Board and the Boards of Supervisors, or its agents.

**ARTICLE  IV.  BOARD RESPONSIBILITY**

1. The Administrative Board of Trustees has the ultimate responsibility and liability for the governance of the public library system. Specific duties and responsibilities are detailed in the Mississippi Trustee Handbook, revised edition, June 2007, based on Section 39-3-17, Mississippi Code 1972, Annotated. They shall include the responsibility to:

(1) adopt by-laws, rules and regulations for their own guidance and for the government of the library;

(2) prepare annual budget requests for submission to local funding authorities;

(3) maintain control of public funds appropriated for the operation of the Regional Library;

(4) accept such gifts of money or property for library purposes as they deem expedient;

(5) employ a library director in accordance with State Law;

(6) prepare and submit such reports as mandated in §39-3-19, Mississippi Code; and

(7) do other acts necessary for the orderly and efficient management and control of the library.

2. The Administrative Board adopts written policies for DRLS, including but not limited to operations, collection development and management, personnel, and internet use. These policies shall be consistent with the principles of intellectual freedom and the right of privacy as found in such documents as the U.S. Constitution and the Mississippi Code 1972 Annotated.

3. The Administrative Board shall review all policies every three years.

4. All other public library boards of trustees in Calhoun, Chickasaw, and Pontotoc counties (i.e., local boards), in accordance with the statutes made and provided, shall serve in an advisory capacity only to the Administrative Board in all matters affecting the Regional Library budget, allocation of funds, the setting of policies, matters concerning employment, the retention and termination of personnel of the Regional Library.

**ARTICLE V. OFFICERS AND ELECTIONS**

Section 1. Officers

1. Board officers shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and Reporter.
2. The duties of all officers shall be such as by custom and law and the policies of this Board usually devolve upon such officers.
3. Assignment of special duties for the promotion of the Library shall be made by the Chair with the approval of the Board, such approval to be made in an official meeting.
4. The Chair shall be empowered to appoint committees and sub-committees. Members of such appointed committees and subcommittees need not be a duly appointed Board member.
5. The Secretary may be selected by the Board at its discretion and need not be a duly appointed Board member. The Secretary shall take and transcribe the minutes of each meeting of the Board. After each meeting, the Secretary shall collect and collate any and all exhibits introduced before the Board, including the agenda, and shall attach them to the minutes.

Section 2. Elections

1. Elections for office will be held at the last board meeting in each calendar year.
2. A slate of officers will be recommended based on length of service in the current five year term. Trustees will be nominated, in order of seniority, for Chair, Vice-Chair, Secretary, Treasurer, and Reporter.
3. Other nominations may be made from the floor. If no nominations are made from the floor officers may be elected with a motion to accept the slate, a second, and a majority vote of those present. If there are any nominations from the floor each office must be voted on separately. The new officers will begin serving January 1.
4. A trustee may be elected to more than one office.
5. An election for any office may be called for at any time by a majority vote of the board.

#### ARTICLE VI.            MEETINGS

Section 1. Regular Meetings

1. The Library Board will meet at least once per quarter. The schedule for the upcoming year will be adopted at the final meeting of the calendar year.
2. The location of the regular quarterly meetings will be at a library in the home county of the board members, beginning with the newest member and continuing in order by length of term.
3. Each board member shall be contacted by mail, telephone or electronically at least five (5) days prior to the meeting.

Section 2.        Special Meetings

1. The Chair may call a special meeting at any time, or, upon the written request of two board members.
2. Members must be notified of a special meeting at least twenty-four (24) hours in advance. This requirement shall be met by telephone or electronic communication from the Director, Assistant Director or Administrative Assistant.
3. Called meetings will normally be held at the Headquarters library.
4. Notice of called meetings must be posted in the Headquarters library within one (1) hour after such meeting is called. A copy of this notice must be made part of the minutes.
5. Only business mentioned in the call of a special meeting can be transacted at such a meeting.
6. A quorum must be present for the Board to take any official action.
7. If it becomes urgent in an emergency to take action for which no notice was given, that action must be ratified by the board at a regular meeting to become legal.

Section 3. Executive Session

1. Executive Sessions may be called at any regular or any special called meeting of the Board.

2. Should an Executive Session be anticipated at any meeting, it shall be noted on the agenda and any other notice as required by law.

3. Should the need be determined after the agenda and notice has been sent, then a notice of the place, date, hour and subject matter of such Executive Session shall be posted within one (1) hour at the Headquarters Library. A copy of the notice shall be made part of the minutes or other permanent records of the Board.

4. An Executive Session declaration shall be applicable only to that particular meeting; it cannot be recessed until a later date. Should it be necessary to carry over an Executive Session, it shall be necessary to comply with the notice provisions and procedures.

5. Executive Sessions shall be called only for the reasons set forth in §25-41-7(4) of the Mississippi Code.

6. The Mississippi Code of 1972, Annotated, §25-41-7 specifically states the process for an Executive Session. Refer to the Mississippi Trustee Handbook, 2007 edition, p. 8-10.

Section 4. Quorum and voting

1. A simple majority of the filled positions of the Board (usually 3 members) shall constitute a quorum for the transaction of business.
2. The Chair shall be allowed to vote in all matters that may come before the board and, likewise, shall be allowed to make motions and request seconds of such motions from the remaining members of the Board.
3. If three or more members are present an affirmative vote of three members is required to pass a motion.
4. Under no circumstances shall voting by proxy be allowed and no absentee votes, whether written or oral, shall be accepted.

Section 5. Open meetings

1. The Board of Trustees shall hold meetings in accordance with the state’s open meetings laws, Section 25-41, Mississippi Code of 1972, Annotated.
2. Notice of regularly scheduled meetings will be posted in the Branches at least ten (10) days prior to the meeting. Anyone wishing to appear before the Board must give written advance notice along with a reason to be heard at least seven (7) days prior to the meeting.
3. All meetings shall be held pursuant to notice to all Board members. Such notice, in the case of regular meetings shall be sent at least five (5) days prior to the meeting date. In the case of special meetings, notice shall be given at least twenty-four (24) hours prior to the meeting. The requirement for notice for any regular meeting shall be met electronically or by mailing in a postpaid envelope at the post office, or in a mail drop-box. The requirement for notice of any special meeting to be held on twenty-four (24) hours notice shall be met by telephone or electronically to all Board members.

Section 6. Order of business

The order of business at all regular meetings of the Board shall be as follows:

Call to Order  
Set Agenda

Minutes

Public Comments (3-minute limit per person)

Old Business

New Business  
Reports

Adjournment

Section 7. Conduct of meetings

In all matters of the procedures not specifically covered herein, *Robert’s Rules of Order, Newly Revised*, shall govern the proceedings of the Board.

**ARTICLE VII.           ATTENDANCE**

Section 1. Absences

1. In the absence of the Chair and Vice-Chair, the members present shall elect a temporary Chair.

2. If a member misses four consecutive meetings, the Chair will inform the appropriate body (Board of Supervisors) that the absentee board member is in violation of Section 39-3-15(6), Mississippi Code of 1972; and the Board requests the absentee member be replaced. The Chair will also write said member of the action taken.

Section 2. Vacancies

1. Vacancies in the board occasioned by resignations or otherwise shall be reported to the appropriate appointing body and shall be filled in like manner as original appointment. Board members, upon resigning from the Board, shall submit their resignation in writing to the DRLS Board Chair. The Chair shall communicate the resignation to the appropriate Board of Supervisors.

#### ARTICLE VIII.         AMENDMENT OF BYLAWS

Section 1.       Review

The library board shall review these bylaws every three years.

Section 2.       Amendments

1. These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting and was sent to each member.

2. Proposed amendments, revisions, or repeals may be submitted in writing at any regular meeting and sent to those members not present. Such proposal shall become effective only after a favorable vote at a subsequent meeting.

**Adopted DRLS Board: 10-7-08**

Replaces: Policy 0801-B

Reviewed & Retained 10-12-10

Reviewed & Retained 10-11-11

Reviewed & Retained 10-11-12

Reviewed & Retained 12-10-13

Reviewed & Retained 11-03-16

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