

**Bylaws of the
Cleveland Bradley County Public Library
Board of Trustees**

ARTICLE I. NAME

This organization shall be known as the Cleveland Bradley County Public Library Board of Trustees (the Board).

ARTICLE II. LEGAL AUTHORITY

This Board is organized to foster and promote public library development in Bradley County. In accordance with Tennessee Code Annotated Title 10-3, the Board shall have the power to direct all the affairs of the Library, including the appointment of a Library Director who shall direct the internal affairs of the Library, and such assistants as may be necessary. It shall establish the policies for rules and regulations at all branches of the Library. It may receive donations, devices, and bequests to be used directly for Library purposes. It may hold and convey realty and personal property and negotiate leases for and on behalf of the Library. The Board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to the city and county governing bodies. The Library Board's duties are also in accordance with the Library Services Agreement with the Tennessee State Library and Archives, Department of State.

ARTICLE III. MEMBERSHIP

1. The Board of Trustees shall consist of seven (7) Members who shall be appointed in the following manner: The City of Cleveland Council will appoint three (3) Members, the Bradley County Commission will appoint three (3) Members and the seventh Member will be appointed by the Board to represent the community at large. Not more than one (1) Member each from the City of Cleveland Council and the Bradley County Commission shall serve on this Board.
2. Terms are for three (3) years beginning on July 1 of each year. City of Cleveland appointees are appointed to serve for two (2) consecutive three-year terms. Bradley County Commission appointees are appointed to serve for one (1) three-year term. No trustee shall serve on the Board for more than six (6) consecutive years. After six years of service, the trustee must rotate off the Board for at least three (3) years, after which time, the former trustee could rotate back onto the Board, if reappointed.
3. Terms shall be staggered, with no more than three (3) Members leaving the Board in the same year. In a given three year time span, two (2) member's terms will expire two of the three years and in the third year, three (3) member's terms will expire. This should occur, cyclically, every three years
4. The Board shall be representative of the cultural and economic diversity of the

community, and shall have no more than five (5) Members of the same gender.

5. Trustees shall be residents of Bradley County and shall serve without salary.
6. The Board may make appointment recommendations to the City of Cleveland Council and/or the Bradley County Commission when a Board vacancy occurs.
7. New Board Members will receive a Library orientation and will meet with the Library Director and the Library Board Chair. The Board Member's role will be discussed as well as the overall functioning of the Library. Orientation materials that will be provided to new board members include: Library Board Bylaws, Library Board minutes (past 2 years), Library Board Financial Reports (past 2 years), and online access to library policies.

ARTICLE IV. MEETINGS AND ATTENDANCE

1. Regular meetings of the Board shall be held no less than six (6) times per year at a time and place to be determined by the Chair.
2. Notice of each regular meeting will be made to all Board Members at least one week prior to the meeting.
3. All Board meetings will be held in compliance with Tennessee's Open Meetings Law (TCA 8-44-101 through 8-44-108). Public notice of all Board Meetings shall be provided.
4. A quorum will consist of a majority of Library Board Members. A quorum is required for the transaction of official business.
5. Special meetings may be called by the Chairperson or by any two Members. Telephone or e-mail notice shall be given to all Board Members with at least twenty-four (24) hour notice.
6. A Member failing to attend at least fifty (50) percent of the meetings in any fiscal year shall thereby vacate his membership, and the appointing body shall appoint a new Member to fill the unexpired term. Additionally, a Member shall comply with any attendance requirements of that Member's appointing body.

ARTICLE V. OFFICERS

Officers of the Board shall include: Chair, Vice Chair, and Treasurer. Officers will be elected at the first meeting of each fiscal year, and will serve for a one (1) year term from July 1st to June 30th. A Nomination Committee will be appointed at the May Board meeting. The committee will recommend a slate of officers to be presented at the July meeting. The officers will assume duty upon election. The Library Director will serve as the Secretary of the Library Board. Officers will perform the usual duties prescribed for their offices according to *Robert's Rules of Order Newly Revised*.

ARTICLE VI. ORDER OF BUSINESS

1. The order of business at regular meetings and agenda will be set by the Chair.
2. Any request to be added to the Board Meeting agenda by a Board Member or community member must be received to the Library Director and Board Chair at least 2 weeks prior to the meeting.
3. There will be 5 minutes allotted to an individual(s) who has requested to be added to the agenda for the purpose of bringing a concern/thanks/idea before the Library Board.
4. Any concern brought forth can be moved to a Board committee for further discussion and/or recommendations.

ARTICLE VII. COMMITTEES

Standing Committees shall be appointed by the Chair at the first meeting of the fiscal year. Committee Members shall serve to provide advisory assistance to the full Board and shall assist with long-range planning as necessary. Committees shall present a report at the regular Board meeting. Committee Chairs shall serve a period of one (1) year. Committees of the Board may include but are not limited to the following:

1. Buildings and Grounds
2. Finance Committee
3. Human Resources & Operations (Personnel, Programs, Policies)
4. Technology & Public Relations

ARTICLE VIII. CONFLICT OF INTEREST

1. Board Members may not in their private capacity negotiate, bid for, or enter into contracts with the Cleveland Bradley County Public Library in which they have a direct or indirect financial interest.
2. A Board Member must withdraw from Board discussion, deliberation, and votes on any matter in which the Board Member, an immediate family member, or an organization with which the Board Member is associated has a substantial financial interest.
3. A Board Member may not receive anything of value that could reasonably be expected to influence his/her vote or other official action.

ARTICLE IX. GENERAL

1. An affirmative vote of the majority of all Members of the Board present at the time (with quorum) shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.

2. These bylaws may be amended at any regular meeting of the Board by majority vote of all Members of the Board, provided written notice of the proposed amendment shall have been mailed to all Members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were adopted by the Board of Trustees of the Cleveland Bradley County Public Library on the 22nd day of January 2008. Updated November 27, 2012, September 26, 2017.

Cleveland Bradley County Library Board Code of Ethics

As a member of the Cleveland Bradley County Library Board of Trustees, I support the mission of a public library in a free society. More specifically, I shall:

- Work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.
- Support the maintenance of a complete and balanced library collection.
- Resist all efforts by groups or individuals to censor library materials.
- Work toward meeting the individual library and information needs of all customers.
- Maintain an independent judgment free of personal benefits, special interests, and partisan political groups.
- Protect the right to privacy of library customers by keeping confidential any information about materials consulted or borrowed.
- Keep all library policies free of racism, sexism, and other bigotries.

As a Cleveland Bradley County Library trustee, I recognize that a positive working relationship with the Library Director and the staff is crucial to the well-being of the library and the delivery of good library service. I shall:

- Work with the Library Director and other appropriate officials to see that the library receives adequate funding.
- Recognize and support the need for professional development of the staff.
- Be aware of - not administer - the implementation of plans and policies and participate in the evaluation of the general effectiveness of the Cleveland Bradley County Library.
- Respect the professional expertise of the library staff and acknowledge that the internal operation of the libraries is the responsibility of the Library Director.
- Listen to all concerns of the public, refer all complaints to the Library Director; and act on such complaints at a public meeting only after they have been reviewed by the Director.

As a library board member, I agree that my responsibilities are limited to making policy, planning and goal setting, adopting budgets, authorizing payments, serving on board work

committees, evaluating the director(s), and encouraging effective service programs. More specifically, I realize that my responsibilities are to:

- Attend board meetings regularly and, when attendance is impossible, notify the Director or Board Chair.
- Understand that, if I 50% of regular board meetings, I become disqualified as a board member and shall submit my resignation.
- Expect thorough and appropriate program and financial reports from the Director.
- Read the distributed materials before each meeting.
- Lend expertise and leadership to the board for achieving the goals of the library.
- Participate in discussions and votes.
- Serve on committees as needed.
- Keep abreast of important developments in library trends and practices.
- Become familiar with national, state, and local laws, and with rules and regulations regarding libraries.
- Follow legal, professional, and ethical practices in making decisions.
- Scrupulously avoid personal conflicts of interest and not condone them in others.
- Adhere strictly to the open meetings law.
- Not say anything in a board meeting that could be construed to violate anyone's civil rights.
- Recognize that authority rests with the whole board assembled in public meetings; therefore, I shall make no personal statements or promises nor take any private action which may compromise the board.
- Support the actions taken by a majority of the board and clearly differentiate personal opinions from board decisions.
- Collaborate to the best of my ability, with other boards, policy makers, and agencies to improve the county libraries and their services.
- Actively participate in regional and state activities.
- Support regional, state, and national library development programs that enhance local library development.
- Support and promote the public library as an indispensable part of a livable community.