

IRVING LIBRARY BOARD

BY-LAWS

**Department of Libraries
City of Irving, Texas**

Revised 2018

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IRVING LIBRARY BOARD

CITY OF IRVING

ARTICLE I

DEFINITIONS

Board means a board, commission, or committee which is appointed by the mayor or the city council of the city.

City means the City of Irving, Texas.

Staff liaison means a city staff person designated by the city manager to serve as a liaison between the city and a board.

Ordinance 2012-9320, Chapter 38, Sec. 38-1

Board means the Irving Library Board.

Director means the director or designee for the libraries department.

Library system means the Irving Public Library System.

Ordinance 2012-9332, Chapter 38, Article V, Sec. 38-50

ARTICLE II

NAME AND ESTABLISHMENT

The name of this body shall be the IRVING LIBRARY BOARD of the City of Irving, Texas which shall be an advisory body to the city council.

It is established under the City of Irving Ordinance No. 2012-9332, Chapter 38, Article V, Sec. 38-51.

ARTICLE III

PURPOSE

The purpose of the board is to advise the City Council and the Director on matters pertaining to the operation of the library system. The board shall participate in recommending policies for both the maintenance and improvement of library service to the residents of Irving. The board shall make recommendations concerning the adoption and enforcement of policies deemed necessary for the administration of the library system.

Ordinance 2012-9332, Chapter 38, Article V, Sec. 38-52.

ARTICLE IV

NUMBER; QUALIFICATIONS; AND TERMS OF OFFICE.

- (a) *Number.* The board shall consist of nine (9) voting members. The city council shall appoint eight (8) members, and the Friends of the Library Board shall appoint one (1) as the Friends of the Library Liaison.
- (b) *Qualifications.* The members of the board shall be qualified voters of the city and residents of the city for not less than one (1) year immediately prior to the date of their appointment.
- (c) *Term of Office.* The nine (9) voting members shall occupy a place on the board, such places being numbered 1, 2,3,4,5,6,7,8, and 9, respectively. The term of office for all voting members is two (2) years. The term of office for places 1,3,5,7, and 9 expire on odd-numbered years. The term of office for places 2, 4, 6, and 8 shall expire on even-numbers years.

Ordinance 2012-9320, Chapter 38, Sec. 38-11.

ARTICLE V

POWERS, DUTIES, AND RESPONSIBILITIES

The Board shall have the following powers, duties, and responsibilities:

Section 1. Cooperate with other governmental agencies and civic groups in the advancement of library service.

Section 2. Make recommendations concerning the adoption and enforcement of all necessary rules, regulations, and ordinances deemed necessary for the administration of the library system.

Section 3. Make recommendations for the establishment of such branches of the library as the growth of the city may from time to time demand.

Section 4. May interview with the City Manager and make recommendations for the employment and duties of the director.

Section 5. Make recommendations relating to the enlargement, expansion, or rebuilding of a library, including the selection of site.

Section 6. Review and provide input on the annual budget of the department proposed by the Director before submission to the City Manager, and advise on other fiscal matters pertaining to the department.

Section 7. Inform the public regarding the policies and functions of the library; and

Section 8 Review the effectiveness of library service.

THE LIBRARY DIRECTOR SHALL HAVE THE FOLLOWING OBLIGATIONS TO THE BOARD

1. The Director or his/her designee shall attend all Library Board meetings.
2. Shall make available to this Board monthly and annual reports.
3. Shall recommend to this Board such policies and procedures as, in the opinion of said Library Director, will promote the efficiency and effectiveness of the Library in its service to the people of the community.

Ordinance No. 2012-9332, Chapter38, Article V, Sec. 38-54

ARTICLE VI

TERMS OF OFFICE

- (a) Terms of office for all boards shall commence on the date of the first official city council meeting in November, and the expiration date of each of office shall fall on the date of the first official city council meeting in November during the year in which the terms shall expire. All members shall continue to perform the duties of their appointment until their successors shall be duly appointed in accordance with the Texas Constitution.
- (b) Board member' terms will not exceed three (3) consecutive, two (2) year terms of approximately six (6) continuous years. These terms limits are at the discretion of the city council. If a board member serves less than a full term, that term shall not be counted in determining how many terms the member has served.

Ordinance 2012-9320, Chapter 38, Sec. 38-3

ARTICLE VII

REMOVAL

A board member serves at the will of the city council. A board member may be removed by the city council for any cause deemed by the city council as sufficient for removal or for no cause.

Ordinance 2012-9320, Chapter 38, Sec. 38-4

ARTICLE VIII

ATTENDANCE

If a board member is absent, without providing notice to the staff liaison, for three (3) consecutive regularly schedule meetings or 70 percent of the regularly schedule meetings within a twelve (12) month period, the board member shall immediately forfeit the board position. The 70 percent-rule does not apply to boards that meet less than four (4) times per year. These attendance provisions are at the discretion of the city council.

Ordinance 2012-9320, Chapter 38, Sec. 38-5.

ARTICLE IX

VACANCY

If a board member is unable to complete his or her term for any reason, the city council may appoint a person to complete the unexpired term of the vacated position.

Ordinance 2012-9320, Chapter 38, Sec. 38-6

ARTICLE X

SERVICE

A person may serve on only one board at a time with the exception that the person may serve concurrently on one board and one ad-hoc committee.

Ordinance 2012-9320, Chapter 38, Sec. 38-7

ARTICLE XI

QUORUM

A majority of board members constitutes a quorum for the transaction of all matters and business.

Ordinance 2012-9320, Chapter 38, Sec. 38-8

ARTICLE XII

MEETINGS AND VOTING

- (a) Board meetings shall be held in accordance with the Texas Open Meetings Act.
- (b) Each board shall hold a meeting at least once each quarter and thereafter as necessary at a place and time to be determined by the board, except as provided by subsection (c) of this section.
- (c) When no apparent board business is required, the board chair may cancel a regularly scheduled meeting.

Ordinance 2012-9320, Chapter 38, Sec. 39-9

ARTICLE XIII

OFFICERS AND DUTIES

- (a) Each board shall appoint one chair and one vice-chair to serve for one-year term.
- (b) The duties of the chair shall be to preside at all meetings of a boards; to appoint committees, subcommittees, or task forces of the board; to work with staff liaison to coordinate agendas for meetings; and to represent the board before the city council or in other capacities as required or authorized by the board.
- (c) The duties of vice-chair shall be those of the chair in the absence of the chair.
- (d) The board shall elect the chair and vice-chair from its members by a majority vote based on nominations from the floor at the first meeting of each calendar year or at the first meeting after appointment and qualification of its new members, whichever comes first.
- (e) The terms of office of the chair and vice chair shall be for one (1) year, at which time a newly elected chair and vice-chair will assume office.
- (f) If an elected officer vacates the position of chair and vice-chair for any reason prior to the end of their term, the board will elect, at its next regular meeting following vacancy, another board member to fill the office. This person shall hold the position until the next regular election in accordance with subsection (d) of this section.

Ordinance 2012-9320, Chapter 38, Sec. 38-10

ARTICLE XIV

EX OFFICIO MEMBERS

The city council, if it deems desirable, may appoint ex officio, non-voting members to a board.

Ordinance 2012-9320, Chapter 38, Article I, Sec. 38-11

ARTICLE XV

FORFEITURE OF POSITION

If a board member shall become a candidate for nomination or election to any public office, the board member shall immediately forfeit the board position in accordance with Article IV, Section 8-B of the City of Irving Charter.

Ordinance 2012-9320, Chapter 38, Sec. 38-12

ARTICLE XVI
BOARD BYLAWS

- (a) Bylaws adopted by a board are not effective unless they are approved by the city council.
- (b) Board bylaws may be reviewed, altered, or amended by a majority vote of the board.
- (c) Any changes made to the bylaws must be reviewed and approved by the city council.
- (d) Board bylaws shall not be in conflict with the chapter or resolution creating the board and shall not be in conflict with the City of Irving Charter.

Ordinance 2012-9320, Chapter 38, Sec. 38-13