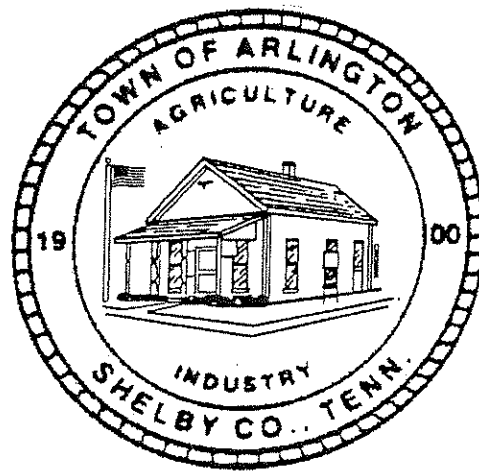


Sam T. Wilson Public Library Policy



Mayor Mike Wissman, Mayor
Alda Boster, Librarian

**BY-LAWS
OF THE
SAM T. WILSON LIBRARY BOARD**

ARTICLE I

PURPOSE AND POWERS

Section 1.

The Board of Mayor and Aldermen of the Town of Arlington, Tennessee (the "Town") adopted Ordinance 2005-10 on Monday, May 23, 2005, which establishes the Sam T. Wilson Library Board (hereinafter referred to as the Library Board).

Section 2.

The Library Board is organized for the purpose of ensuring at all times the highest quality of management and oversight of the Sam T. Wilson Library (hereinafter referred to as the Library) in accordance with the applicable law of the State of Tennessee.

Section 3.

The Library Board shall have all powers granted pursuant to applicable state law including those powers described in Tennessee Code Annotated Section 10-3-104 as such section may be amended or renumbered from time to time.

ARTICLE II

MEMBERSHIP

Section 1.

The Library Board shall consist of seven (7) members (hereinafter referred to as a "Member" or collectively as "Members"), no more than five (5) of whom shall be of the same sex, appointed by the Mayor and approved by the Board of Aldermen and not more than one of whom shall be a member of the Board of Mayor and Aldermen. All Members shall be residents of the Town.

Section 2.

The terms of the Members shall be as follows: three Members shall serve one year terms; two Members shall serve two year terms; and two Members shall serve three year terms (each of the foregoing terms referred to hereinafter as an "Initial Term"). If a Member ceases to be a Member during his or her Initial Term, his or her successor shall serve the remaining balance of the Initial Term. All Members appointed after the expiration of a respective Initial Term shall serve three year terms. Despite the expiration of a Member's term, he or she shall continue to serve until his or her successor is elected and qualified.

Section 3.

All Members shall serve without compensation.

Section 4.

The Board of Mayor and Aldermen may vote to remove a Member or Members with or without cause.

Section 5.

Any vacancy by reason of death, resignation, or other cause shall be filled for the unexpired term of the Member through appointment by the Board of Mayor and Aldermen within sixty days of the vacancy being created.

ARTICLE III

OFFICERS

Section 1.

The Library Board shall have a Chairperson, a Vice Chairperson, and a Secretary (sometimes collectively referred to hereinafter as the "Officers" or each, individually, as an "Officer").

Section 2.

The Chairperson shall preside at all meetings of the Library Board. The Chairperson shall have the power to appoint committees, call special meetings and to perform such other duties as may be ordered by the Board of Mayor and Aldermen or the Library Board. The Chairperson shall have the privilege of discussing all matters before the Library Board and to vote thereon.

Section 3.

The Vice Chairperson shall preside at all meetings and assume all duties and powers of the Chairperson in the absence of the Chairperson.

Section 4.

The Secretary shall keep the official minutes and a record of membership attendance and shall notify the membership of the meeting date, time, and location. In the absence of the Secretary, the Chairperson shall appoint any Member to serve as temporary secretary.

Section 5.

Nomination of Officers shall be made from the Members and the Members shall elect Officers at an annual organizational meeting to be held in July.

Section 6.

The nominee for each office receiving a majority vote of the Members present shall be declared elected and shall take office immediately following election.

Section 7.

All Officers shall be elected for a term of one (1) year and shall serve for a term of one year or until his or her successor is elected. All Officers shall be eligible to succeed themselves. Vacancies shall be filled promptly for any unexpired term by the regular election procedure.

Section 8.

An Officer may resign at any time by delivering his or her resignation to the Library Board. An Officer's resignation shall be effective when delivered unless it specifies a later effective date. If an Officer's resignation is made effective at a later date and the Library Board accepts the future effective date, the Library Board may fill the pending Officer vacancy before the effective date if the Library Board provides that the successor shall not take office until the effective date.

ARTICLE IV

MEETINGS

Section 1.

Meetings shall be held at the call of the Chairperson or by the majority of the membership.

Section 2.

All meetings and the records of such meetings shall be open to the general public. The Library Board may request any member of Town staff, the Town Attorney or his designee, or any other individual whose attendance is deemed desirable, to be present at any meeting of the Library Board. Notice of such meetings shall be given in accordance with the applicable law relating to meetings of public bodies generally in Tennessee.

Section 3.

Four (4) Members shall constitute a quorum. A quorum must be present before any business is transacted. When a quorum is in attendance, but any Member(s) present is forced to recuse himself or herself on account of a potential conflict of interest or is required to leave the meeting for any reason and fewer than four (4) Members actually vote on a matter, action may be taken by the Library Board upon an affirmative vote of a majority of the Members then present and voting.

Section 4.

Each Member is entitled to cast a vote. The concurring vote of a majority of those Members present shall constitute final action of the Library Board on any matter before the Library Board. An abstention shall be counted as a negative vote.

Section 5.

A record of the vote of each Member on each question shall be kept as a part of the minutes of the Library Board. If a Member is absent or if a Member does not vote, the record shall indicate such fact.

Section 6.

The order of business at a meeting shall generally be as set forth below, modified as the Library Board may determine from time to time:

- (a) Roll call to determine that a quorum is present;
- (b) Reading and approval of the minutes of previous meeting;
- (c) Old Business;
- (d) New Business;
- (e) Committee reports;
- (f) Other Business;
- (g) Adjournment.

Section 7.

During a meeting, a matter before the Library Board shall be presented by the Chairperson, by a Member designated by the Chairperson, or by the Town Mayor or his or her designee. Interested parties shall then have the opportunity to submit comments either in person or in writing.

ARTICLE V

ADOPTION AND AMENDMENTS

Section 1.

These by-laws shall be in full force and effect following their adoption at the first meeting of the Library Board and all subsequent meetings of the Library Board that follow their adoption.

Section 2.

These by-laws may be amended or repealed by a majority of the Member.

CERTIFICATION

I, Lucille M. Harter, do hereby certify that I am the duly appointed, qualified and acting Secretary of THE TOWN OF ARLINGTON LIBRARY BOARD ("LIBRARY BOARD"), and that attached hereto is a true and correct copy of the duly adopted By-Laws of the Library Board. I do further certify that said By-Laws have not been amended or rescinded and are in full force and effect on and as of the date hereof.

Lucille M. Harter
_____, Secretary

Dated: 5/23, 2005

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