

**BYLAWS
OF THE ALACHUA COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
OF ALACHUA COUNTY, FLORIDA**

ARTICLE I.

Name

The name of this Board shall be the Alachua County Library District Board of Trustees.

ARTICLE II.

Purpose

The Board of Trustees shall carry out the duties and responsibilities set forth in Chapter 98-502, Laws of Florida, as amended by Chapter 03-375, Laws of Florida.

ARTICLE III.

Membership

The Board of Trustees shall consist of the members appointed by the Governing Board in the manner set forth in Chapter 98-502, Laws of Florida, as amended by Chapter 03-375, Laws of Florida.

ARTICLE IV.

Officers

- Section 1. The Officers shall be Chairperson and Vice Chairperson.
- Section 2. The duties of the officers shall be: Chairperson will preside at all meetings. The Vice Chairperson will preside when the Chairperson is absent.
- Section 3. The minutes shall be taken by a staff person of the Alachua County Library District.
- Section 4. Terms of officers shall run from April 1 to March 31. Nominations shall be made from the floor at the regularly scheduled April meeting. The officers shall be elected at this meeting by a simple

majority of votes and will assume office at the meeting at which they are elected.

ARTICLE V.

Meetings and Attendance

- Section 1. Regular meetings shall be held monthly. The Chairperson may call special meetings by giving 48 hours notice through the office of the Library Director.
- Section 2. Members shall attend all regularly scheduled meetings. Members who are unable to attend a meeting are expected to give 48 hours notice to the Library Director. The Chairperson or Vice Chairperson may direct the Library Director to notify a member who fails to attend regularly scheduled meetings that said member is not meeting attendance requirements. The Chairperson or Vice-Chairperson may then notify the Governing Board.
- Section 3. All meetings are open to the public in accordance with the Florida Open Meetings Law, section 286.011, Florida Statutes, unless declared statutorily exempt under Florida Statutes. Meetings will be conducted in a publicly owned or controlled building.
- Section 4. Persons desiring to address the Board on a matter pending before it or which needs the Board's attention may do so upon recognition and introduction by the Chairperson. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
- (a) After being recognized, the person should:
 - Stand and give his or her name;
 - Unless further time is granted by the Chairperson, limit the comments to five minutes;
 - Address all remarks to the Board as a body and not to a single member other than the Chairperson as presiding officer;
 - Make comments concise and to the point, and present to the Chairperson any data or evidence they wish the Board to consider. No person may speak more than once on the same subject unless granted permission by the Chairperson.
 - (b) No person other than a member of the Board and the person having the floor may enter into any discussion without permission of the Chairperson. A person may not interfere with the orderly procedure of the Board or interrupt any member of the Board or the person speaking who has been properly recognized by the Chairperson.

- (c) The Chairperson, subject to the concurrence of a majority of Board members present, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.
- (d) Speakers should refrain from personal attacks and disruptive conduct. If the Chairperson or the Board declares an individual out-of-order, that individual will be requested to relinquish the speaker's position and may be subject to removal from the meeting.
- (e) Persons may address the Board on items not on the meeting agenda during the Citizen Comment period. Final action will normally not be taken on Citizen Comments at the same meeting unless a majority of Board members present concur. The Board will normally refer such items to Library District staff for review and recommendation or may take other appropriate action.

ARTICLE VI.

Committees

- Section 1. The Chairperson is empowered to establish such Committees as are deemed necessary to carry out the business of the Board.
- Section 2. The Chairperson shall appoint Trustees to other Library Boards and Committees where Trustee representation has been authorized by these Boards or Committees.
- Section 3. The Chairperson of the Board is empowered to appoint Trustees to serve as liaison between the Trustees and other organizations which have relationships and possible impacts on the Alachua County Library District.

ARTICLE VII.

Parliamentary Authority

This Board shall operate under the authority of the newly revised Robert's RULES OF ORDER.

ARTICLE VIII.

Amendment of Bylaws

Bylaws may be amended in two steps: 1) By proposals given to the Board at a preceding meeting. 2) By adopting the measures by an affirmative vote of four members.

Adopted by Board of Trustees, April 24, 1986

Amended:

May 20, 1987
April 20, 1988
August 16, 1989
December 20, 1989
May 16, 1990
June 19, 1991
June 19, 1996
June 17, 2009
October 15, 2014