

**BYLAWS
FORT BEND COUNTY LIBRARIES ADVISORY BOARD**

ARTICLE I. NAME

The name of this Board shall be the Fort Bend County Libraries Advisory Board.

ARTICLE II. PURPOSE

The purpose of this Board is to act as an advisory board in matters of library service to the Commissioners Court and to the County Librarian.

ARTICLE III. MEMBERSHIP

Section 1. The Board shall be composed of 10 voting members, two from each county precinct (total of eight) and two at-large members. Each commissioner may recommend to Commissioners Court two appointees preferably but not necessarily residing in his/her precinct. The County Judge may recommend to Commissioners Court two appointees at-large residing anywhere within the county. In addition, there may be a maximum of two non-voting ex-officio members appointed for a 3-year term.

Section 2. The members shall be appointed by Commissioners Court for terms of 3 years. These terms are staggered in the 3-4-3 sequence. Appointments shall be made in January each year. Library Advisory Board members may serve not more than three (3) consecutive 3-year terms.

Section 3. Terms of membership will expire at the conclusion of the December board meeting.

Section 4. Notwithstanding Sections 1, 2, and 3, members serve at the discretion of the Commissioners Court.

ARTICLE IV. MEETINGS

Section 1. Regular meetings will be held quarterly. The organizational meeting will be held in February.

Section 2. The chairman or any three members of the Advisory Board may call a special meeting, provided written notice of such meeting is given at least 24 hours in advance of the meeting. Six Board members must be present to constitute a quorum. If there be a vacancy or vacancies on the board, a majority of the board members shall constitute a quorum.

Section 3. Every member present shall be recorded as voting for or against or abstaining on the question.

Section 4. Voting. All questions presented for a vote of the Advisory Board shall be decided by a simple majority of those present.

Section 5. Attendance. Any Advisory Board member who misses three consecutive regular meetings without valid reason shall be considered no longer interested in serving, and the board shall ask the appropriate member of Commissioners Court to nominate a new appointee to fill the vacancy.

ARTICLE V. OFFICERS AND ELECTIONS

Section 1. Elected officers shall consist of a Chairman, a Vice-Chairman, and a Secretary.

Section 2. Officers shall be elected at the organizational meeting for a term of one year.

Section 3. The County Librarian shall act as the Executive Officer of the board.

ARTICLE VI. DUTIES OF OFFICERS AND MEMBERS

Section 1. The Chairman of the Advisory Board shall preside at meetings, appoint committees, and serve as ex-officio member of each committee.

Section 2. The Vice-Chairman shall preside in the absence of the Chairman.

Section 3. The Administrative Assistant to the County Librarian shall keep the minutes at the board meetings. The Secretary of the board shall review the minutes and make changes as needed. The Library Administration shall maintain custody of the minutes and records.

Section 4. The County Librarian shall be the executive officer of the Advisory Board and shall have charge of preparing the agenda for the meetings subject to the inclusion of any items that individual Advisory Board members request be brought to the attention of the entire delegation. The County Librarian shall have full charge of the administration of the library.

Section 5. Advisory Board Members shall:

- a) Act in an advisory capacity to the Commissioners Court and County Librarian.
- b) Review and make recommendations on policy issues proposed by the County Librarian to the Commissioners Court for action.
- c) As requested by Commissioners Court and/or the County Librarian, provide assistance in the planning for expansion of library facilities.

- d) Assist in interpreting library policies to the public and attend functions of the Library System.
- e) Encourage in every possible way the development and advancement of the public library.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Section 1. The order of business shall be conducted according to Robert's Rules of Order Newly Revised. Any procedure not covered by these bylaws shall be governed by the same.

ARTICLE VIII. AMENDMENTS

In order for these bylaws to be amended, the proposed amendment must be presented in writing to the County Judge by any member of the Libraries Advisory Board, Commissioners Court or the County Librarian. The County Judge will present the proposed changes to the Advisory Board at their next regular meeting for discussion. The proposed amended bylaws will be placed on a regular Commissioners Court meeting for action. The bylaws become effective after approval by the Commissioners Court.

These bylaws supersede the bylaws approved by the Fort Bend County Libraries Board of Trustees on December 12, 1995 and amended June 26, 2007.

*Approved by Commissioners Court
June 3, 2014*