PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM

BY-LAWS

Board of Trustees

I. Authority:
   A. Pursuant to the provisions of Sections 23-301 and 23-303 of the Education Article of the Annotated Code of Maryland, the Board of Trustees was created.
   B. The Board shall consist of seven (7) members, each to serve a term of five (5) years.
   C. Upon expiration of the term of each of the members, appointments to the Board shall be made by the County Executive from a list of persons submitted by the Library Board with the Council pursuant to the provisions of the County Charter.

II. Meetings:
   A. The Library Board shall hold meetings no less frequent than four times a year as stated in the Annotated Code of Maryland. The scheduled meetings shall be determined and agreed upon by the current members of the Board and made public for the specified period or entire calendar year.
   B. Special meetings may be called by the President, or upon the written request of two members for the transaction of business stated in the call for meeting. Notices of all meetings shall be mailed by the Secretary to all members at least five days before meeting.

III. Board Meeting Attendance:
   A. Any member of the Board of Library Trustees who fails to attend at least half of the scheduled meetings of the Board during any calendar year, unless excused, shall be considered to have resigned from the Board

IV. Committee Participation and Attendance:
   A. If a Board member cannot accept committee assignments, and/or if a Board member fails to attend three consecutive committee meetings, the member shall be notified in writing and asked if the member intends to remain on the Board. If the Board does not receive a reply, the County Executive shall be notified of the members failure to carry out the responsibilities of a member of the Board.

V. Quorum:

A. A quorum for the transaction of business shall consist of four members of the Board.

VI. Officers:

A. The officers of the Board shall consist of a President and Vice President who shall be elected at the January Board meeting and shall serve for one year and until their successors are elected. The Nominating Committee shall submit names of candidates at the Board meeting to be held in December. At this meeting nominations for all offices may be made from the floor. The election shall be by ballot for any contested office.

B. The president shall not serve more than two consecutive full years. The President may serve a third consecutive year if there are two (2) or more resignations or vacancies on the Board within the previous six (6) month period.

C. The President of the Board shall preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer.

D. The President shall be an ex officio member of all committees except the Nominating Committee and the committees to which the President is officially assigned.

E. The Vice President shall preside in the absence of the President. Should a vacancy in the office of Vice President occur prior to the October Board meeting, the Nominating Committee shall submit the name of a candidate for Vice President at the next Board meeting. Nominations can also be made from the floor at this Board meeting. Election to the Office of Vice President shall be made at this same Board meeting.

F. In the absence of the President and Vice President from the Board meeting, the members present shall select a temporary chairperson for the meeting.

G. The Director shall be the Secretary to the Board and shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notices of all Board meetings, and shall have custody of the minutes of other record of the Board.

VII. Committee:

A. Regular standing committees are as follows: Audit/Budget: Nominating; Personnel and Policy; Sites, CIP and Architect. Board members shall be appointed to these committees no later than the February meeting and shall serve until their successors are appointed.

B. Special committees for the study and investigation of special problems may be appointed by the President and shall serve only for the length of time needed to complete the special assignment.

VIII. VII. Amendments:

IX. By-laws may be amended at any regular meeting of the Board provided the amendment was stated in the call to the Board meeting and a majority of the entire Board approves.

Approved: February 12, 1964

Amended: October 14, 1970; November 11, 1971; May 15 1973;
September 13, 1973; November 8, 1973; September 18, 1975
May 17, 1990; October 11, 1990; February 8, 1966; February 10, 2005;
January 10, 2008; May 14, 2012; March 8, 2016.