

**BYLAWS OF THE VICTORIA PUBLIC LIBRARY
ADVISORY BOARD**

**Article 1
Purposes**

- 1.1 Library Administration. The Victoria Public Library is a department of the City of Victoria (hereinafter also the “City”) and is operated and administered by the City pursuant to an interlocal agreement with Victoria County. The Victoria Public Library Advisory Board (the “Board”) serves to advise the Victoria Public Library and act as liaison to the members’ respective appointing entities, as may be requested. The Library Director and all library personnel are employees of the City of Victoria and subject to its direction and oversight.
- 1.2 Purpose. The purpose of the Board is to advise the Victoria Public Library on matters pertaining to: (a) development of immediate and long-range policies and programs; (b) the annual proposed budget as established by library administration; (c) improvement and expansion of library services and facilities; and, (d) any other matters determined by the Library Director.

**Article 2
Membership**

- 2.1 The Board will be composed of eleven members selected as follows:
- a. Four (4) members will be appointed by the City Council;
 - b. Four (4) members will be appointed by the County Commissioners Court;
 - c. One (1) member will be either the President or designee from the Board of the Friends of the Victoria Public Library, a Texas non-profit corporation;
 - d. One (1) member will be the President or designee of the Bronte Club, a Texas non- profit corporation.
 - e. One (1) member will be appointed jointly by the City Council and the County Commissioners Court.
 - f. No appointee of the City or County shall be an elected public official.

**Article 3
Term of Membership**

3.1 City and County Appointees. Members of the Board appointed by the City or County, and the jointly appointed member, shall serve for a term of three (3) years beginning October 1st and ending September 30th, and may be re-appointed for a second term of three (3) years. Any departing Board member’s subsequent reappointment to the Board must follow the expiration of three (3) years after said member has left the Board. Any current board member whose term expires in 2025 shall expire on September 30, 2025. Any current board member whose term expires in 2026 shall expire on September 30, 2026.

3.2 Friends of the Library Appointee. The term of the Board member appointed by the Friends of the Library shall be set by the Friends of the Library.

3.3 Bronte Club Appointee. The term of the Board member appointed by the Bronte Club shall be set by the Bronte Club.

3.4 Resignation.

a. Any member desiring to resign from the Board shall submit his/her written resignation to the Chair of the Board.

b. Whenever a vacancy occurs during a term, the appointment filling the vacancy shall be to fill the unexpired term.

3.5 Attendance. Absence from three (3) regular meetings of the Board during a twelve (12) month period shall be deemed a resignation from the Board.

Article 4 **Officers**

4.1 Officers of the Board shall consist of a:

a. **Chair**, who shall serve only to preside at meetings of the Board and to represent the Board at ceremonial functions.

b. **Vice-chair**, who shall serve only to preside at meetings of the Board, when the Chair is absent, and to represent the Board at ceremonial functions when asked by the Chair.

4.2 Each officer shall be elected for a term of one (1) year. Elections shall be held at the earliest regular meeting of the Board following October 1st of each year.

4.3 Ad-Hoc Committees. Standing or special committees may be appointed by the Chair on approval of the Board from time to time to carry on the work of the Board.

Article 5 **Meetings**

5.1 Regular Meetings. Regular meetings of the Board shall be held quarterly. The Library Director or delegate shall prepare, after consultation with the Chair, a written agenda for Board meetings which summarizes all matters to be presented to the Board. Meeting notices and agendas shall be filed with the City Secretary's Office and published on the City's website. Meeting agendas shall be distributed by the Library Director or delegate to the Board members at least three (3) days before any meeting of the Board.

5.2 Special Meetings. Special meetings of the Board may be called by the Chair or the Library Director, in conformity with the notice and agenda processes and procedures set forth in Section 5.1 above.

5.3 Place of Meetings. All meetings of the Board shall be held at the Victoria Public Library, 302 N. Main, Victoria, Texas, unless otherwise agreed by the Chair and the Library Director.

5.4 Minutes. Minutes of all Board meetings shall be maintained by the Library Director or delegate.

5.5 Texas Open Meetings Act; City Ordinance. All meetings of the Board will adhere to the requirements,

provisions, and restrictions of the Texas Open Meetings Act and any applicable Ordinance of the City of Victoria.

5.6 Conduct of Meetings. The procedural conduct of all Board meetings shall be governed by the most recent edition of Roberts Rules of Order, to the extent they do not conflict with the requirements, provisions, and restrictions of the Texas Open Meetings Act. Such rules of order shall be advisory in nature, and any action approved by the Board in accordance with these by-laws shall be a valid, binding action of the Board regardless of any procedural error in its approval.

5.7 Code of Conduct. All Board members shall adhere to the ethical standards as set in the City's adopted Code of Conduct for Appointed Officials.

Article 6 **Quorum**

6.1 A quorum shall consist of six (6) Board members present and voting at any regular or specially called meeting of the Board. Official business may only be conducted with a quorum. If a quorum shall not be present at any meeting of the Board, the members may receive information about Board business, and may deliberate future action, but shall take no action. If a quorum shall not be present at any regular or special meeting of the Board, the presiding officer may nonetheless call the meeting to order and recess the meeting from time to time, without notice other than an announcement at the meeting, until a quorum may be present.

Article 7 **Voting Right**

7.1 A simple majority vote shall be required for passage of any official business.

Article 8 **Amendments to Bylaws**

8.1 These bylaws may be amended at any regular meeting of a quorum being present by a majority vote, provided a copy of the amendment has been provided to each member at least seven (7) calendar days before the meeting. Any such amendment shall be conditioned upon subsequent approval by the City Council.

Adopted May 14, 2024