

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM  
106 W. Fifth Street  
Jamestown, New York 14701

BOARD OF TRUSTEES  
BY-LAWS

**I. NAME.** The name of this board shall be the Board of Trustees of the Chautauqua-Cattaraugus Library System.

**II. PURPOSES.** To extend and improve library service for those areas not having public libraries, and to supplement the services of the local member libraries, as specified in the System's Plan of Service.

**III. GOVERNANCE.** The System is governed by Section 255 of the New York State Education Law, by all other applicable New York State Laws, the rules of the Board of Regents, the regulations of the Commissioner of Education, and these By-Laws.

**IV. MEMBERSHIP.** The board shall be composed of nine members; five of whom shall be residents of Chautauqua County; four of whom shall be residents of Cattaraugus County. One trustee shall at all times be selected from the Board of Trustees of the James Prendergast Library and one shall at all times be selected from the Board of Trustees of the Olean Public Library.

The board members shall be elected by the trustees of the member libraries of the Library System at the annual meeting, which shall be held in October of each year beginning 1961, the date of such meeting to be determined by the Board of Trustees. Each member library shall have one vote. Each member library shall be given at least two weeks written notice of the date of the annual meeting. Terms of office of the trustees shall be for a period of five years to commence on the 1<sup>st</sup> day of January following the date of election.

No trustee may serve more than two successive terms. No current, former or retired employee of the System or its member libraries shall be eligible for appointment and/or election as a System trustee.

If a Trustee fails to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, the Trustee shall be deemed to have resigned. In the event of resignation, death or inability of any trustee to serve, a successor shall be elected by the Board of Trustees to serve until the next annual meeting, at which time a successor shall be elected to serve for the unexpired portion of the term of said trustee whose vacancy is being filled.

**V. OFFICERS.** The officers of the board shall be elected at a special board meeting which shall be held immediately following the annual meeting of the trustees of the member libraries. The officers shall be as follows: President, Vice-President, Secretary and Treasurer. The term for any office shall be one year.

A. Duties of Officers

1. **President:** The President shall preside at all meetings of the Board of Trustees; shall serve ex-officio as a member of all committees; shall sign official documents; and shall exercise such powers as are authorized in these Bylaws or by the Board.
2. **Vice-President:** The Vice-President in the absence of or disability of the President shall exercise the powers and perform the duties of the President; shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the trustees.
3. **Treasurer:** The Treasurer shall have charge of the funds of the System and shall make a report of the status of the funds of the System at each regular meeting as well as such other financial reports as may be required. The Treasurer shall perform all other duties incident to the office of Treasurer. The Treasurer shall be covered by commercial fidelity bond.
4. **Secretary:** The Secretary shall keep minutes of all proceedings of the trustees; shall have charge of such other books and papers as the board may direct and shall perform all other duties incident to the office of Secretary.

**VI. FINANCIAL CLERK AND AUDITOR.** A Financial Clerk shall be appointed in accordance with Commissioner's Regulations. The Financial Clerk shall be responsible to the Board for the conduct of all fiscal matters related to the System's operations. Such management shall be subject to the policies of the Board and be in compliance with the Commissioner's Regulations. The Financial Clerk shall keep accurate books of account, showing receipts and disbursements. The Financial Clerk shall be covered by commercial fidelity bond. Each year, the Board shall employ an independent, licensed Auditor to examine the financial books of the System and report his/her findings to the Board. The cost for the Auditor shall be charged to the System.

**VII. THE DIRECTOR.** The Director is appointed by, and serves at the pleasure of the Board. The Director shall be considered the executive officer of the Library System and, under the direction and review of the Board, shall have sole charge of its administration. The Director shall attend all Board meetings and take part in discussion, but shall have no vote. The Director shall be responsible for the operation and maintenance of the Library System's property, for the efficiency of the System's services, and for the operation of the System under the financial conditions set forth in the annual budget. As executive officer, the Director shall be responsible for the employment, training, supervision, and direction of personnel in conformance with applicable law and regulations. The Director shall submit to the Board all reports requested by the Board. The Director shall actively assist all Board Committees in the planning and execution of their responsibilities.

**VIII. COMMITTEES.** The President is authorized to appoint such committees from time to time as he or she may deem necessary or advisable in connection with the working of the System. The President shall appoint a Nominating Committee which shall nominate candidates for Trustees and which shall report its nominations to the Board at the meeting of the Trustees preceding the Annual Meeting.

**IX. QUORUM.** A majority of the duly elected Trustees shall constitute a quorum for purposes of any regular or special meeting of the Board. In acting upon any resolution, a majority of these

trustees actually present and voting shall be necessary for the purpose of passing or rejecting any resolution.

**X. FISCAL YEAR.** The fiscal year of the System shall be from January 1 to December 31, of each year.

**XI. MEETINGS.**

- A. Regular. The Board of Trustees shall hold regular meetings in February, April, June, August, October, and December, the time and place thereof to be determined by the Board. The Board shall meet no less than six times a year.
- B. Special. Special meetings of the Board shall be held at the call of the President, the Vice-President, the Director or at least two members of the Board, upon giving at least three days' notice in writing prior thereto.

**XII. ORDER OF BUSINESS.** Business shall be conducted in accordance with the accepted rules of parliamentary procedure. Except as otherwise provided in the By-Laws, Robert's Rules of Order, newly revised, shall govern the proceedings.

**XIII. AMENDMENTS.** These By-Laws may be amended from time to time by the Board of Trustees in the following manners:

- 1. By notice to trustees of the proposed amendment in writing at least five days prior to holding of any regular or special meeting, at which time action upon said proposed amendment may be taken at said regular or special meeting, or
- 2. By proposing such amendment at any regular or special meeting after which said proposed change may not be voted upon or take effect until the next regular meeting of the Board.

In any event, a majority of the members of the Board of Trustees must approve such change in By-Laws in order to effectuate the same.

*Revised 2002, 2006, 2009*