

**BY-LAWS
WARREN COUNTY LIBRARY COMMISSION**

**Article I
Name**

Section 1. This organization shall be called the Warren County Library Commission, hereinafter “Commission”, by virtue of the provisions of the State of New Jersey Revised Statutes, Title 40, Chapter 33 *et. seq.*, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes. The Commission shall consist of five (5) members, appointed by the Board of County Commissioners of the County of Warren, hereinafter “County Commissioners” or “County Commission.”

**Article II
Objectives**

Section 1. Commission members will establish priorities, services, and policies for Warren County Library, and to oversee the general management of the Library.

**Article III
Officers and Members**

Section 1. The Commission shall consist of five members (5) except as provided below. On the first Commission one member shall be appointed for 1 year; one for 2 years; one for 3 years; one for 4 years and one for 5 years, and thereafter all appointments shall be for terms of 5 years, except in the case of appointments to fill vacancies occurring other than by expiration of term, which vacancies shall be filled in the same manner as appointments are made, but for the unexpired terms only. The County Library Commissioners shall serve without compensation.

Section 2. The officers shall be a Chair, Vice Chair, and Recording Secretary who shall be elected at the Annual Reorganization Meeting of the Commission. Officers shall be elected by a majority vote of the members present.

Section 3. Officers shall serve a term of one (1) year from the Annual Reorganization Meeting at which they are elected, or until a successor is elected by the Commission.

Section 4. Whenever a vacancy occurs prior to expiration of the unexpired term of an officer, the office shall be filled for the remainder of its unexpired term by election of a successor at the first regular meeting after the vacancy occurs.

Section 5. The Chair shall preside at all meetings of the Commission, shall approve meeting agendas, and may execute documents authorized by the Commission.

Section 6. In the event of the absence of the Chair at a meeting, the Vice Chair shall assume and perform the duties and functions of the Chair for that meeting. In the absence of both the Chair and Vice Chair, the Recording Secretary shall serve as Chair.

Section 7. The Recording Secretary shall sign copies of meeting minutes and resolutions approved by the Commission.

Section 8. The Library Director or designee shall keep a true and accurate record of all proceedings of Commission meetings; shall call the roll and record votes; shall issue notices of all meetings; shall have custody of the minutes and other records of the Commission and shall perform such other duties as directed by the Commission. Notices of regular meetings shall be posted in accordance with the Open Public Meetings Act (N.J.S.A 10:4-6 *et. seq.*). Notices shall also be sent to Commission members and the County Commissioners' liaison at least one (1) week in advance of the meeting and shall include the draft agenda for the meeting, the draft minutes for the previous meeting(s), copies of any correspondence received, and such reports as may be necessary for consideration of the agenda.

Section 9. The Library Director shall draft the meeting agenda and submit it to the Chair for approval at least one (1) week in advance of any meeting. The agenda and other meeting materials will not be posted to the Library website until approved by the Chair.

Section 10. Draft meeting minutes shall be presented for approval by the Commission at the next regularly scheduled meeting. Upon approval, the Recording Secretary shall sign the minutes, and the Library Staff shall post the approved minutes on the Library website in a timely manner.

Section 11. No individual officer or member of the Commission shall have authority to issue orders in the name of the Commission unless specifically empowered to do so by a majority of the Commission so voting at a regular or other duly authorized meeting of the Commission.

Section 12. No member of the Commission shall be employed by the Warren County Library.

**Article IV
Meetings**

Section 1. Regular meetings of the Commission shall be held each month, except in the months of July, August and December, subject to and in accordance with the provisions of the Open Public Meetings Act (N.J.S.A 10:4-6 *et. seq.*). In addition to the Commissioners, the County Library Director and Assistant Director shall attend.

Section 2. The Annual Reorganization Meeting shall be held in January of each year, and the reorganization and election of officers shall take place at that meeting. The date of the Reorganization Meeting shall be approved by the Commissioners at the final meeting of the prior year. The Library Director shall preside at the Reorganization Meeting until the Chairperson is elected.

Section 3. The time and place for regular meetings shall be established each year at the Annual Reorganization Meeting.

Section 4. The order of business for regular meetings shall generally conform to the order of business prescribed by these By-Laws, which may include, but is not limited to, the following items:

- (a) Call to Order
- (b) Open Public Meetings Act Statement [to be read by the Chair]
- (c) Roll Call
- (d) Pledge of Allegiance
- (e) Approval of minutes of prior meeting(s)
- (f) Public Comments on agenda items only
- (g) Resolutions – Financial
- (h) Communications to the Commissioners (cutoff day before meeting)
- (i) Old Business
- (j) New Business
- (k) Resolutions - Other
- (l) Reports
- (m) Public Comments – all matters
- (n) Commissioner Comments
- (o) Executive Session
- (p) Adjournment – by vote of Commission

While the By-Laws provide for the general structure and order of business, the inclusion, omission, or reordering of specific agenda items shall be at the discretion of the Chair, except upon objection of at least two (2) other members.

Section 5. A motion to adjourn shall always be in order and upon being seconded shall be decided without debate.

Section 6. Special or emergency meetings may be called by the Chair or at the request of at least three (3) Commissioners. Commissioners may call for a special or emergency meeting by a vote at a meeting, or by submitting individual letters to the Library Director. Notice of such meetings shall be provided in accordance with provisions of the Open Public Meetings Act (N.J.S.A 10:4-6 *et. seq.*).

Section 7. A quorum for the transaction of business at any meeting shall consist of three (3) members of the Commission.

Section 8. Voting on action items shall be conducted by roll call.

Section 9. Rules of decorum will be observed at meetings, per a separate Commission policy document.

Section 10. Meetings may be observed remotely via a virtual meeting platform established by the Commission, whenever available.

Section 11. Public comment sessions shall be opened and closed by a vote of the Commission members present. Public comments shall be limited to 4 minutes per speaker. Speakers may only speak once during a public comment session. Each public comment session will be limited to one hour, at which time the Chair will call for a vote to end the session.

Article V
Library Operations and Staff

Section 1. The Commission shall interview candidates and recommend appointment of a qualified County Library Director to the County Commission, in accordance with Warren County hiring practices.

Section 2. The Library Director shall be the Executive and Administrative officer of Warren County Library and shall, under these By-Laws and the Commission’s declared policies and rules, have general charge of the library.

Section 3. If the Library Director position is vacant, the Commission shall designate the Assistant Director, for the interim, to have the powers, duties, and responsibilities assigned to the County Library Director in these By-Laws, until the position is filled.

Section 4. In the temporary absence of the County Library Director, the Assistant Director shall attend to the details of the management of the Library subject to such instructions as may have been issued by the County Library Director to cover the interim.

Article VI
Committees

Section 1. Standing or special committees of the Commission shall be established and abolished by majority vote of the Commission for such purposes as the business of the Commission may require. Members of such committees shall be appointed by a vote of the Commission.

Section 2. All Committees shall act at the direction of the Commission. Unless specifically empowered by suitable action of the Commission, all Committees shall be advisory to the Commission.

Article VII
General

Section 1. An affirmative vote of the majority of the members of the Commission present constituting a quorum shall be necessary for the adoption or passage of any resolution, order or motion, unless noted elsewhere in these By-Laws. The Chair may move, second or vote upon a proposal before the Commission.

Section 2. If any appointed Commissioner shall fail to attend three (3) consecutive regular meetings without good cause during any twelve (12) month period, notice of such absenteeism

shall be provided to the County Commissioners for consideration for removal of said Commissioner.

Section 3. Any rule or resolution of the Commission, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand by a vote of a majority of members present.

Section 4. The By-Laws may be amended by a majority vote of all members of the Commission, provided written notice of proposed amendments shall have been sent to all members at least seven (7) days prior to the meeting at which such action is proposed to be taken.

Section 5. Questions of order, parliamentary procedure and the conduct of the business of the Commission shall be determined by the Chair, without debate, on advice and consultation of Legal Counsel. In the event these By-Laws are silent, conflicting, unclear or a question otherwise arises as to procedure or conduct of the meeting or the meaning, intent or interpretation of the By-Laws, Robert's Rules of Order may be consulted for general guidance and to aid in the resolution of any issue not provided under these By-Laws. Otherwise, any rules or parliamentary procedures for the conduct of the meetings provided under these By-Laws will control. Robert's Rules of Order shall not be binding on any matter or issue under these By-Laws or before the Commission.

Section 6. These By-Laws are adopted subject to, and intended to be consistent with, any applicable State law. In the event of a conflict or inconsistency between any provision of these By-Laws and any applicable law, such conflict shall be resolved in favor of the law, and the provisions of these By-Laws shall be construed to be consistent with the same.

Section 7. If any provision, word and/or any other part of these By-Laws or the application thereof to any person or circumstances shall, at any time, or in anyway, be determined invalid, illegal or unenforceable, the remaining aspects of these By-Laws, shall not be affected thereby and shall survive as if such unenforceable, invalid or illegal provision was originally not included in these By-Laws and the remaining aspects of these By-Laws shall be read logically to further the purposes expressed herein until such time as these By-Laws may be amended.

Article VIII Budget

Section 1. The Library Commission, with the assistance of the Library Director, shall formulate and establish such budgetary policies and procedures as it may deem necessary to carry out the Library's goals and objectives. The budget process shall be as follows:

- (a) The Library Director shall prepare an initial draft of the annual budget proposal for presentation to the Library Commission and/or such Budget or other Committee as the Commission may direct.
- (b) The Commission shall establish and approve an annual budget proposal in accordance with the County budgetary procedure.

- (c) The Library Director shall present the annual budget proposal to the County Commissioners for consideration for inclusion in the Warren County annual budget.
- (d) The Library Director shall present to the Commission the final Library annual budget approved by the County Commission.
- (e) A copy of the annual Library Budget and any periodic audits shall be made available on the Library website.
- (f) The Library Director shall make periodic reports to the Commission as to expenditures and remaining budget funds, with any recommendations for adjusting budget line items.
- (g) The Library Director shall make an annual report to the County Chief Financial Officer, setting forth in detail all County appropriations made to the Library, other public revenues received by the Library, all State aid received by the Library, all expenditures made by the Library and the balance of funds available. The Commission may direct that a draft of said annual report be disseminated to the Library Commission in advance for comment.

CURRENT BY-LAWS

The foregoing By-Laws of the Warren County Library Commission, as amended, having been submitted, in writing, to the Library Commission at a previous regular meeting on February 24, 2026, and formally presented for consideration at a duly held regular meeting of the Warren County Library Commission on March 24, 2026, and having been formally approved and adopted by vote of the Warren County Library Commission pursuant to Resolution 2026-06.

HISTORICAL NOTES

Amended September 22, 2009, Resolution 2009-20

Amended September 16, 2004