

WARREN COUNTY LIBRARY COMMISSION BY-LAWS

ARTICLE I NAME

Warren County Library Commission.

ARTICLE II OBJECTIVE

The mission of the Warren County Library is to provide high quality, cost-effective, modern library services to all qualified patrons of the Warren County Library. Library services are planned in accordance with the identified needs of the residents and are provided equally and without discrimination to all qualified patrons who adhere to the Library policies.

ARTICLE III MEMBERSHIP

The Commission consists of five members, appointed by the Board of Freeholders. On the first commission, one member was appointed for one year; one for two years; one for three years; one for four years; and one for five years, and thereafter all appointments are for terms of five 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 Warren County Library Commission shall serve without compensation. The Library Director serves as an ex-officio member of the Commission, who may attend all meetings but has no vote.

An honorary member may be appointed by a majority vote of the Warren County Library Commission at a regular meeting. An honorary member has the right to attend meetings and to speak, but not to make motions or vote.

ARTICLE IV OFFICERS

The officers of the Commission shall be a Chairperson, a Vice-Chairperson and a Secretary, each of whom shall be elected at the reorganization meeting in January and shall serve for one year, or until a successor is elected. The Library Director shall preside at the reorganization meeting until a Chairperson is elected. A majority of the Commission is required to elect.

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Officers of the Commission shall perform the duties prescribed by applicable New Jersey statutes; the parliamentary authority of the Library Commission; and in accordance with these bylaws.

ARTICLE V MEETINGS

The Board of Commissioners of the Warren County Public Library shall hold its annual reorganization meeting in January. A schedule of regular meetings for the calendar year shall be established at the January reorganization meeting. Special meetings can be scheduled by the Chairperson or by a majority of the Library Commission.

Three members of the Commission shall constitute a quorum for the transaction of business.

A favorable vote of a majority of the Commission is required for passage of any resolution or motion. The minutes shall record each member's vote.

ARTICLE VI ORDER OF BUSINESS

Agenda items for regular meetings shall include but not be limited by the following items:

1. Opening
2. Roll Call
3. Approval of Minutes
4. Communications
5. Public Comment
6. Directors Report
7. Old Business
8. New Business
9. Adjournment

Additional items may be added by any Commission member by giving a minimum seven calendar day notice to the Chairperson or Library Director.

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ARTICLE VII COMMITTEES

Standing or Special Committees shall be established by a majority of the Commission. The Chairperson shall be an ex-officio member of all committees.

ARTICLE VIII AMENDMENT

The bylaws may be amended at any regular meeting of the Library Commission by a majority vote of the Commission, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE IX PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall be accepted as authority in all parliamentary procedure.