



Stokes Brown Public Library Board By-Laws

I. Name and Purpose

- A) The name of this organization shall be the Board of Trustees of Stokes Brown Public Library (formerly known as the Board of Trustees of Gorham-MacBane Public Library).
- B) The purpose of the organization shall be to make the rules for the library and transact all business pertaining to the library in keeping with the Tennessee Code Annotated 10-3-101.

II. Membership

- A) The board shall consist of nine members appointed by the governing bodies of Robertson County and the City of Springfield as provided in the Tennessee Code Annotated 10-3-103.
- B) New board members shall be nominated in the March meeting and approved by the Library Board of Trustees in the May meeting. The nominees if approved by the governing bodies will serve a term of three (3) consecutive years. Board members shall not serve more than two (2) consecutive terms. After three years' absence from the board, the former member will be eligible to again serve as a Trustee. The board shall be a rotating board.
- C) In the event that a board member cannot fulfill their entire term, the library board will nominate a replacement to the funding body at the next library board meeting after the position becomes vacant. Time spent in an unexpired term does not count against a board member's term of service for purposes of determining eligibility for future terms.
- D) One seat on the Library Board shall be designated as a rotating appointment, alternating every six years between the City and the County. Each appointing body (City or County) may appoint an individual to serve up to two consecutive three-year terms, for a total of six years. After the completion of the six-year period, the authority to appoint to this designated seat shall rotate to the other body for the next six years, following the same term structure.
 - 1) If a vacancy occurs before the completion of the six-year term, the appointing body that made the original appointment shall appoint a replacement to serve the remainder of the unexpired term. This replacement shall not reset the six-year rotation schedule; the

appointing authority shall still transfer to the other body at the end of the original six-year cycle.

- E) The Nominating committee of the board shall recruit members to suggest as nominees to the appropriate funding bodies. No current employee of the library, close family member of a current employee, or anyone who has been employed by the library in the last six years is eligible for board service. Anyone ineligible for (re)employment with the library shall also be ineligible for board service.
- F) The distribution of the board seats shall reflect the constituency of the funding bodies in keeping with the Tennessee Code Annotated, chapter 10-3-103 (b) (1) (a); unless an Interlocal Agreement consistent with Tennessee Code Annotated, 5-1-113 exists which provides for a different distribution of board seats among funding bodies.

III. Meetings

- A) Regular meetings of the board will be held at the library the second Friday of the following months: July, September, November, January, March, and May at 10:00 am.
- B) Special meetings of the Board may be called by the chairman or upon written (letter or email) request of two (2) members, for the transaction of such business as shall be stated in the notice of the special meeting.
- C) Notice of meetings: Members shall be notified by mail, email, or telephone of each meeting. Adequate public notice of meetings will be posted in the library and other public places as appropriate.
- D) Quorum for the transaction of business shall consist of five (5) members of the board.

IV. Attendance

- A) Board members who must miss a meeting should notify the board chair in advance or as soon as possible.
- B) If the board chair determines that a member has missed three (3) consecutive meetings without good cause the situation will be brought to the full board for a vote. The board may recommend the removal and replacement of a member to the governing body by majority vote. The member will be notified of the decision by the board chair via e- mail. The vacancy will be filled by the governing body for the unexpired term.

V. Officers

- A) General. The officers of the board shall be Chairman, Vice-Chairman, Secretary, and Treasurer. A slate of officers will be presented by the nominating committee at the March meeting. They shall be elected at the May meeting each year and shall take office July first of that year. Each shall serve until the following July first or until successors shall be duly elected.

- 1) Chairperson: The Chair shall preside at all board meetings; appoint all committees; certify all bills approved by the board; authorize calls for any special meetings and generally perform the duties of a presiding officer. The Board Chair will have voting privileges but may not make motions
- 2) Vice-Chair: In the absence of the Chair, the Vice-Chair shall preside at the board meetings and otherwise perform the duties of the Chair.
- 3) Secretary. The Secretary shall keep a true and correct account of all the proceedings of the board meetings and shall notify the local governing bodies of any vacancies arising on the board and of the board's recommendations as to successor board members. In lieu of an elected secretary from the board, the Library Director will serve as an ex officio member of the board and act as Secretary. The Director, when serving in this capacity would not be counted toward a quorum nor have voting privileges.
- 4) Treasurer. The treasurer shall oversee library funds, sign checks at the board's authorization, and may be bonded to meet the requirements of the law. In lieu of an elected Treasurer, the library's accountant may serve as an ex officio member of the board and report library financial standings at each board meeting. The accountant, when serving in this capacity would not count toward a quorum nor have voting privileges.

VI. Committees

- A) Standing committees: Committees may be appointed annually by the Chair, as deemed necessary.
- B) Special committees: Special committees may be appointed by the Chair. Such committees will serve until the completion of the work for which they were appointed.

VII. Conduct

- A) Board members are expected to follow all federal, state, and local laws. In addition, members will adhere to the ASPA Code of Ethics. Violations will be handled on a case by case basis up to and including termination from the board by majority vote.

VIII. Rules of Order

- A) The board will follow Robert's Rules of Order as Modified for Small Committees for conducting business; including the modification of these by-laws.

IX. Public Comment

- A) A period for public comment will be included on agendas for board meetings in which there are actionable items; except those including a disciplinary hearing. Comments are limited to those that are germane to items on the agenda for the

meeting in which the public comment period is being held. Members of the public shall refrain from personal attacks, offensive or obscene language, and any speech which would be a violation of law.

- B) Directions for addressing the board will be included on publicly posted agendas as follows:

“Members of the public wishing to register in advance to address the library board regarding any item on this agenda should register at stokesbrown.org/about/governance/board_meetings/ no later than noon on the day prior to the meeting”.

- C) Required information will include full name, city of residence, telephone number, e-mail address, and agenda item to be addressed.
- D) The library director will process requests in the order in which they are received and will send confirmation notices via e-mail to registered parties. Ten spots are available on a first-come, first-served basis. The time for public comment will be limited to 2 minutes per speaker. The time allotted to public comment during a meeting will not exceed 20 minutes unless extended by board vote. The board may solicit additional public comment from members of the audience at the meeting if allotted time remains or anytime it may be helpful to decide matters affecting the library.

Adopted April 11, 1983; Revised 7/10/2026