

BYLAWS OF THE CRAVEN-PAMLICO REGIONAL LIBRARY

ARTICLE 1

POWERS

The Craven-Pamlico Regional Library is established under the legal authority of §153A-270 of the General Statutes of North Carolina and shall have all of the rights, powers and, duties, and be subject to the limitations and restrictions of Article 20, Part 1, §160A of the General Statutes of North Carolina.

ARTICLE 2

MEMBERSHIP

Membership of the Craven-Pamlico Regional Library (“Regional Library”) shall be Craven and Pamlico counties.

ARTICLE 3

TRUSTEES

3.1 General Powers: The Board of Trustees shall be the governing body of the Regional Library. The business affairs of the Regional Library shall be managed by the Board of Trustees of the Regional Library who shall be appointed by and will serve at the pleasure of the governing boards of their respective member.

3.2 Number, Term, and Qualifications: The Board of Trustees of the Craven-Pamlico Regional Library (“Regional Board”) consists of seven persons, providing equitable representation of each participating governmental unit as follows: three Trustees appointed by the Pamlico County Board of Commissioners, including at least one Pamlico County Commissioner; and four Trustees appointed by the Craven County Board of Commissioners, including at least one Craven County Commissioner. Trustees other than County Commissioners serve as library board members for their respective county libraries. The Regional Board members shall serve four-year terms on a staggered basis and no individual member will be appointed to more than two (2) consecutive terms. Effective July 1, 2020, members of the former CPC Regional Library Board of Trustees from the Counties of Craven and Pamlico may continue to serve as Trustees for the Regional Library pursuant to the terms outlined in the Interlocal Agreement for the Craven-Pamlico Regional Library. Any member of the Regional Board who is absent three consecutive meetings during the year is considered to have resigned and will be subject to being replaced.

3.3 Duties: The duties of Trustees consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine policy of the Regional Library; select and appoint a competent, professionally certified Regional Library Director; advise in the preparation of the budget, approve it and work to obtain the necessary funds; approve all budget amendments and all expenditures from reserve funds designated "CP"; provide and maintain adequate buildings and grounds; study and support legislation which will bring about the greatest good to the greatest number of libraries; cooperate with other public officials and boards and maintain vital public relations.

ARTICLE 4

MEETINGS

4.1 Regular Meetings: The regular meetings of the Regional Board shall be held on a quarterly basis on the third Tuesday in February, May, August, and November at 10:00 A.M. at the designated library in the region, or as directed by the Regional Board. The annual meeting shall be held at the time of the regular meeting for the month of August at the usual place. If the schedule of the regular meeting is changed, notice of a rescheduled meeting shall be mailed or emailed to all members at least seven days before the meeting.

4.2 Special Meetings: Special meetings may be called by the Chairman, or upon the written request of three Regional Board Trustees for the transaction of business stated in the call for the meeting. Notice should be given at least 48 hours in advance of the meeting in accordance with the provisions of the North Carolina General Statutes §143-318.12.

4.3 Emergency Meetings: Emergency meetings may be called by the Chairman or by a majority of Trustees in accordance with the provisions of §143-318.2 of the North Carolina General Statutes.

4.4 Quorum: A quorum for the transaction of business shall consist of four members of the Regional Board with both counties represented.

4.5 Remote Participation: Trustees who cannot be physically present at any Regional Board meeting may participate and vote at such meeting by telephone or teleconference as long as there is an effective means of simultaneous communication which ensures that the Regional Board Trustees can be heard by the Regional Board and any other individuals in attendance. If the Regional Board Trustees participating remotely cannot be seen, he or she must announce his or her name before voting or engaging in deliberations. Members so participating will be counted as present at the meeting.

ARTICLE 5

ELECTED AND NON-ELECTED OFFICERS & DUTIES

5.1 Elected Officers: The elected officers of the Regional Board shall consist of: Chairman and Vice-Chairman. The offices of Chairman and Vice-Chairman will rotate between the two counties or as determined by the CP Regional Library Board of Trustees.

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall serve or the members present may select a temporary chairman for the meeting.

5.2 Non-Elected Officers: The Regional Director may serve as Secretary to the Regional Board or, alternatively, the Board may appoint a Secretary to the Board. The Secretary to the Board has no vote. The Secretary of the Board is responsible for a true and accurate account of all proceedings of the Board meetings; issuance of notices of all regular meetings; and on the authorization of the Chairman, of all special meetings; and notifying the board of county commissioners of any vacancies on the Regional Board. The Finance Officer shall be appointed by the Regional Board and administer the finances of the Regional Library. The Finance Officer shall conduct his or her duties in

accordance with 7 NCAC 21.0306. The Finance Officer shall report to the Regional Director and the Regional Board.

5.3 Terms of Office: Elected officers of the Regional Board shall serve a two-year term.

5.4 Election: The Chairman or his or her designee shall conduct elections at the regular annual meeting of the Board.

ARTICLE 6

COMMITTEES

6.1 Special Committees: Special committees for the study and investigation of special problems may be appointed by the Chairman, such committees to serve until the completion of the work for which they were appointed.

6.2 Standing, Advisory, or Technical Committees: The Regional Board may establish such standing committees, advisory, or technical or otherwise, as it shall deem desirable for the transaction of its officers.

ARTICLE 7

ADMINISTRATION

7.1 Regional Director: The Regional Board shall select and employ a Regional Director and pay to him or her such compensation it shall deem necessary to carry out its duties and implement its projects, programs, or other functions. The Regional Director shall be considered the executive officer of the Regional Board and shall have sole charge of the administration of the libraries under the direction and review of the Regional Board. The Regional Director shall be held responsible for the direction of the staff, for the efficiency of service to the public and for the operation of the libraries under the financial conditions set forth in the annual budget. The Regional Director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.

7.2 Limitations: No member of the Regional Board or immediate relative of a board member or the Regional Director shall be considered for staff employment.

No member of the Regional Board or any administrative member of the Regional Library shall use the resources, business, finances or contracts of the Regional Library for personal use or profit.

7.3 Compliance: The Regional Board, its officers, and all CP Library staff shall comply with all applicable laws and regulations when performing their duties.

ARTICLE 8

FINANCES

8.1 Annual Budget: The Regional Board shall develop and approve an annual budget which shall be administered under the same provisions as units of local government (Chapter 159, North Carolina General Statutes) and all state funds will be administered by the Regional Library and expended throughout the Region as described in 07 NCAC 021.0202.

8.2 Deposits and Payments: The funds of the Regional Library shall be deposited in such bank as the Regional Library shall designate, and all payments (with the exception of those from petty cash) shall be made by checks. Checks and drafts shall be signed in the name of the Regional Library in accordance with the provisions of §159-25(b) of the North Carolina General Statutes.

8.3 Audits: The Regional Library, at least once each year, shall cause an audit to be made in accordance with the North Carolina Local Government Budget and Fiscal Control Act.

8.4 Bonds: The Regional Library shall cause fidelity bonds to be secured covering each of its employees who receives or disburses its funds in amounts deemed by it to be adequate.

8.5 Fiscal Year: The Fiscal Year of the Regional Library shall commence on July 1 of each year and shall terminate on the following June 30.

ARTICLE 9

PROCEDURES

9.1 Rules of Order: In all matters of parliamentary procedure not specifically governed by these bylaws, the UNC School of Government's Suggested Rules of Procedure for Small Local Government Boards shall apply.

9.2 Order of Business: The order of business at the regular meetings shall be as follows:

- Establishment of a Quorum
- Call to Order
- Pledge of Allegiance
- Invocation
- Public Comment (3 minutes with no questions)
- Approval of Agenda
- Consent Agenda/Financial Report
- Old Business
- New Business
- Regional Director's Report
- Comments/Announcements by Individual Trustees
- Adjournment

9.3 Amendments: The bylaws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.