

**BY-LAWS**  
**ONslow COUNTY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

**Article I: Members**

The Onslow County Public Library is a department of Onslow County Government. There are ten (10) members of the Library Board of Trustees who are each appointed by the Onslow County Board of Commissioners for three year, staggered terms. Board members shall not serve more than three consecutive terms. Terms expire on June 30<sup>th</sup> of the member's third year. There shall be at least one Board member representing the following townships or constituencies: Jacksonville, Richlands, Swansboro, White Oak, Stump Sound, Military, Retired Persons, and Minorities. There shall be two (2) At-Large members.

**Article II: Officers**

The officers of the Board shall be a Chairman, Vice-Chairman, Secretary, and Treasurer. These officers are elected by a majority vote of the Board to serve for one year.

The Chairman shall preside at meetings of the Board and serve as the spokesman for the Board whenever it is necessary. In the absence of the Chairman, the Vice-Chairman will assume the duties of the Chairman.

The Secretary shall keep minutes of all meetings and notify members in advance of each meeting that is to be held.

The Treasurer shall receive and maintain the financial records for all monetary assets for which the Library Board of Trustees is given oversight responsibility; ensure signature cards and other instruments of account access are kept current and reflect any changes in office holders which affect account access permissions; and provide a monthly report on changes in account or asset values as part of the regular monthly meeting.

**Article III: Duties**

Duties assigned by the Onslow County Board of Commissioners to the Library Board of Trustees are as follows:

1. To recommend to the County Board of Commissioners programs, policies, and regulations for the governance of the Library;

2. To make recommendations to the Commissioners concerning the construction and improvement of buildings and other structures for the library system, and to supervise and care for the facilities of the library system;
3. To recommend the appointment of a county librarian or director of library services to the Commissioners which recommendations must be in accordance with the Onslow County Personnel Ordinance;
4. To establish charges for failure to return, damage to, and loss of library materials, and to take other measures to protect and regulate the use of such materials;
5. To participate in preparing the annual budget of the library system;
6. To extend the privileges and use of the library system to non-residents of the County on any terms the Board may prescribe with the prior approval of the Board of County Commissioners.
7. To otherwise advise the Commissioners on library matters;
8. To make an annual report on the operations of the library to the Onslow County Board of Commissioners and to the North Carolina State Library as required by G.S. 125-51; and
9. To adopt such by-laws, rules, and regulations for its own guidance as may be necessary on approval of the Commissioners.

#### **Article IV: Meetings**

Regular meetings of the Board are the second Tuesday of each month at 4:00 p.m. at the Onslow County Public Library, Jacksonville.

A majority of members will constitute a quorum.

The first meeting of the fiscal year is an annual meeting at which officers are elected.

Special meetings may be called by the Chairman or by request in writing of three (3) Board members.

Failure of a Board member to be present at three consecutive meetings or five meetings in one year shall constitute resignation from the Board.

## **Article V: Committees**

The Chairman will appoint committees as the need arises. There are no standing committees of the Board.

## **Article VI: Amendments**

The by-laws may be amended by a three-fourths vote of the members at any meeting at which there is a quorum of members present.

## **Article VII: Adoption**

Adoption of these by-laws is by a two-thirds vote of the Library Board, subject to the approval of the Onslow County Board of Commissioners.

## **Article VIII: Conflicts of Interest**

1. No member shall seek to influence a decision, participate in any action or cast a vote involving any matter which is before the Board that may result in a private benefit to that member, his or her relatives to the second degree (i.e., first cousin), or the business interest of the member or his or her relatives to the second degree.
2. A member who believes a conflict of interest exists as described above shall declare the existence of the conflict to the Board and shall refrain from any deliberation on the matter.
3. A member who is unsure whether a conflict of interest exists shall declare the possible conflict and ask for a determination of the Board. A majority vote of the remaining voting members of the Board shall determine whether or not a conflict exists. Any tie vote shall disqualify the member from participating in the proceeding.
4. Any interested party in an appeal or case before the Board may challenge the standing of any member of the Board to hear the appeal or case on grounds of existence of a conflict of interest. Any challenge shall be supported by competent evidence prior to or immediately before the hearing. The Board shall hear and determine whether a conflict of interest exists by majority vote of the Board as provided above.
5. Members shall withdraw from participation under this section only in those specific instances in which a conflict of interest exists. There shall be no attempt to exclude entire categories of matters before the Board based on a member's business or profession.

Amended July 14, 1987

Amended March 14, 2006 by the Board of Trustees; Approved by the Board of County Commissioners on April 17, 2006

Amended August 12, 2008 by the Board of Trustees; Approved by the Board of County Commissioners on September 15, 2008