

Mattituck-Laurel Library

Bylaws

PREAMBLE

The Board of Trustees (hereinafter designated as the “Board”) of The Mattituck-Laurel Library, a corporation created through a charter granted under the provisions of Chapter 2008 of the Laws of the State of New York, 1903, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

BY-LAWS

1. NAME OF ORGANIZATION

- a. The name of the organization shall be the Mattituck-Laurel Library.

2. PURPOSE

- a. The purpose of the organization is to provide superior library service to the residents, adults and children, of the communities of Mattituck and Laurel.

3. FISCAL

- a. The fiscal year of the library shall be the calendar year.

4. BOARD OF TRUSTEES

- a. The policy making and governing body of the Mattituck-Laurel Library shall be known as the Board of Trustees. The Board shall consist of seven (7) members, elected for terms of three (3) years each. Newly elected members will take office at the regularly scheduled November Board meeting.
- b. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the President shall inform the absent Board Member in writing the conditions of this deferral.
- c. If a vacancy occurs on the Board of Trustees, such vacancies shall be filled by the vote of the remaining trustees. The nominating committee shall bring forth a candidate or candidates for the remaining trustees to vote on. The person selected shall serve out the balance of the unexpired portion of the term.

There shall be three (3) classes of Trustees on the Board as nearly equal in number as possible, one (1) class of which shall expire each year and terms shall always be for three (3) years. There shall be no limitation on the number of consecutive terms a trustee can serve.

- d. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of or attempt to supervise any library employee.

5. ELECTION OF TRUSTEES

Section 1.

Vacancies on the Board of Trustees will be filled at the Annual Election/Budget Vote at the Library. Candidates run at large, and are elected by plurality.

- A. The Board of Trustees of the Mattituck-Laurel Library shall at its regular June meeting:
 - 1. Set the date and time for the Annual Election/Budget Vote.
 - 2. Establish a date for the call for nominations.

Section 2.

- A. The call for nominations shall be a public announcement made in the local newspaper and posted in the Library.
- B. This public announcement shall include:
 - 1. The number of positions to be filled.
 - 2. The requirements for candidacy
 - 3. Where to obtain the necessary documents
 - 4. The requirements for completing nomination

5. Where to submit completed nominating petitions
6. The date for closing nominations
7. The date of Annual Election/Budget Vote

Section 3.

- A. The call for nominations shall be at least sixty (60) days before the Annual Election/Budget Vote
- B. The close of nominations shall be at least twenty-one (21) days after the call for nominations and at least thirty (30) days before the Annual Election/Budget Vote.
- C. No nominations by petition will be accepted after the close of nominations.

Section 4.

- A. Nominees for the Board of Trustees of the Mattituck-Laurel Library must be members of the Association (that is, all persons 18 years of age or older who are residents of the Mattituck Fire District or the Hamlet of Laurel and who hold a current Mattituck-Laurel Library card).
- B. Nominees must submit their names on an official Mattituck-Laurel Library Nominating Petition with the valid signatures of at least twenty-five (25) Association members.
- C. In order to be valid, signatures must be of Association Members and must include the address of the signatories.
- D. At the time of submission of their nominating petition, nominees may submit brief biographical sketches and statements about their qualifications. Such information is not a requirement for nomination. Nominees who submit such documents must accept the fact that the information provided may be released to the public.

5. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Treasurer, elected annually by the Board at the regularly scheduled November Board meeting. These officers shall serve for a period of one year.
- b. The duties of such officers shall be as follows:
 - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Board, serve

as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

- ii. The **Vice President**, shall execute documents authorized by the Board, and in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- iii. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall execute documents authorized by the Board, and shall perform such other duties as are generally associated with that office.
- iv. The **Treasurer** shall execute documents authorized by the Board, be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

6. DIRECTOR

- a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

7. COMMITTEES

- a. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- b. All committees shall make a progress report to the Board at each of its meetings.
- c. No committee will have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

- d. The President shall be, ex officio, a member of all committees.

8. MEETINGS

- a. Meetings shall be held each month, the date and hour to be set by the Board.
- b. A special meeting of the Board may be called at any time by the President or upon the request of three (3) members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- c. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- d. The preliminary budget for the subsequent calendar year, required for submission to the Mattituck-Laurel voters, shall be presented at the regular meeting in June, or if available, in May.
- e. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in January.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- g. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Approval of the Agenda
 - ii. Approval of Minutes of previous meeting
 - iii. Treasurer's Report
 - iv. Friends of the Library Report
 - v. Period of Public Expression
 - vi. Director's Report
 - vii. President's Remarks
 - viii. Committee Reports
 - ix. Old Business
 - x. New Business
 - xi. Adjournment

9. AMENDMENTS

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at one of the next four (4) regular Board meetings. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten (10) days prior to the voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.

10. PROCEDURE

- a. All procedures not specified herein shall be in accord with “Robert’s Rules of Order”, Revised.

Approved by the Mattituck-Laurel Library Board of Trustees March 2006

Revised by the Mattituck-Laurel Library Board of Trustees October 21, 2019

Revised by the Mattituck-Laurel Library Board of Trustees June 13, 2022