

## BYLAWS

### SCOTTSDALE PUBLIC LIBRARY BOARD

The purpose, powers and duties of the Scottsdale Public Library Board (“Board”) are established by ordinance and codified in Scottsdale Revised Code (“S.R.C.”) § 20-17. These bylaws, which shall constitute the rules and regulations for conducting the Board’s business, are authorized by S.R.C. § 20-17.

#### **1.0 Purposes**

1.1 The Library Board shall advise the city manager and the city council on general policy relating to the operation of the library. The recommendations of the Board shall be advisory only and shall not be binding upon the city manager or the city council.

#### **2.0 Membership**

2.1 The Board shall consist of seven (7) members appointed by the city council. Each member will be appointed for a term of three (3) years or until a successor is appointed. Terms shall commence on the date of appointment when the appointment is to fill an expired term or a vacancy arising from any cause other than expiration of term. The Board’s fiscal year shall end on June 30 of each year.

2.2 In the event a member of the Board is unwilling or unable to serve, or if any member is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six (6) month period, then the Chair shall notify the Mayor or the Mayor’s designee so that consideration of removal and replacement of the member may be scheduled for city council action. A member of the Board may be removed by the council at any time with or without cause. A member of the Board shall no longer serve and is considered to have resigned if the member is convicted of a felony or a crime of moral turpitude while serving on the Board. For purposes of this subsection, “moral turpitude” has the same meaning as set forth in S.R.C. § 16-3.<sup>1</sup>

#### **3.0 Officers and Elections**

3.1 Members of the Board shall elect a Chair and Vice Chair at their first meeting of the calendar year. By a show of hands or verbal vote, the affirmative vote of a majority of a quorum of the Board shall be required for the election of such officers. An officer may be removed from his or her officer position at any time by a vote of five (5) or more Board members. Whenever a vacancy occurs in any such office, it shall be filled in like manner, at a regular meeting or at a special meeting of the Board called for such purpose, and due notice shall be given to each member of the Board of the proposed election. Officers shall serve a term of one (1) year or until their successors are elected, or the remainder of the term when filling a vacancy. Officers who have served a full term of office may succeed themselves, but only for one (1) additional term.

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<sup>1</sup> Scottsdale Revised Code § 2-241.  
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3.2 The duties and responsibilities of each officer are described below:

a. Chair. The Chair shall serve as the Chief Executive Officer of the Board and shall act as a public spokesperson for the Board at public functions; shall notify the city council of vacancies on the Board; may from time to time call special meetings of the Board whenever it is deemed proper to do so; and shall perform all other duties as the Board elects.

b. Vice Chair. The Vice Chair will act in the place and stead of the Chair in the event of his/her absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him/her by the Board.

3.3 In the event all officers are absent, the remaining Board members may elect an Acting Chair to conduct that meeting.

3.4 Vacancies in any offices, which are created by any reason other than the expiration of a term, shall be filled for the unexpired term of the office by a vote of the Board. The election to fill such vacancy shall take place at the next regularly scheduled meeting following its occurrence or at a special meeting of the Board called for such purpose.

#### **4.0 City Representatives**

4.1 The Library Director for the City of Scottsdale shall serve as staff liaison to the Board and, as necessary, to any Board committee. The Library Director will provide the Board with reports and information about relevant matters and will assist in any necessary coordination between the City and the Board.

4.2 The city attorney, or designated representative, shall provide legal assistance as needed to the Board.

4.3 A Library staff member or designee will assist the Board by posting notice of all meetings, taking minutes, and preparing special correspondence as directed by the Board Chair.

#### **5.0 Meetings**

5.1 Regular meetings of the Board may be held at such time and place as the Board may from time to time prescribe. Regular meetings shall be held at least once a month of the calendar year unless waived by a majority of the Board at a public meeting. When it is determined between public meetings that a meeting should be cancelled for lack of a quorum or other reason, the Chair or if not available, the Vice Chair may so cancel by posting notification of cancellation at least twenty-four (24) hours prior

to the scheduled meeting at all legal posting sites in the City of Scottsdale. The Board may recess during the same timeframe as the City Council.

5.2 Special meetings of the Board may be called at any time by the Chair or at the request in writing of majority of the members of the Board. At least twenty-four (24) hours' notice of the meeting shall be given to each Board member. The staff liaison shall receive forty-eight (48) hours' notice of the meeting and shall give notice of the time and place of each special meeting at least twenty-four (24) hours before the meeting unless otherwise provided by law but shall whenever possible comply with the notice requirements pursuant to City of Scottsdale Administrative Regulation 121.

5.3 A quorum for any regular or special meeting shall be four (4) voting members. If at any scheduled meeting of the Board there are fewer than a quorum present, no meeting will be conducted.

5.4 If there is a quorum, the business of the Board shall be transacted by a majority of the members present and eligible to vote. As an example, if five (5) members are present and eligible to vote, the business of the Board shall be transacted by a vote of three (3) members. A member who is disqualified from voting due to a conflict of interest or the appearance of impropriety shall not be counted as present for the purposes of this subsection. Absent a conflict of interest or declaration of appearance of impropriety, Board members shall vote on a motion before the Board. A tie vote is not a vote of the majority of the Board. In the event of a tie vote, any member that voted in the negative may, in the same meeting, offer a motion to continue the item to a future meeting of the Board.

5.5 Meetings of the Board shall in all respects comply with the provisions of the Arizona Open Meeting Law found in Arizona Revised Statutes Sections 38-431 et seq., as applicable, and using the Principles of Civil Dialogue (as adopted by Resolution No. 9445) by genuinely listening, speaking respectfully and being accountable. Unless otherwise provided by law, public notice shall be given not less than twenty-four (24) hours prior to any meeting of the Board.

5.6 Agenda items shall be submitted by Board members to the Board Chair and the Library Director in the capacity as Staff Liaison. To be placed on the agenda, an item must fall within the scope, duties and purpose of the Board.

## **6.0 Agenda Items**

6.1 The agenda items at all regular meetings of the Board shall be as follows, unless otherwise determined by the Library Director and Board Chair:

- Call to order
- Open Call to Public
- Approval of minutes of previous meeting
- Statistical Report and Financial Report
- Library Director's Report

Old Business and committee reports  
New Business  
Adjournment

## **7.0 Rules and Amendments**

7.1 These Bylaws may be amended upon an affirmative vote of a majority of the Board members. No amendment shall be allowed, however, unless it has been proposed at a previous meeting and is reflected in the minutes of the meeting. Amendments regularly adopted shall become effective at the next meeting following its adoption by the Board, unless otherwise expressly provided by the Board.

7.2 When any question of parliamentary procedure arises, it shall be decided using Robert's Rules of Parliamentary Procedure as a guideline, unless otherwise specified in the Bylaws or the Scottsdale City Charter or ordinance.

## **8.0 Committees**

8.1 A committee of the Board shall not be created unless authorized by the city council prior to its creation. Any committee created by the Board following city council authorization may include only members of the Board unless the city council approves the appointment of a nonmember.

## **9.0 Interpretation and Conflict**

9.1 These bylaws are not intended to be in conflict with any state statute, city ordinance or resolution, and they are not intended to amend, annul, or abrogate any of them. In the event of any such conflict or variance, the statute, ordinance or resolution shall prevail.

CERTIFICATE

The undersigned, as Chair of the Scottsdale Library Board, does hereby certify that the foregoing Bylaws were duly adopted by the Library Board after due and proper notice, at a public meeting held on \_\_\_\_\_, 202\_.

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\_\_\_\_\_, Chair