ARTICLE I. NAME

Section 1. The name of this Library Board shall be the Chatham County Library Board of Trustees.

ARTICLE II. PURPOSE

Section 1. These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Live Oak Public Libraries (hereinafter Regional Library) and are intended to clarify local practices and the relationship of the Chatham County Libraries to the Regional Library. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Regional Library. If inadvertent conflict occurs, the Regional Library Constitution and Bylaws shall govern.

Section 2. The County Libraries shall furnish library service to the people of Chatham County as set forth in the Constitution and Bylaws of the Regional Library and under the regulations governing public libraries as set forth by the State of Georgia. The County Libraries shall offer a full program of library service to all citizens of Chatham County to meet their informational, educational, and recreational needs.

ARTICLE III. CONSTITUENCY

Section 1. The Chatham County Libraries are fully participating members of the Live Oak Public Libraries. Membership in the Regional Library provides the citizens of Chatham, Effingham and Liberty counties with reciprocal borrowing privileges in all libraries in the system.

ARTICLE IV. LEGAL AUTHORITY

Section 1. The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5 of the Official Code of Georgia Annotated.

ARTICLE V. CHATHAM COUNTY LIBRARY BOARD OF TRUSTEES

Section 1. The Chatham County Library Board of Trustees shall be composed of eight members, appointed by the governmental agencies financially supporting the library on a regular basis. The number of members to be appointed by each agency shall correspond with its share of funding provided to the library. The names of appointees and terms of appointments shall be sent, in writing, to the Library Director.

Section 2. The term of appointment shall be three years, with starting and ending dates corresponding to the state fiscal year. No members serve on the Chatham County Library Board for more than two successive three-year terms of office (six years).

Section 3. Any person appointed to the Chatham County Library Board must be a resident of Chatham County. If he or she moves his or her legal residence outside the county, he or she shall be replaced on the Chatham County Library Board.
Section 4. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a Chatham County Library Board member's term, the new appointee shall complete the unexpired term. This unexpired term shall be considered the first term of the new appointee.

Section 5. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

ARTICLE VI. OFFICERS

Section 1. The officers of the Chatham County Library Board of Trustees shall be a Chairman, a Vice Chairman, and a Secretary elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws and by Robert's Rules of Order. The duties of Treasurer shall be performed by the Library Director. The Board, at its discretion, may appoint the Library Director or his or her designee to serve as the Secretary.

Section 2. The officers are to be elected at the July meeting and their terms of office shall begin immediately upon election.

ARTICLE VII. COMMITTEES

Section 1. An Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

ARTICLE VIII. AMENDMENT OF THE CONSTITUTION

Section 1. This Constitution may be amended at any regular meeting of the Chatham County Library Board of Trustees by a three-fifths vote of the total membership, provided that notice is made in writing at least thirty days prior to the meeting, and provided that a quorum is present. All amendments to the Constitution shall be filed with the Library Director, who shall file amendments with the Georgia Public Library Service, Board of Regents of the University System of Georgia, immediately upon adoption.

Adopted:
Amended:
BYLAWS OF THE
CHATHAM COUNTY LIBRARY BOARD OF TRUSTEES

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The County Library Boards of Trustees are the organizations from which the members of the Live Oak Public Libraries Board of Trustees, the governing body of the Live Oak Public Libraries, are drawn.

Section 2. The Chatham County Library Board of Trustees shall set local policies and practices in matters on which Regional Library policy is silent, and in matters delegated to Chatham County Library Board of Trustees by the Regional Board.

Section 3. The Chatham County Library Board of Trustees shall review Chatham County Library budgets prepared by the Library Director, shall approve and adopt budget proposals, and shall present budget proposals and the libraries' fiscal needs to the supporting agencies.

Section 4. The Chatham County Library Board of Trustees shall discharge those duties delegated to it by the Regional Library. All formal actions of the Chatham County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Library for approval and recording at their next meeting.

Section 5. Staff of the Chatham County Libraries shall be considered an integral part of the Regional Library staff, subject to the same policies and line of supervision as all Regional Library staff.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chairman shall preside over all regular or called meetings of the Chatham County Library Board. He or she shall appoint all committees and shall be an ex officio member of all committees.

Section 2. The Vice Chairman shall preside in the absence of the Chairman. All other duties of the Vice Chairman shall be assigned by the Chairman.

Section 3. The Secretary shall record the official actions of the Chatham County Library Board, keep a record of attendance at Board meetings, and have the custody of the official minutes, which shall be housed in the administrative offices of the Regional Library.

Section 4. In addition to the local officers, eight members of the Chatham County Library Board of Trustees are members of the Regional Library Board. A member may hold a local office and serve as the Regional Library Board Member. The Regional Library Board Member must not miss three consecutive meetings of the Live Oak Public Libraries Board of Trustees.

ARTICLE III. MEETINGS

Section 1. The Chatham County Library Board shall hold four regular meetings during each fiscal year, including no less than one each calendar quarter in the months of January, April, July, and October at a time and location as designated by the Chairman.
Section 2. Special meetings may be called by the Chairman, or, in the Chairman's absence, by the Vice Chairman, for the transaction of business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

Section 3. Prior to each regular or called meeting the Library Director, or his or her designee, shall notify each member and appropriate staff of the date, time, and place of the Chatham County Library Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the Chatham County Board.

Section 5. All meetings must be open to the public and the news media, in accordance with the Official Code of Georgia, Annotated 50-14 et seq.

Section 6. The latest edition of Robert's Rules of Order, when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the Chatham County Library Board.

Section 7. Each member of the Board shall have one vote.

Section 8. Fifty-percent of Trustees shall constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these Constitution and Bylaws, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board. Only those members present may vote.

Section 9. The Library Director shall be notified in advance of all meetings of the Chatham County Library Board, its Executive Committee, or any of its committees. The Library Director, or a representative appointed by the Library Director shall be present at all meetings of the Chatham County Library Board, its Executive Committee, or any of its committees.

ARTICLE IV. REPORTS

Section 1. The Chatham County Library Board and/or staff shall submit all reports requested by the Regional Library to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Regional Library in an efficient and business-like manner.

ARTICLE V. ATTENDANCE

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled meetings.

Section 2. A letter reporting removal and specifying the cause shall be sent by the Secretary to the affected board member and to the appointing authority responsible for his or her appointment. The appointing authority shall be asked to appoint another representative to fill that member's unexpired term, notifying the Library Director in writing of action taken.
ARTICLE VI. AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the Chatham County Library Board of Trustees by a three-fifths vote of the total membership, provided that notice is made in writing at least thirty days prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Library Director, who shall file amendments with the Georgia Public Library Service, Board of Regents of the University System of Georgia immediately upon adoption.

Adopted:
Amended: April 2015