

Martinsburg- Berkeley County Public Library Bylaws  
Revised and Approved May 25, 2017

Article I - Name

The name of this organization shall be the Martinsburg-Berkeley County Public Library Commission.

Article II - Purpose

Section 1. The purpose of the Commission shall be to operate a public library for the citizens of Martinsburg and Berkeley County according to the provisions of an ordinance known as Chapter 36 of the Code of the City of Martinsburg.

Section 2. The Commission shall supervise the acceptance and expenditure of all money appropriated or collected for the library according to the second option offered under Section 36-3(c) of the above ordinance.

Section 3. The Commission shall appoint a professional librarian to act as its executive officer and to direct library activities in accordance with the State Plan and the procedural manual.

Article III - Membership

Section 1. The Commission shall consist of five (5) members.

Section 2. All members shall be residents of Berkeley County.

Section 3. The term of membership shall be for five (5) years from the first day of July following appointment or until such time as a successor can be appointed and qualified.

Section 4. Any member of the Commission who fails to attend three consecutively scheduled meetings of the Commission during any calendar year shall be considered to have resigned from the Commission.

Section 5. After July 1, 2017, the members of the Commission, as their terms expire, shall be appointed in the following manner. Two shall be appointed by Berkeley County Council for terms of five years, one shall be appointed by the Board of Education for a term of five years and two shall be appointed by the Martinsburg City Council for terms of five years.

Section 6. No appointment shall be filled by a sitting member of any of the appointing bodies.

Section 7. Vacancies in such Commission occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as original appointments, by the entity having been designated the appointment of the member whose absence has created the vacancy.

#### Article IV - Officers

Section 1. The officers of the Commission shall be as follows:

A. Chairman

B. Vice-chairman

C. Secretary

D. Treasurer

Section 2. Officers of the Commission shall be elected by the membership at the annual meeting in July.

Section 3. Officers shall hold their positions for one year and shall be eligible for re-election.

## Article V - Duties of Officers

Section 1. The duties of the Chairman shall be as follows:

A. To preside at all meetings, appoint all committees, call special meetings and generally perform all duties of a presiding officer.

Section 2. The duties of the Vice-Chairman shall be as follows:

A. To perform the duties and exercise the authority of the Chairman in his absence and also in the event of the Chairman's becoming incapacitated or vacating his office.

Section 3. The duties of the Secretary shall be as follows:

A. To keep true and accurate account of all proceedings of the Commission meetings.

B. To issue notices of all regular meetings and on the authorization of the Chairman, of all special meetings.

C. To have custody of the minutes and other records of the Commission

D. To notify the appointing bodies of any vacancies on the Commission.

Section 4. The duties of the Treasurer shall be as follows:

A. The Treasurer shall have charge of all library funds and income

B. To be present in person or by proxy to report on the state of library monies at each Commission meeting.

C. To prepare a report annually for the West Virginia auditor describing the library finances.

D. To assist the librarian in preparing an annual budget.

E. To pay by check bills against the Commission when co-signed by the librarian or other designated signee.

#### Article VI - Committees

Section 1. The Chairman shall appoint from time to time any committees that he or she may deem necessary to carry on the work of the Commission.

Section 2. Committees may also be appointed by a majority of the membership.

#### Article VII - Meetings

Section 1. Meetings shall be held monthly and at the call of the Chairman

Section 2. Special meetings may be called by the Chairman or by any Commission Member.

Section 3. Three members shall constitute a quorum

Section 4. Robert's Rules of Order shall be accepted as the authority in conducting meetings where it does not conflict with these by-laws.

#### Article VIII - Librarian

Section 1. The Librarian shall be considered the Executive Officer of the Commission and shall have sole charge of the administration of the Library under the direction and review of the Commission.

Section 2. The Librarian shall be held responsible for the care of the buildings and equipment, for the employment and directions of the staff, for the efficiency of the library' services to the public and for the operation of the library under the financial conditions set forth in the annual budget.

Sections 3. The Librarian shall attend all Commission meetings except those his or her appointment and/or salary is to be discussed.

#### Article IX - Amendments

Section 1. These by-laws may be amended at any regular meeting of the Commission when a quorum is present by a unanimous vote of those present and provided that the amendment was stated in the call for the meeting.