

Wynnewood Public Library

Bylaws

These rules are supplementary to the provisions of Oklahoma law as they relate to the procedures of boards of library.

Article I - Name

This organization is the Library Board of the **Wynnewood Public Library** located in Wynnewood, Oklahoma, established by the Oklahoma municipality of Wynnewood according to the provisions 11 O.S., §31-101 and exercising the powers and assuring the duties granted to it under said statute.

Article II - Membership

Section 1. Appointments and Terms of Office: The members of the library board shall be comprised of five members, appointed by the municipal governing body, to serve a term of three years.

Section 2. Compensation: No member shall receive compensation for board duties and attendance.

Section 3. Removal: The municipal governing body may remove any member for misconduct or neglect of duty.

Section 4. Vacancies: Vacancies shall be filled in the same manner as original appointments.

Article III - Meetings

Section 1. Meeting Attendance: Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Section 2. Meeting Schedule: The regular meeting of the library board shall be held Bi-monthly.

Section 3. Special Meetings: Special meetings may be called by the chairperson, or upon the written request of three members, for the transaction of business stated in the call for the meeting.

Section 4. Annual Meeting: An annual meeting date shall be designated by the board for the election of officers.

Section 5. Agendas and Notices: Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 6. Minutes: Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted.

Section 7. Quorum: A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 8. Open Meetings Law Compliance: All board meetings and all committee meetings shall be held in compliance with Oklahoma's open meetings law. (25 O.S., §§ 301 to 314)

Section 9. Parliamentary Authority: The rules contained in *Robert's Rules of Order*, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to the board.

Article IV - Officers

Oklahoma Statutes 11 O.S., § 31 - 103, requires the board only to elect a chair and secretary “and such other officers as they deem necessary.”

Section 1. The officers shall be a chair, a vice chair, and/or a secretary, elected from among the appointed trustees at the annual meeting of the board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

Section 2. A nominating committee shall be appointed by the chair three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of a three years from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The chair shall preside at meetings of the board, authorize calls for special meeting, appoint all committees, execute all document authorized by the board, and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and function of the chair.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of the secretary. The library director or a member of the staff may be designated by the board to perform any or all of the above duties.

Article V - Committees

Section 1. Nominating Committee: A nominating committee shall be appointed by the chair three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 2. Ad Hoc Committees: Ad hoc committees for the study of special problems shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI - Objective

Section 1. Each member of the Wynnewood Public Library Board shall strive to improve services to the residents of Wynnewood and Garvin County through awareness of constructive changes in libraries.

Section 2. The board may recommend fees to be charged by the library.

Section 3. The board shall have such powers and authority as may be provided by ordinances of the municipality.

Section 4. The board may recommend fines or suitable penalties for loss of, failure to return, or damage to library materials, subject to ordinances which the municipal governing body may erect.

Section 5. The board shall cooperate with other public officials and boards and maintain vital public relations.

Section 6. The board shall approve/change/ library policies as needed.

Article VII - Library Director

The library director is an employee of the City of Wynnewood and shall be considered the Administrative Officer for the library board. He/She shall have sole charge of the administration of the library, under the direction of the Mayor. He/She shall be responsible for the care of the building and equipment, the efficiency of the library's service to the public, and the operation of the library under the financial conditions set forth in the city budget. The library director shall act as technical advisor to the board. The library director shall be invited to attend all board meetings (but may be excused from closed sessions) and shall have no vote. The library director shall prepare such reports as the library board may require and shall attend all meetings unless excused by the library board.

Article VIII - Conflict of Interest

Section 1. A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest.

Article IX - General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chair may vote upon and may move or second a proposal before the board.

Section 2. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, in order to be valid, may be taken only at a meeting at which two-thirds (3) of the members of the board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These revised and updated bylaws were voted on and approved on 10-24-2022 and supersede any and all previous bylaws.