

BYLAWS FOR CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY

In accordance with Article 19A, Chapter 153 of the General Statutes of North Carolina, the Board of the Craven-Pamlico-Carteret Regional Library consists of twelve persons: three from each county, who serve as library board members for their respective county libraries and are appointed to the regional library board by their board of county commissioners, and a county commissioner from each county. The library board members shall serve four-year terms on a staggered basis and no individual member will be appointed to more than two (2) consecutive terms. Any member of the board who is absent three consecutive meetings during the year is considered to have resigned and will be replaced.

Meetings: The regular quarterly meetings of the regional library board shall be held on the third Tuesday in February, May, August, and November at 10:00 A.M. at the designated library in the region, or as directed by the CPC Regional Board⁶. The annual meeting shall be held at the time of the regular meeting for the month of August at the usual place.

Special meetings may be called by the chairman, or upon the written request of three board members for the transaction of business stated in the call for the meeting.

Notices of all meetings shall be mailed or emailed ⁶ to all members at least five days before the meeting.

Trustees who cannot be physically present at any Board meeting may participate and vote at such meeting by telephone or teleconference. Members so participating will be counted as present at the meeting. ⁶

Officers: Officers of the regional board shall be chosen for a two-year term at the regular annual meeting of the board, and shall be as follows: chairman and vice-chairman. The office of chairman and vice-chairman ⁶ will rotate among the three counties or as determined by the CPC Regional Board of Trustees. ⁶

The chairman of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the chairman, the vice-chairman shall serve or the members present may select a temporary chairman for the meeting.

The Regional Director shall serve as secretary to the board but has no vote. The secretary of the board is responsible for a true and accurate account of all proceedings of the board meetings; issuance of notices of all regular meetings; and on the authorization of the chairman, of all special meetings; notifying the board of county commissioners of any vacancies on the board.

Committees: Special committees for the study and investigation of special problems may be appointed by the chairman, such committees to serve until the completion of the work for which they were appointed.

Quorum: A quorum for the transaction of business shall consist of seven members of the board with each county represented.

Duties: The duties of trustees consist of carrying out conscientiously the powers given them. It is their duty and responsibility to determine policy of the library; select and appoint a competent professionally certified administrative librarian; advise in the preparation of the budget, approve it and work to obtain the necessary funds; approve all budget amendments and all expenditures from reserve funds designated "CPC"; provide and maintain adequate buildings and grounds; study and support legislation which will bring about the greatest good to the greatest number of libraries and cooperate with other public officials and boards and maintain vital public relations.

Regional Director: The regional director shall be considered the executive officer of the regional board and shall have sole charge of the administration of the libraries under the direction and review of the regional board. The regional director shall be held responsible for the direction of the staff, for the efficiency of service to the public and for the operation of the libraries under the financial conditions set forth in the annual budget. The regional director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.

Limitations: No member of the board or immediate relative of a board member or the library director shall be considered for staff employment.

No member of the board or any administrative member of the library shall use the resources, business, finances or contracts of the library for personal use or profit.

Order of Business: The order of business at the regular meetings shall be as follows:

- Call to Order
- Approval of minutes (either read or previously received)
- Financial Report
- Old Business
- New Business
- Director's Report
- Adjournment

Amendments: The bylaws may be amended at any regular meeting of the board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

⁶November 27, 2018

February 19, 2013

May 19, 1998

November 18, 1996

October 17, 1994

November 7, 1985