

**BYLAWS OF THE  
TAMPA-HILLSBOROUGH COUNTY PUBLIC LIBRARY BOARD**

**ARTICLE I - Name and Authority**

Section 1 - The name of this body shall be the Tampa-Hillsborough County Public Library Board (the "Board").

Section 2 - The Board is established pursuant to Chapter 84-443, Laws of Florida ("An act relating to Hillsborough County; creating within Hillsborough County, as a department of the County, a Public Library System...") which became effective October 1, 1984 (the "Special Act").

**ARTICLE II – Membership**

Section 1 - Appointment and Composition: Pursuant to the Special Act, the membership of the Board shall be appointed by the Hillsborough County Board of County Commissioners (the "BOCC") and shall be comprised of twelve (12) residents of Hillsborough County, with three members from each of the four county single-member districts.

Section 2 – Term: The Board members shall serve for staggered terms of three (3) years as specified in their respective appointment notices. Board members shall serve at the pleasure of the BOCC.

Section 3 – Resignation and Appointment to Fill Vacancies: A Board member may resign from the Board by written notice to the BOCC and to the Chair of the Board. An appointment to fill a vacancy, created by death, resignation, or removal of a Board member, shall be for the remaining unexpired term only.

Section 4 – Attendance: Board members shall regularly attend Board meetings and meetings of committees to which they have been appointed and shall serve faithfully as officers of the Board in the offices to which they have been elected.

Section 5 – Absenteeism: For an absence to be excused, the Board member must give notice to the Director or designee prior to the meeting from which the Board member will be absent. After the occurrence of two unexcused absences from regular and/or special Board meetings during a given operating year of the board, the Board member shall be notified in writing of his or her unexcused absences. Any Board member who has three unexcused absences from a regular or special Board meeting during a given operating year of the Board is subject to removal. The Chair shall provide written notice to the BOCC of such absences and recommend removal and shall provide a copy of any notice to the Board and to the member in question. The determination of whether such member shall be removed shall be made by the BOCC. For purposes of these Bylaws the term "Director" shall also include any appointed Interim Director.

Section 6 – Emeritus Appointment: The Hillsborough County Board of County Commissioners may, from time to time, by motion and approval of a simple majority designate an outgoing Library Board member as Member Emeritus in recognition of dedicated and meritorious contribution over a period of at least 10 years of continuous service. The Member Emeritus is an honorary, non-voting appointee, welcomed to attend Library Board meetings and give citizen input to the Library Board on agenda issues and activities. The Member Emeritus may also be called upon by the Library Board as a resource or asked to serve in an advisory, non-voting capacity in regard to special projects or issues.

**ARTICLE III – Meetings**

Section 1 – Schedule of Regular Board meetings and Notice: The regular meetings of the Board shall be held on the fourth Thursday of each month or such other date or location as shall be specified in the written notice of the Board meeting mailed to Board members. Notice of regular Board meetings shall be provided to members via email at least four (4) days prior to the Board meeting. Notice shall include the agenda, date, time and location of the meeting. The meeting shall also be posted for public notice in compliance with the requirements of Florida's government in the Sunshine Law.

Section 3 – Special Meetings and Notice: Special meetings may be called by the Chair or by action of a majority of the Board at any meeting at which a quorum is present. Notice of special meetings of the Board shall be given to Board members at least two days prior to the date of the special meeting (not including day of announcement). Such notice may be given verbally or in writing. Special meetings shall also be posted for public notice in compliance with the requirements of Florida’s Government in the Sunshine Law.

Section 4 – Emergency Meetings and Notice: Emergency meetings of the board may be called at any time by the chair, or in the absence of the Chair, by the Vice Chair, or when the circumstances dictate in the absence of the Chair and the Vice Chair, by the Director. Notice to the Board members of emergency meetings shall be reasonable under the circumstances and may be written or verbal. Notice to the public shall be that which is the most appropriate and effective under the circumstances. A Board member’s absence from an emergency meeting shall not count as an unexcused absence for purposes of Section 5 of Article II above.

Section 5 – Committee Meetings and Notice: Committee meetings may be called by the Chair of the Board or by a committee chair through the Director or designee. Notice of committee meetings shall be given in accordance with the requirements for notice for regular meetings set forth in Section 1 of this Article III. Should a need arise to cancel a Board meeting or committee meeting, whether for lack of a quorum or otherwise, the Director or designee shall notify the Chair, and the Chair shall have authority to cancel such a meeting.

Section 6 – Notice of Absence: Members who are unable to attend scheduled Board meetings or committee meetings must notify the Director or designee.

Section 7 – Director Absence: In the event the Director is unable to attend a scheduled Board meeting, the Director will notify the chair and appoint a member of Library Administration as the Director’s representative.

Section 8 – Quorum: A majority of the appointed membership of the Board shall constitute a quorum for the transaction of all business of the Board at any regular, special or emergency Board meeting. A majority of the members of any committee shall constitute a quorum at any meeting of that committee.

Section 9 – Absence of Quorum: In the absence of a quorum at any Board meeting, the members present shall function as a full Board, the Chair acting as the Chair of the full committee. If a 1/3 or greater of the committee members are present, the meeting agenda shall be followed and any actions taken by a majority of the members in attendance shall be presented to the Board at its next regularly scheduled meeting as recommendations for the Board’s consideration, as long as there is a quorum. If the number of committee members present is less than a 1/3 of the appointed membership of the Board, the members present may vote to follow the agenda or to postpone the agenda to the next regular meeting and adjourn.

Section 10 – Voting: Board members shall comply with the voting requirements of Section 286.012 Florida Statutes, as such may be amended from time to time.

Section 11 – No Proxy Voting: Board members who do not attend a regular, special, emergency or committee meeting in person may not vote or be represented by proxy at that meeting.

Section 12 – Order of Business for Regular meetings: The order of business for regular meetings of the Board shall be as follows:

- Call to order
- Roll call
- Reading and approval of the minutes

- Presentations from the public within designated time limits
- Committee reports
- Unfinished business
- New business
- Director’s report
- Adjournment

Changes in the order of business for a regular Board meeting will be at the discretion of the Chair with approval by the majority of the Board members present.

Section 14 – Parliamentary Procedure: *Robert’s Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the Board.

Section 15 – Minutes: Written minutes of all Board meetings and committee meetings shall be recorded and maintained for public inspection. Approved Board minutes are posted for public viewing via the Library web site, <http://www.hcplc.org/hcplc/thpl/board/>.

Section 16 – Open Meetings: All Board meetings and committee meetings shall be open to the public in accordance with Chapter 286 Florida Statutes.

Section 17 – Meeting Notices: Meeting schedules and agendas shall be made available to the public online via the Library web site.

#### ARTICLE IV – Duties

Section 1 – Duties Enumerated in the Special Act: The duties and responsibilities of the Board enumerated in the Special Act are given below:

- a) Serve in a recommending capacity to the Director and to the County Administrator in respect to all matters pertaining to the public library system and library services.
- b) Furnish information to and advise the Director in respect to the appropriate means and methods by which adequate library facilities and services may be provided to all residents of Hillsborough County.
- c) Recommend to the County Administrator the appointment and removal of the Director.
- d) Assist the Library Services Department in the evaluation of its operations.
- e) Recommend to the Director new and innovative methods for library operations and programs.
- f) Make continuing studies of all existing and future needs of the library system in respect to public library facilities and services.
- g) Review the financial position of the library system and make reports and recommendations for a sound, feasible program for financing the costs of said system.
- h) Keep constantly aware of public library standards, trends, regulations, and legislation.
- i) Formulate and recommend to the Director actions to raise the quality of service and utilization of professional and financial assistance from state, national, and other sources.
- j) Review with the Director all book and material selection programs, plans and policies to ensure that all views of the community are represented in the selection process. Further, work the Director in the preparation and adoption of written policies relative to the selection process within which the library staff must work.
- k) Promote and solicit bequests, donations, and contributions to the Public Library System and develop policies governing acceptance of such donations.
- l) Establish, promote and participate in a planned public relations program for the Public Library System. Interpret to the community, through the personal contacts and involvement of its members, the various services provided.

- m) Recommend to the Director contracts with the State of Florida, or any county or municipality thereof, or any non-profit library association relative to matters connected or associated with the operation of a public library or public library services and such other things as the Board deems proper.
- n) The Board shall, by its policies and/or Bylaws, establish an appellate procedure to hear and determine grievances and other complaints relative to the removal of books or other library materials from the library system. Final resolution of such complaints and requests shall be resolved by the Board pursuant to the philosophy that a library is to represent the views of the various interests of the community.

## ARTICLE V – Committees

Section 1 – Designation of Committees: Standing and special committees shall be appointed by the Board Chair including but not be limited to the following:

- Planning Committee
  - Long Range Planning Subcommittee
- Policies and Bylaws Committee
  - Internet Use Subcommittee
- Finance Committee
- Nominating Committee – three (3) members

Section 2 – Committee Chairs: The Board Chair shall appoint the chair of each committee except for the Nominating Committee. The Nominating Committee shall elect a chair from its membership by a vote of a majority of its membership.

Section 3 – Role of the Library Board Chair on Committees: The Chair of the Library Board shall be a member of all standing committees (except Nominating), entitled to vote only in case of a tie. All other committee members, including the committee Chair, shall each be entitled to one vote.

Section 4 – Absenteeism: For an absence to be deemed excused, the Board member must give notice prior to the regularly noticed committee meeting from which the Board member will be absent. The board member’s notice is to be given to the Director or designee. After the occurrence of two (2) unexcused absences from a regularly noticed committee meeting during a given operating year, the Board member shall be notified in writing of his or her unexcused absences. Any member of a committee who has three (3) unexcused absences from a regularly noticed committee meeting during a given operating year shall be removed from the committee by the Chair of the Board. Upon removal, the Chair of the Board shall appoint a new member to the committee.

## ARTICLE VI – Officers

Section 1 – Election: Every two years, the Board members, by majority vote of those members present and provided there is a quorum, shall elect from among their members a Chair, Vice Chair and Secretary who shall take office at the conclusion of the meeting.

Section 2 – Slate of Nominees: The slate of nominated officers to be voted upon shall be presented by the Chair of the Nominating Committee to the full Board at a regular meeting. Nominations from the floor will be sought prior to the elections.

Section 3 – Term: No member of the Board shall be permitted to serve more than two (2) consecutive years in the same office.

Section 4 – Duties of Officers: The duties of the Chair, Vice-Chair, Interim Chair and Secretary are set forth below:

- a) Chair—The Chair shall preside at all meetings of the Board, appoint all committees, call special or emergency meetings of the Board, and generally perform the customary duties of presiding officers of the Board. Vice-Chair—The Vice-Chair shall serve in the absence of the Chair and shall carry out the duties of the absent Chair.
- b) Interim Chairperson—In the absence of the Chair and the Vice-chair at any meeting of the Board, the members of the board who are present at the meeting shall elect one of their number to function as the Interim Chair during such meeting only. The Interim Chair shall perform the duties of the Chair at such meeting.
- c) Secretary—The Secretary or the Chair’s designee shall call the roll at each meeting, monitor attendance to ensure compliance with Section 4 and 5 of Article II above and review Board minutes prior to presentation to the Board for approval.

Section 5 – Vacancies: A vacancy in any office shall be filled from nominations from the floor at a special election to be held at the next regular or special meeting of the Board immediately following the occurrence of an officer vacancy. An officer elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

#### ARTICLE VII – Bylaws

Section 1 – Annual Review: The Board will annually review the Board’s Bylaws and policies then in force.

Section 2 – Amendments: Amendments to the Bylaws may be proposed by any Board member and shall be effective upon adoption by a majority vote of the Board members at any meeting at which a quorum is present, provided written notice of the proposed amendment(s) is mailed to all Board members at least four (4) days (not including day of mailing) prior to the meeting.

Section 3 – Effective Date: These Bylaws are effective on the date below, having been approved by a majority of the members of the Board at its regularly scheduled meeting and shall replace in their entirety any Bylaws previously adopted by the Board.

Approved by the Library Board on September 22, 2016