

LAWTON PUBLIC LIBRARY BOARD
BOARD BYLAWS
ADOPTED JANUARY 3, 2018

Article I – Name

This organization shall be called “The Lawton Public Library Board”. Its purpose is to advise the City Council, City management, and Library Director.

Article II – Officers

Section 1. The Board shall consist of five members each of whom shall serve a two year term and may be renewed. The City Council shall appoint the members of the Board.

Section 2. The officers shall be a Chairman and Vice-Chairman elected among the appointed members at the annual meeting of the Board.

Section 3. A nominating committee shall be appointed by the Chairman three months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 4. Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected.

Section 5. The Chairman shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 6. The Vice-Chairman, in the event of the absence or disability of the Chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairman.

Article III – Meetings

Section 1. The regular meetings may be held each month, the date and hour to be set by the Board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in May each year.

Section 3. Special meetings may be called by the Chairman, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of a simple majority of the current Board membership, present in the room.

Section 5. Conduct of meeting: proceedings of all meetings shall be governed by Roberts Rules of Order.

Article IV – Committees

Section 1. The Chairman shall appoint committees of one or more individuals each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – 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 Chairman may vote upon and may move or second a proposal before the Board.

Section 2. The bylaws may be amended by the 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.

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

Article VI

Members will abstain from voting on any matter in which they may have some financial interest.