

Randolph Free Library

26 Jamestown Street
Randolph, New York 14772

BY-LAWS OF THE RANDOLPH FREE LIBRARY

Article I – Tenure of Office of Trustees

1. The term of office of trustees shall be 5 years.

Article II - Officers

1. The officers of the Board shall be a President, a Secretary, and a Treasurer.
2. A nominating committee shall be appointed by the President as needed.
3. Officers shall be appointed at the last regular meeting of the library year by a majority vote of the Board.
4. All officers shall have the usual powers associated with their office.

Article III – Meetings

1. Regular meetings shall be held the 1st Thursday of every month from 4:00 5:00 P.M.
2. Special meetings shall be held at the call of the President or any three trustees.
3. A majority of the designated number of the Board shall constitute a quorum.
4. The order of business shall be as follows:
 - a. Roll call.
 - b. Review of Minutes of previous meeting
 - c. Review of Treasurers Report
 - d. Report of the Director
 - e. Periodicity report
 - f. Old/Unfinished business
 - g. New business
 - h. Adjournment
5. Vacancies among the officers shall be filled at an appointment at a regular meeting.

Article IV – Committees

1. The President of the Board shall appoint all committee members.
2. Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolutions of problems confronting the committee.
3. All committee actions are subject to approval by the majority of the Board.

Article V – Library Director

1. The board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
3. It shall be the duty of the Director to attend meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

Article VI - Amendments

1. These By-laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.

Approved by The Randolph Free Library Board of Trustees

Dated: _____