

BY-LAWS OF THE ELMA PUBLIC LIBRARY

ARTICLE I. NAME

The name of this organization shall be: "Board of Trustees of the Elma Public Library" existing by virtue of the provisions of the Laws of the State of New York, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II. MEMBERSHIP

Section 1. Pursuant to the requirements of New York State Laws regarding Libraries, the Board of Trustees of the Elma Public Library shall consist of seven voting members appointed by the Town Board to rotating 3-year terms.

Section 2. The library trustees shall be a resident of the Town of Elma.

ARTICLE III. OFFICERS

Section 1. All current and potential officers will be protected from discrimination on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, gender identity, military status, source of income or disability.

Section 2. The officers shall be a president, a vice president, a secretary and a financial officer, elected from among the appointed trustees. A simple majority of votes cast is necessary for election. In the event of a vacancy in office, a special election shall be held at the next regular meeting of the Board to fill the vacant office for the remainder of the unexpired term.

Section 3. The president 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 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the board and shall perform such other duties as are generally associated with that office.

Section 6. The financial officer shall be the disbursing officer of the Board, sign all checks and shall perform such duties as are generally associated with that office. In the absence or inability of the financial officer the duties shall be performed by such other members as a quorum of the board may designate.

ARTICLE IV. MEETINGS

Section 1. Regular meetings shall be held at least four times each year at the library.

Section 2. Special meetings may be held at any time at the call of the president or secretary or any two members of the board.

Section 3. A quorum at any meeting shall consist of a majority of the voting members of the board.

Section 4. Notice of all meetings, required and special, will be given in accordance with

state law.

ARTICLE IV. MEETINGS (Continued)

Section 4. Roberts Rules of Order shall govern the parliamentary procedure of the Board. The order of business shall include, but not limited to, the following:

- a. Call to Order
- b. Reports
 - Review of minutes of previous meeting
 - Financial reports
 - Report of the Director
 - Committee reports, if any
 - Other reports
- c. Nominations and elections, if any
- d. Old business
- e. New business
- f. Adjournment

ARTICLE V. COMMITTEES

Section 1. The president shall appoint committees of one or more members 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 or at the end of the year.

Section 2. No committee will have other than advisory powers unless, by action of the board, it is granted specific powers to act.

ARTICLE VI. LIBRARY DIRECTOR

The board shall appoint a qualified library director who shall be the executive and administrative office of the library on behalf of the board and under its review and direction. The director shall be a non-voting ex-officio member of the board, as executive director of the policies adopted by the board. The director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Buffalo and Erie County Public Human Resources Department.

ARTICLE VII. AMENDMENTS

These By-Laws may be repealed, amended, or added to by a majority vote of the 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 June 1, 1991,
Amended October 18, 1996,
Amended June 11, 2019
Amended June 11, 2024