Internal Policies
(a.k.a. Board By-laws)

Presented by Marion K. Bryant, Buffalo River Regional Library
Internal vs. External

Policies

External
(Staff, Public)

Internal
(Board)
Let's talk levels

Bylaws are the blueprint that describes how the library board operates.
## Chapter 3
### Public Libraries in Counties and Cities

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Legal Requirements

Who appoints?
Length of term
Number of members
Powers & Duties
## Legal Requirements

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Legal Requirements

- **Who appoints?**
  - Governing authority — city or county commission

- **Length of term**
  - 3 Years

- **Number of members**

- **Powers & Duties**
Legal Requirements

- **Who appoints?**
  - Governing authority — city or county commission

- **Length of term**
  - 3 Years

- **Number of members**
  - 7 to 11
Powers & Duties

- Direct all affairs
- Appoint Librarian
- Make and enforce rules
- Expend funds for training staff
- Accept donations
- Hold and convey realty
Writing the Bylaws

Keep it Short and Simple!
Essential Components

- 1. Legal Basis
- 2. Membership
- 3. Officers & their Duties
- 4. Meetings
- 5. Committees
- 6. Other?
Legal Basis

- Name of Board
- Location
- Reference State Law

This organization is the Board of Trustees of the Presley County Public Library, located in Elvis, established by the County of Presley on January 8, 1935, according to the provisions of Title 10 of the Tennessee Code, and exercising the powers and duties granted to it by statute.
Membership

- Number of Board Members
- Who appoints board
- Length of terms
- Date on which terms begin
- Required meeting attendance

Any trustee who fails to attend three consecutive regular meetings of the Board of Trustees and who fails to present an excuse satisfactory to a majority of the Board, shall be asked to resign. The vacancy will be filled by a vote of the County/City Commission.
Officers & their Duties

- Chair
- Vice-Chair
- Secretary
- Treasurer
Meetings

- **Date**
  
The board will meet bi-monthly, beginning in January, on a day selected by the members.

- **Quorum**
  
  A quorum consist of XX members of the board present in person.

- **Public Notice**
  
  Tennessee Code - Title 8, Chapter 44
Meetings

Order of Business:

1. Call to Order
2. Approval/Amendment of Agenda
3. Approval of minutes
4. Treasurer report
5. Committee reports
6. Directors report
7. Unfinished Business
8. New Business
9. Public Comment
10. Adjournment
Committees

Standing Committees

☐ Nominating
☐ Personnel
☐ Long Range Planning
☐ Policy

Ad-Hoc Committees:

☐ Any issue that requires research or extensive discussion can be referred to an ad-hoc committee
Other

- Mission statement
- Conflict of Interest statement
- No compensation statement
- Robert’s Rules of Order
Robert’s Rules of Order

Robert’s Rules for Small Boards

- Motions do not need to be seconded
- Can discuss an issue without a motion having been made
- Chair can make motions and vote
- Failure to follow such rules does not invalidate an otherwise legitimate action of the board
Review & Revise

- **Review:**
  - First meeting of fiscal year
  - New Member Orientation

- **Revise:**
  - Agenda
    - New Business: Revise Bylaws
Thanks for participating.

Good luck on the test!