By-laws of the Holston River Regional Library Board

ARTICLE I: NAME AND PURPOSE

The Holston River Regional Library Board, established in accordance with Tennessee Code Annotated, Section 10-5-101, et seq., as amended, consists of representatives from the following counties: Carter, Cooke, Greene, Hancock, Hamblen, Hawkins, Johnson, Sullivan, Unicoi, and Washington.

The mission of the Holston River Region is to provide for local direction, supervision and innovation in improving public library service to all people residing within the Region’s counties, and assist the Secretary of State and the Tennessee State Library and Archives in administering quality regional library service within the Holston River Region.

ARTICLE II: MEMBERS

a. The Holston River Regional Board shall consist of two (2) members from each county in the region.

b. At least one (1) member shall be elected by the legislative body of each county in a multi-county region for a term of three (3) years in accordance with the contract between the counties.

c. In accordance with the contract between the counties, the governing body of any municipality which contributes as much as one fourth (1/4) of the public funds available for the operation of a joint city-county system may elect one (1) of the two (2) members representing that county for a term of three (3) years. If more than (1) municipality is entitled to elect a member, these municipalities shall alternate in electing one (1) member for a three-year term.

d. In April, local library boards will be asked to propose nominees for election, by the appropriate commission or city, to be representatives on the regional board as replacements for members who are completing their final year of any term as representatives on the regional board. Those representatives will begin service on July 1.

e. A member failing to attend three regular consecutive meetings may be notified in writing and requested to resign.

f. A member shall represent and reside in the county or municipality from which the member was elected.

g. In the event that a member removes such member’s residence from the county or municipality from which the member was elected, the member shall thereby vacate such member’s office. In the event of any vacancy in office, a
successor shall be elected for the unexpired term at the next meeting of the governing body of the county or city in which the vacancy occurred.

h. Members shall be elected for no more than two (2) successive terms, but may be re-appointed after a three-year break in service.

i. Every member of the regional board who is not an active member of a county library board is hereby designated an ex officio member of such county board. A member of the regional library board may be an active member of a county library board. (*T.C.A. §10-5-102*) Ex officio board members may vote, serve as a quorum, serve as officers, enter into discussions and serve on committees of the local board. (See State Attorney General Opinions 86-194, 78-269, 79-277, and 98-114)

**ARTICLE III: OFFICERS**

a. The elected officers of the Board shall be a Chair and a Vice-Chair. Any individual elected to the position of Chair must have at least one year of service on the Board prior to installation as Chair. Their term of office shall be for one (1) year, coinciding with the State’s fiscal year and shall remain in office until their successors are elected and installed.

b. Officers shall be elected at the last meeting of the year to take office on July 1.

c. A vacancy in any office may be filled at any regular meeting of the Board, or at any special meeting of the Board to which the notice includes the intent to fill an officer vacancy.

d. No officer shall be elected for more than two successive terms.

e. The Regional Director or designated Regional staff member shall serve as Secretary to the Board.

**ARTICLE IV: DUTIES**

The Board’s duties and functions shall be as follows:

a. Review and concur in the appointment and/or removal of the Chief Administrative Officer of the Holston River Region;

b. Formulate and submit recommendations concerning the annual budget for the public library service within the Region;

c. Formulate recommendations on the long range plan and annual program for administering the public library service within the Region;
d. Review the activities performed in carrying out the annual program and submit comments and recommendations to the Secretary of State regarding all the activities of the Region;

e. All other duties, functions and responsibilities as set out in the Tennessee Code Annotated presently, and as amended, or as requested by the Secretary of State or the State Library and Archives, or as necessary for the functioning of the Holston River Region.

**ARTICLE V: MEETINGS**

a. The board shall meet at least four times per year on a date and time to be determined by consensus of the board. All members will be notified at least one week before the meeting.

b. Special meetings may be held at any time at the call of the Chair, provided that notice with the reason for the meeting thereof is given to all members at least one week in advance of the special meeting.

c. Adequate public notice of Board and committee meetings should be given.

d. All meetings of the Board and its committees shall be open to the public and shall be held in compliance with T.C.A. § 8-44-101, et seq., as amended.

**ARTICLE VI: QUORUM**

A quorum at any meeting shall consist of a majority of the appointed members in the region. Once a quorum is established at a meeting, it shall remain in effect until the meeting is adjourned.

**ARTICLE VII: COMMITTEES**

a. The Chair may appoint an Executive Committee to make such necessary decisions and recommendations as arise between regular Board meetings. The Regional Director shall be a non-voting member of the Executive Committee.

b. The Chair shall appoint a nominating committee at the 3rd quarterly meeting of the Board. It shall be responsible for the nominating of officers to serve, and shall report those nominations to the Board.

c. The Chair may appoint committees as needed including: Long-Range Planning for Regions, Minimum Standards and Library Compliance, and/or other committees for program review, investigation, or recommendations concerning relevant special library issues.
d. Each member of the committee must be notified by writing or other means of communication, of the time, date and location of such meeting at least five (5) days before the committee shall meet. The requirement for notice may be waived upon written agreement of all members of the committee.

e. A simple majority of any committee shall constitute a quorum of that committee. Once a quorum is established at a meeting, it shall remain in effect until the meeting is adjourned. Any act of the majority of a committee at which a quorum is present constitutes an act of that committee.

f. Each committee shall keep minutes of each meeting.

g. Any and all acts of any and all standing and special committees must be ratified by an act of the Board at the next scheduled meeting of that body.

h. The Chair shall be an ex officio member of all committees.

ARTICLE VIII: REGIONAL CHIEF ADMINISTRATIVE OFFICER

The Regional Chief Administrative Officer shall be the Chief Administrative Officer for the Board, acting in compliance with T.C.A. § 10-5-105, et seq., and all other appropriate state and federal laws, rules, and regulations.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the regional board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

ARTICLE X: RELATIONSHIP BETWEEN THE REGIONAL BOARD AND PARTICIPATING COUNTIES

The relationship between the Regional Library and the participating counties shall be as set forth in the Library Service Agreement developed by the Tennessee State Library and Archives and the Board's mission statement in Article I. It shall be as such to provide equal opportunity for the development of a unified system of exceptional public library service for all people of each county.

ARTICLE XI: AMENDMENTS

Amendments to these by-laws may be proposed at any regular meeting and will become effective after a majority vote at the next regular meeting at which a quorum is present. Any of the forgoing rules may be temporarily suspended by a unanimous vote of all the
members present at any meeting at which a quorum is present and the vote on such
suspensions shall be taken by yeas and nays and entered in the official record.

Adopted by majority vote on 1/11/18