

**BY-LAWS OF THE ASHE COUNTY PUBLIC LIBRARY ADVISORY BOARD  
REVISED 7/10/2023**

**ARTICLE I -- PURPOSE**

**Section I. 1.** The purpose of the Ashe County Public Library Advisory Board (ACPLAB) is to support the Ashe County Public Library in providing excellent library services to the residents of Ashe County, and to support the Appalachian Regional Library Board (ARLB).

**Section I. 2.** The ACPLAB is charged with providing recommendations to county authorities and to the ARLB, with advocacy for the library in Ashe County, and with aiding the local library and the ARLB planning process to support the library services of education, economic development, and quality of life.

**ARTICLE II -- MEMBERSHIP**

**Section II. 1.** The membership of the ACPLAB shall consist of a minimum of five (5), not to exceed twelve (12), members who are appointed by the Ashe County Commissioners for staggered terms. One member may be a County Commissioner who shall serve at the pleasure of the Commissioners.

**Section II. 2** Each member of the ACPLAB shall be appointed by the Commissioners to serve a term of four (4) years. The effective date of the appointment shall be at the conclusion of the July meeting.

**Section II. 3.** No member shall serve more than two (2) consecutive terms.

**Section II. 4.** In the event of a vacancy on the ACPLAB, the County Commissioners shall appoint a new member to serve the remainder of the unexpired term. Board members who are appointed to fill unexpired terms are eligible to be appointed for one (1) additional full term except that if a new member is fulfilling an unexpired term of less than 24 months, that member is eligible to serve two (2) additional consecutive full terms. All board members serve until their successors have been appointed.

**Section II. 5.** Members missing two (2) consecutive regular meetings shall be notified by the Secretary regarding their absences and requested to show reasonable cause for such absences. A member missing three consecutive regular meetings without just cause shall be deemed to have resigned from the ACPLAB. Notification shall be provided by the Chair to the Commissioners who shall replace the resigned member at the next regular scheduled meeting of the Commissioners. Such replacement shall be for the unexpired term of the resigned member.

**Section II. 6.** The President of the Ashe County Friends of the Library shall be considered an ex officio and voting member of the ACPLAB.

**Section II. 7.** The County Librarian and the Regional Director shall be non-voting members of the ACPLAB.

**Section II. 8.** Four (4) members of the ACPLAB shall serve on the Appalachian Regional Library Board as designated by the Ashe County Commissioners.

**Section II. 9.** In case of the absence from a Regional Board meeting of one of the Ashe Regional Board members, another local board member may serve as a voting alternate. In the event an Ashe member of the ARLB is unable to attend a meeting of the ARLB, the local Chair may designate a substitute member to attend such meeting. The substitute member shall be a member of the local library board and shall have all of the rights and privileges of an ARLB member while serving as a substitute member. The Chair of the local board, upon designating a substitute member for an ARLB meeting shall notify the Chair of the ARLB of such designation as far in advance of said meeting as is practicable. If the Chair of the ARLB is the one for whom the substitute member is designated, the Chair of the local library board shall notify either the ARLB Vice Chair or the ARL Director.

### **ARTICLE III – DUTIES AND RESPONSIBILITIES**

**Section III. 1.** The ACPLAB shall encourage adequate funding from the county to maintain and improve library programs, material, services, and staffing levels and compensation.

**Section III. 2.** The ACPLAB will participate in library programs to support and advocate for the value of the library.

**Section III. 3.** The ACPLAB shall keep abreast of library trends and standards.

**Section III. 4.** The ACPLAB shall make regular reports related to services and operations to the governing body of the county as conveyed by reports of the ARL Director of Libraries and/or the County Librarian.

**Section III. 5.** In collaboration with the Regional Director, the ACPLAB shall participate in the interview process for the Ashe County Librarian. The Search Committee for a County Librarian shall be made up of the Regional Director, three (3) members of the ACPLAB, one (1) Ashe County Public Library staff member, and one (1) other member of the library community at large. The ACPLAB shall have the opportunity to meet the final candidates before an applicant has been chosen for the position. The Regional Director, in consultation with the Appalachian Regional Library Board, shall appoint a competent and qualified County Librarian.

**Section III. 6.** The County Librarian or Regional Director shall review with the ACPLAB the annual local budget proposal, and the ACPLAB may make budget recommendations, before submission of the proposed budget to local authorities. The Regional Director, in consultation

with the regional Finance Officer, the County Librarian, and the ARLB Budget Committee, shall prepare the final annual budget and present it to the local authorities.

**Section III. 7.** Local board members will be notified before budget amendments are taken to the ALRB for final approval.

#### **ARTICLE IV -- OFFICERS**

**Section IV. 1** The officers of the ACPLAB shall be the Chair, Vice-Chair, Secretary, and such others as the Board may authorize.

**Section IV. 2.** Officers shall be elected annually at the July meeting. They shall assume office at the close of said meeting and shall continue in office for one year, or until their successors are duly elected and assume office.

**Section IV. 3.** The Chair shall preside at all meetings; shall authorize calls for and set the time and place for special meetings; shall appoint all committees and be an ex-officio and voting member thereof. The Chair shall execute all decisions approved by the board. The Chair shall act in coordination and cooperation with the Regional Director and the County Librarian in all matters concerning the Ashe County Public Library, and generally perform all duties associated with that office.

**Section IV. 4.** The Vice-Chair shall preside during the absence or disability of the Chairman and shall assume and at such time discharge all duties of the Chairman. In the case of a vacancy in that office, the Vice-Chair shall act as the Chair until a new Chair is elected.

**Section IV. 5.** The Secretary shall ensure that there shall be a true, accurate, and complete account of all proceedings of Board meetings and generally perform all duties associated with that office.

#### **ARTICLE V -- MEETINGS/QUORUM**

**Section V. 1** The ACPLAB shall meet bimonthly at a time and place designated by the Chair. Regular ACPLAB meetings shall not conflict with regular meetings of the Watauga County Public Library Advisory Board, the Wilkes County Public Library Advisory Board, or the Appalachian Regional Library Advisory Board. Special meetings may be called by the Chair, or a majority of the members, or the Regional Director, or the County Librarian, with 48 hours' notice. Emergency meetings may be called by the Chair or Vice-Chair because of generally unexpected circumstances that require immediate attention.

**Section V. 2.** All meetings of the ACPLAB shall be open to the public unless designated as closed meetings under the NC Open Meeting Statutes. Meeting times shall be made available to the public on the library's website.

**Section V. 3.** A majority of members at a meeting shall constitute a quorum for the transaction of business. Each member shall have one (1) vote. The presiding officer shall vote only in case of a tie. A simple majority vote by the members, a quorum being present, shall constitute the action of the ACPLAB. An ex officio member shall not be included in a quorum count but has voting rights.

**Section V. 4.** The Regional Director and County Librarian shall be required to attend each ACPLAB meeting.

**Section V. 5.** Written notice of regular meetings shall come from the office of the County Librarian and shall give seven (7) days or more notice prior to the meeting date.

## **ARTICLE VI– SUGGESTED ORDER OF BUSINESS**

Section VI. 1. Call to order

Section VI. 2. Additions, deletions, and approval of agenda

Section VI. 3. Approval of previous meeting's minutes

Section VI. 4. Correspondence and communications

Section VI. 5. Reports of standing committees

Section VI. 6. Reports of special committees

Section VI. 7. Unfinished business

Section VI. 8. New business

Section VI. 9. Report of the Friends of the Library President

Section VI. 10. Report of Regional Director

Section VI. 11. Report of County Librarian

Section VI. 12. Adjournment

A copy of the agenda is to be distributed to the members prior to the meeting. Additions or deletions to the agenda may be made by a majority vote of the members present.

## **ARTICLE VII -- GENERAL**

**Section VII. 1.** Any rule or resolution of the ACPLAB, whether contained in its Bylaws or otherwise, may be reviewed by the ARLB. If such rule or resolution is judged in conflict with the existing Regional Library Board Bylaws and/or contract, the rule or resolution will be deemed overruled.

**Section VII. 2** The Bylaws of the ACPLAB may be amended only with the approval of the Appalachian Regional Library Board.