

**AMENDED BYLAWS  
OF  
COZBY LIBRARY AND COMMUNITY  
COMMONS BOARD**

**ARTICLE I  
NAME**

The name of the organization shall be the Cozby Library and Community Commons Board, herein referred to as "the Board".

**ARTICLE II  
INTENT**

**SECTION 1:** The Board shall act in an advisory capacity to the City Council.

**ARTICLE III  
OFFICERS**

**SECTION 1:** The Chairperson, Vice-Chairperson shall be elected during the January Board meeting each year for a one (1) year term. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. In the event of a vacancy in the office of the Vice-Chairperson the Chairperson shall appoint a Board member to temporarily assume the duties of that office until the next regular meeting at which time an election will be held to fill such vacancy.

**SECTION 2:** The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Board shall elect a Chair-Pro Tem.

**SECTION 3:** The Recording Secretary of the Board shall be a staff member named by the City Manager or their designee. The Recording Secretary shall prepare and maintain minutes of all Board meetings.

**ARTICLE IV  
MEMBERS**

**SECTION 1:** The Board shall be composed of seven (7) regular members appointed by City Council in November, each of which shall be appointed for two-year staggered terms, four (4) members' terms expiring in even-numbered years and three (3) members' terms expiring in the odd-numbered years. Two (2) alternate members shall be appointed for two-year staggered terms, one (1) member's term expiring in even-numbered years and one (1) member's term expiring in the odd-numbered years. Each member shall be a qualified voter in the city and shall have been a resident of the City for at least twelve (12) months preceding the date of appointment. Members shall be appointed by the City Council in accordance with the rules and regulations governing Board appointments.

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**SECTION 2:** The Board shall also include two (2) non-voting, youth advisors which shall be appointed for one year by the members of the Library Board. Youth advisors shall have been a resident of the City for at least twelve (12) months preceding the date of appointment and shall be in the seventh (7<sup>th</sup>) through eleventh (11<sup>th</sup>) grade.

## **ARTICLE V MEETINGS**

**SECTION 1:** Regular monthly meetings of the Board will be held on the second (2<sup>nd</sup>) Thursday of each month at 6:30 p.m. in the 2<sup>nd</sup> Floor Conference Room of Town Center, 255 Parkway Blvd, Coppell Texas, unless otherwise designated. The Board shall hold such special meetings as shall be called by the Chairperson or upon written request of at least two (2) members of the Board or at the request of the City Council.

**SECTION 2:** The order of business for each meeting shall be as contained in an agenda prepared by the Library Manager or designated representative. (Formerly Board Chairperson) Any board member or citizen of Coppell may submit items to the Chairperson or Library Manager to be considered for the agenda within 96 hours of the meeting date and time.

**SECTION 3:** All meetings require a quorum of five (5) voting members. A voting member is defined as a regular member who has been appointed by Council or by an alternate member who is standing in to constitute a quorum. Youth advisors shall not be voting members of the Board.

**SECTION 4:** Five (5) voting members of the Board shall constitute a quorum for the purpose of transaction of business, and no action of the Board shall be valid or binding unless adopted by an affirmative vote of four (4) or more members of the Board unless otherwise authorized by the laws of the State of Texas.

**SECTION 5:** All meetings of the Board shall be open to the public unless otherwise permitted by law and shall be subject to the Open Meetings Act.

**SECTION 6:** The Board shall submit to the City Council a copy of the minutes of each regular and special meetings with a list of any members absent from such meetings.

**SECTION 7:**

- a) The City Council may review the attendance record of any Board and Commission member.
- b) Board members must give advance notice to the Chair or Staff Liaison if they will be absent from a regular or special called meeting for the absence to be considered as excused. If advance notice of an absence is not given, the absence will be designated unexcused.
- c) The office of the City Secretary shall notify the City Council of any Board or Commission member who has three absences of regular or special meetings, or if a Board member is absent for 25 percent of the regular or special called meetings within a 12-month period, excused or unexcused, the position will be considered for review by city council, and city council may declare the position vacant.

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If a regular Board member is absent for three (3) consecutive regularly scheduled meetings, or 25% of the regularly scheduled meetings within a 12-month period, said member shall be removed from the Board, and City Council shall fill the unexpired term.

**SECTION 8:** Should any member of the Board choose to abstain from voting on any question before the Board, where no declared conflict of interest exists, the abstention shall be recorded as an affirmative vote in favor of the motion pending before the Board in the official minutes of the Board.

## **ARTICLE VI POWERS AND DUTIES**

**SECTION 1:** The Board shall have the following powers and perform the following duties:

- A. Abide by applicable ordinances of the City of Coppell and follow the rules and regulations prescribed by the City Council for the conduct of its business.
- B. Adopt bylaws governing board actions, proceedings, and deliberations, subject to approval by the City Council.
- C. Act in an advisory capacity to the City Council, City Manager and Library Manager in matters pertaining to library services. Suggestions will be taken under advisement and decided upon by the Library Manager or designated representative.
- D. Promote library services to the community and cooperate with other governmental agencies and civic groups in the advancement of library services.
- E. Review policies that govern the operations of the library. (Formerly Review and/or recommend policies )
- F. Assist in interpreting the policies and functions of the Library to the public. (Formerly Library Department)
- G. Review the effectiveness of library services with the Library Manager.
- H. Assist in long-range planning and give input for improvement and expansion of library services and facilities and review and make recommendations to the City Council regarding the library's master and five-year plans.
- I. Unless deferred, provide annual Library Board reports to the City Council regarding its goals and objectives and its input for future library services.
- J. Show respect to one another, act with integrity, and maintain a professional demeanor with words and actions.
- K. Act as a board of review when authorized or requested by the adopted administrative policies of the City which govern Library operations.

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**ARTICLE VII  
AMENDMENT**

**SECTION 1:** These bylaws may be amended only by majority vote of the members of the Board, and approval of the City Council.

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