BY-LAWS

CAPE CANAVERAL PUBLIC LIBRARY BOARD

ARTICLE I MEMBERSHIP

In accordance with the provision of Sections 46-26 to 46-33 of the City of Cape Canaveral Code of Ordinances, the Library Board of the Cape Canaveral Public Library shall consist of seven (7) members appointed to the Board by the City Council.

ARTICLE II OFFICERS

Section 1. Officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary.

Section 2. The officers shall be elected by ballot at the first annual meeting in January, unless there is no January meeting, then the next meeting held, for a term of one year. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Section 3. The Chairperson shall perform the duties ordinarily performed by a Chairperson, including presiding at meetings and preparation of agendas.

Section 4. The Vice-Chairperson shall preside at any meeting in the absence of the Chairperson and shall perform any other duties designated by the Chairperson.

Section 5. One Board Member may be selected to serve as the Secretary and shall perform the duties ordinarily performed by a Secretary of the Board. A recording secretary, someone who is not a Board Member, may be appointed by the Board to record the minutes of the Board meetings.
ARTICLE III MEETINGS

Section 1.  The Cape Canaveral Public Library Board shall meet not less than twice a year on the second Thursday at 2:00 p.m. and more often as requested by the Library Director, with a minimum of 72 hours notice. Meetings shall be held at the Cape Canaveral Public Library Meeting Room.

Section 2.  A quorum for transaction of business shall consist of a simple majority (4 Members).

Section 3.  Order of business may be:
   Call to Order
   Approval of Minutes
   Chairperson's Report
   Report of Library Director
   Report of the Friends of the Library
   Public Input
   Old Business
   New Business
   Announcements
   Adjournment

Section 4.  Robert's Rules of Order, last revised edition, and shall be used as a guide for the parliamentary procedure of the Board.

ARTICLE IV AMENDMENTS

Section 1.  These by-laws may be amended at any regular meeting of the Board by affirmative vote of a minimum of four of the members present, providing the amendment was stated in the call for the meeting.

ARTICLE V ATTENDANCE

Section 1.  Members shall notify Library Director if they cannot attend a meeting.

Section 2.  If a member misses two (2) out of three (3) consecutive regular meetings, the Board may recommend to the City Council that the member's seat be vacated.

Revised and Approved 03-13-2014