

**Manhasset Public Library  
Board of Trustees  
By-Laws**

**Article I**

**Name**

The organization known as the Manhasset Public Library exists under the Absolute Charter #5160 granted by the Board of Regents of the University of the State of New York on behalf of the State Education Department, July 27, 1945. The Manhasset Public Library shall operate under the Education Law and related laws of the State of New York.

**Article II**

**Trustees**

**Section 1. Number of Trustees**

The Board of Trustees of the Manhasset Public Library shall consist of five (5) members. In accordance with the provisions of the Library Charter, one (1) member shall be elected each year at the Annual Trustee Confirmation Meeting of the Manhasset Public Library.

**Section 2. Vacancies**

In the event of a vacancy other than expiration of term, the remaining members of the Board shall appoint a replacement who will serve until the next annual election of Trustees.

**Section 3. Officers & Organization**

a) The officers of the Board shall be a President, a Vice President, and a Financial Officer, who shall be elected to hold office for one (1) year unless otherwise designated. In the event of a vacancy of an officer the remaining members of the Board shall elect a replacement who will serve until the next election of officers.

b) The President of the Board shall be elected for no more than two (2) consecutive terms; following a one-term (1) lapse, that same person may again be elected President. If the President's term falls during a period when the Library is undergoing construction or engaged in a special project, such circumstances will provide the exception to consecutive clauses. The decision to extend the President's term will be confirmed by a resolution in the Minutes.

c) The President of the Board, or in his or her absence, the Vice President, or in their absence, the Financial Officer shall act as Chair of the meetings.

d) The Secretary to the Board shall be appointed by the Board of Trustees. In the absence of the Secretary, the Board shall designate a Secretary pro tem.

e) Limitation of authority: No member or members of the Board shall act for or on behalf of the Board without express authorization therefrom.

## **Article III**

### **Meetings:**

#### **Section 1. Regular Meetings**

The Board shall hold meetings once a month, September through June, in the Library, on the third Wednesday of the month, at 7:30 p.m., or as otherwise determined by the Board, due notice of change to be posted in the Library.

#### **Section 2. Trustee Confirmation and Annual Organization Meeting**

Confirmation of the Board of Trustees will occur on the last regular meeting proceeding July 1 of each year. The annual organization meeting and previous Fiscal Year financial review shall be conducted upon completion of annual audit at the beginning of the new fiscal year.

#### **Section 3. Special Meetings**

Special meetings may be called by the President of the Board, or at the written request of three (3) members of the Board. Notice of such a meeting shall state the purpose for which the meeting is called, and such notice shall be given to all members of the Board at least 24 hours in advance of the scheduled meeting date.

#### **Section 4. Executive Sessions**

Under the law, the Board may hold executive sessions for purposes specified in the New York State Open Meeting Law.

#### **Section 5. Quorum**

A quorum for the transaction of business shall consist of three (3) members of the Board. A unanimous vote of a quorum shall constitute a legal vote.

#### **Section 6. Notice of Meetings**

Notice of meetings shall be given in accordance with the Open Meetings Law.

### **Section 7. Notice of Absence**

Attendance at scheduled Board meetings is essential to the efficient running of the Library. In case of impending absence, notify the Director and all fellow Trustees. (new section for Trustee review)

### **Section 8. Parliamentary Authority**

Robert's Rules of Order, Revised shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws, Education Law, and Regulations of the Commissioner of Education.

## **Article IV**

### **Committees**

#### **Section 1.**

There shall be no standing committees of the Board. Special committees for the study or consideration of designated topics may be appointed by the President, or at the request of a majority of the Board, shall be appointed by the President. These committees shall serve until the completion of the work for which they are appointed.

## **Article V**

### **Ratification & Amendments to By-Laws**

#### **Section 1.**

These By-Laws shall become effective on the date they are approved by the Board.

#### **Section 2.**

These By-Laws may be amended, repealed, or altered in whole or in part, by a four-fifths vote of the Board, provided notice of the proposed amendment(s) is included in the notice of the meeting; or by unanimous vote of all the Trustees in the absence of such prior notice.

*Revisions due July, 2022*

Approved/ update October 25, 2017

Revised 3/13/1998, 9/21/2016