

**BYLAWS OF THE BOARD OF TRUSTEES OF
THE HAMPTON LIBRARY IN BRIDGEHAMPTON**

Adopted: 1876
Amended: June 18, 1986
Amended: April 18, 1990
Amended: January 18, 1996
Amended: March 14, 1996
Amended: February 20, 1997
Amended: December 13, 2003
Amended: February 16, 2011
Amended: May 21, 2014

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OF THE HAMPTON LIBRARY IN BRIDGEHAMPTON**

Preamble

The Board of Trustees of The Hampton Library in Bridgehampton, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Secretary of State of the State of New York, May 23, 1876, and re-chartered by the Board of Regents of the University of the State of New York on January 12, 2010, shall be governed by the laws of New York State, the regulation of the Commissioner of Education and by the following bylaws.

Article I: Board of Trustees

Section I. The Hampton Library in Bridgehampton shall be governed by a Board of Trustees, hereafter referred to as the “Board”, consisting of no less than seven no more than nine Trustees of whom shall be qualified to vote, have their primary residence in and be elected by the voters in the Bridgehampton Union Free School District, or of whom shall be qualified to vote, have their primary residence in and be elected by the voters in the Sagaponack Common School District.

A. To assure that both school districts are served, effective October 1, 2014, there shall be three (3) Board members from the Sagaponack Common School District and six (6) Board members from the Bridgehampton Union Free School District.

B. Should the Board of Trustees reduce its size to seven (7) Trustees, there shall be two (2) Board members from the Sagaponack Common School District and five (5) Board members from the Bridgehampton Union Free School District.

C. Any change in the number of members of the Board of Trustees and the process by which such increase or decrease shall occur shall be by a vote of the majority of the Board of Trustees.

Section II. Each Trustee shall have one vote, irrespective of office held.

Section III. A Trustee must be present at a meeting to have his/her vote counted.

Section IV. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

Article II Election of Trustees

Section I. Eligibility

- A. Candidates for election to the Board of Trustees shall be qualified to vote, and have their primary residence in the Bridgehampton Union Free School District or the Sagaponack Common School District.

Section II. Terms of Office

- A. Trustees shall be elected for a term of three years by the voters residing in the Bridgehampton and Sagaponack School Districts. Commencing with candidates for election in 2014, Trustees elected to the Board of Trustees shall be elected for a term of three years and three months, commencing on October 1 and expiring on December 31 of the fourth calendar year. Once the term associated with a seat on the Board of Trustees has been aligned with the calendar year, all subsequent elections for that seat shall be for three-year terms, commencing on January 1 and expiring on December 31 of the third year.
- B. No Trustee shall hold office consecutively for more than four terms.

Section III. Election Date and Results

- A. Trustees shall be elected at the time of the budget vote, the date and time of which shall be determined by the Board of Trustees.
- B. Budget vote and election results shall be posted and released to local newspapers within twenty-four hours of the election.

Section IV. Nominating Procedure

- A. No later than six weeks before the date of the vote, public announcement should be made that nominations for candidates for election to the Board of Trustees are being sought. The public announcement shall be made in local newspapers and in the Library and shall include the number of Trustee positions to be voted upon; the eligibility requirements for candidacy; the required supporting materials to be submitted; where necessary materials can be obtained and where completed nominations are submitted; and dates for the close of nominations and the election.
- B. No later than six weeks before the voting date, a date for the close of nominations shall be set, at least 21 days following the public

announcement of the call for nominations. No nominations shall be accepted after the close of nominations.

Section V. Official Nomination Form

- A. Each candidate must submit his/her name on an official nomination form with a minimum of 25 supporting signatures of persons qualified to vote residing in the candidate's School District, Bridgehampton Union Free or Sagaponack Common.
- B. Candidates for election to the Board of Trustees shall be qualified to vote and have their primary residence in one of the two school districts served by the Library.
- C. Nominating Forms for Bridgehampton Union Free School District residents and for Sagaponack Common School District residents are available from the Office of the Library Director and the Office of the District Clerk of the respective District.

Section VI. Vacancies on the Board of Trustees

- A. If a vacancy occurs prior to the expiration of the term of a Trustee, the remaining Trustees have the authority to make a temporary appointment. This Trustee would serve until the next annual election at which time the seat will be subject to election.
- B. Should there be no qualified candidate following a call for nominations to fill a vacancy, the Board of Trustees shall have the right to appoint a Trustee who will serve until the next annual election at which time the seat will be subject to election.

Section VII. Any Trustee who fails to attend three consecutive regular meetings shall be declared to have vacated his/her seat pursuant to Section 226.4 of New York State Education Law unless a majority of all Trustees considers the absences excusable by secret ballot cast at the next regular meeting following the third absence. Such vacancy shall be filled as prescribed under Section VIII.

Article III: Officers

Section I. The Officers shall be as follows:

- President
- Vice-President
- Secretary
- Treasurer

Section II. The President, Vice-President, Secretary and Treasurer shall be elected at the January reorganization meeting, by the Board, by ballot, from among its members, and perform the duties of the office the reorganization meeting the following January.

A. In the event the office of President becomes vacant it will be automatically filled by the then sitting Vice-President. All other vacancies will be filled by the President until the next reorganization meeting.

Article IV: Duties of Officers

Section I. The President shall preside at the meetings of the Board and shall appoint the members of all committees, unless otherwise provided for in the Bylaws, or unless that power is specifically devolved to the committee chair in the resolution establishing the committee. The President shall be a member *ex officio* of all committees.

Section II. The Vice-President, in the absence of the President, shall perform all the duties of the President.

Section III. The Secretary shall be responsible for a true and accurate account of all proceedings of Board Meetings. In the absence of the President and the Vice-President, the Secretary shall preside over meetings and perform all duties of the President.

Section IV. The Treasurer shall see that the library maintains adequate and appropriate financial records, and make recommendations to the Board on the acquisition and disbursement of funds.

Article V: Director

Section I. The Director shall be the Executive Officer of the library and will be responsible for implementing the policies adopted by the Board. The Director shall have sole charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff and for the efficiency of library service to the population of the school districts. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director will attend all meetings of the Board.

Article VI: Meetings

- Section I. The Board will hold a regular meeting every month. The regular meeting of the Board shall be held at the Library. The schedule of dates and times of the meetings shall be approved at the Annual Organization meeting in January each year, or at such other date and time as may be determined by a majority of the Trustees present at the preceding meeting.
- Section II. Special meetings of the Board may be called at the President's discretion or upon the request of at least three Trustees directed to the President.
- Section III. Written notice of the time and place of a special meeting shall be delivered to each Trustee at least twenty-four hours before the scheduled meeting whenever possible.
- Section IV. Notice of special meetings must state the business to be transacted.
- Section V. The annual reorganization meeting of the Board shall take place directly before the regular meeting in January. The reorganizational meeting will include the election of officers, appointments, official actions and a review of the bylaws.
- Section VI. A quorum for both regular and special board meetings shall be a majority of the entire board.

Article VII: Executive Committee

- Section I. The President, Vice-President, Treasurer and Secretary shall constitute the Executive Committee, which shall be charged with the direction and review of the Director's and library activities.
- Section II. The Executive Committee may authorize the payment of bills, purchase of equipment, repairs to the building, and attend to other matters required to ensure the efficient operation of the library subject to review at the next regular Board Meeting.
- Section III. Actions undertaken by the Executive Committee must be unanimously supported by all Committee members or the action must be deferred to the next regular meeting or a special Board Meeting called to decide the matter.

Article VIII: Finance Committee

- Section I. The Committee is comprised of members versed in the financial and/or accounting field and will include: the Director and Treasurer; but not more than four members of the Board of Trustees, as not to exceed a quorum. After each meeting the Committee will report back the Board at large.

- Section II. This Committee shall meet at least quarterly, to review in-depth reports prepared by the Director.
- Section III. The Committee shall review the Library's policies governing financial internal control and make recommendations to the Board of Trustees concerning accounting recording and reporting policies as part of its duties.
- Section IV. At least twice a year, the Committee interacts with the Library's external auditor who is engaged to prepare the Library's annual audit, filings to the Internal Revenue Service and the New York State Attorney General's office.
- Section V. Annually, the Director will prepare an operating budget. The budget will be reviewed and discussed by the Finance Committee prior to its recommendation and presentation to the Board of Trustees at large.

Article IX: Buildings and Grounds Committee

- Section I. There shall be a Buildings and Grounds Committee which shall be responsible for the maintenance and repair of all physical properties of the corporation, including buildings and grounds, as required, and to report to the Board on these activities.
- Section II. The Chairperson of the Buildings and Grounds Committee shall be appointed by the President.
- Section III. The Chairperson of the Buildings and Grounds Committee may select up to two other members to serve on this Committee.

Article X: Other Committees

- Section I. The President may appoint special committees at any time from among the members of the Board.
- Section II. The President shall appoint a chairperson from among their number.
- Section III. All committee appointments expire with the call to order of the Annual Reorganization meeting, which shall be the first meeting of the calendar year in January.

Article XI: Fiscal Year

- Section I. The fiscal year of the library shall be the calendar year.

Article XII: Amendments

Section I. Amendments to these by-laws may be made by the majority vote of the Board at any regular meeting provided that the changes shall have been submitted at the preceding regular meeting and that a copy of the proposed changes is part of the meeting notice.

Article XIII: In Case of Dispute

Section I. In case of dispute, *Robert's Rules of Order* shall prevail.

Article XIV: Procedures for Preparation for Board Meetings

Section I. At least ten days prior to a scheduled meeting, the Board President and the Director shall confer, in person or by phone, to determine what items or business shall be on the agenda.

Section II. One week prior to the meeting, the Director shall distribute a packet for action at the meeting. That packet will include an agenda, the minutes of the previous meeting, a list of bills to be approved for payment, a financial report of the past month's activities, a statement of library activity and any additional information required by the Board in order to take action on items of old or new business.

Section III. The Board of Trustees of The Hampton Library in Bridgehampton empowers the Treasurer of The Hampton Library in Bridgehampton to pay ordinary and necessary utility, postal and general maintenance bills as they are received. The Board will review and ratify these bills at its monthly meeting.