

**BYLAWS OF
FINDLEY LAKE COMMUNITY LIBRARY, INC.**

Article I. Name

The name of this organization shall be the Alexander Findley Community Library, Inc.

Article II. Purpose

The purpose of this not-for-profit corporation is to provide library facilities and services for residents of the town of Mina. This corporation is formed exclusively for educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code.

Article III. Membership

Section I. Membership shall be comprised of those persons residing in New York State or who hold a valid Chautauqua-Cattaraugus Library system library card.

Section II. Voting members must be eighteen (18) years of age or older.

Article IV. Board of Trustees and Officers

Section I. The board shall consist of not less than five (5) nor more than eleven (11); each elected for a three (3) year term.

Section II. The elective officers of this board shall be president, vice president, secretary, and treasurer.

Section III. Officers of the board shall be elected at the annual meeting of the membership at large, said annual meeting to be held on the 2nd Saturday of June each year, and shall assume office on July 1 following their election. Officers shall serve for terms of one (1) year. The president, vice president, and secretary shall not serve more than four (4) consecutive one (1) year terms, without discussion and approval of the membership the treasurer shall not serve more than three (3) consecutive one (1) year terms, without discussion and approval of the membership. Any vacancy occurring in any office shall be filled by the board of trustees from the exiting membership of the board. The replacement office shall complete the unexpired term.

Section IV. A nominating committee shall be appointed annually by the board president and shall be composed of a chairman and two (2) other members, one (1) of whom shall be a member of the board of trustees. This committee shall be responsible for recommending a single slate of officers, as well as recommending trustees to the board to fill expired terms. Nominations may be made from the floor provided the consent of the nominee shall first have been obtained. If there is more than one (1) candidate for the same office, election shall be by ballot, and a majority vote shall elect.

Section V. Resignations from the board shall be made in writing. Any vacancies on the board shall be filled by the boards, and such appointment shall be for the length of the term vacated.

Section VI. In addition, the board may provide for ex-officio members and appoint committees as they deem advisable.

Article V. Duties of the Officers

The officers shall have the usual duties and authority exercised by officers of a not-for-profit corporation.

Article VI. Meetings and Quorum

Section I. The regular monthly meetings of the board shall be at a time and place designated by the board. A majority of the whole membership number shall constitute a quorum for the treasurer of business.

Section II. Special meetings of the board may be called by the president or at the request of any three (3) members of the board.

Section III. Attendance at board meetings shall be mandatory. Legitimate absences from meetings shall require notification in advance of the meeting. If any board member has two (2) consecutive unexcused absences, that member will be notified in writing. If a third consecutive unexcused absence occurs, the member may be removed from the board by approval of the membership.

Section IV. A meeting of the membership at large may be called at any time by the board; however, an annual meeting shall be held on the 2nd Saturday of June each year, at which time officers and new members of the board shall be elected. Notice of such meetings shall be posted in the library and printed in the local newspaper at least one (1) week prior to meeting. A majority of the members present and voting at the meeting constitutes a quorum.

Article VII. Policy

Section I. All rules, regulations, and policies governing the library shall be set by the board.

Section II. The librarian shall be elected by, and shall serve at the pleasure of, the board.

Article VIII. Amendments

The board of trustees shall adopt and amend the bylaws. Bylaws may only be amended by a two thirds (2/3) vote of the entire board of trustees. Proposed changes shall have been submitted in writing to each trustee at least two (2) weeks prior to the meeting at which action is taken.

Article IX. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, when not in conflict with these bylaws, shall govern the proceedings of the board.

Revisions:

- March 2000
- June 2005
- June 2009
- July 2016