

Safety Harbor Public Library

Library Advisory Committee Bylaws

May 7, 2003 accepted July 8, 2003

Revised June 20, 2006

ARTICLE I. NAME

The name of the committee is the "Library Advisory Committee."

ARTICLE II. PURPOSE

After establishment of the Library Department by Resolution (Resolution No. 80-43) on October 1, 1980, the Safety Harbor City Commission deemed desirable the establishment of a citizens' advisory committee to assist the Library Director and to act as a liaison between city government, the citizens, and library staff.

ARTICLE III. MEMBERSHIP

Section 1 - The City Commission appoints members to the Committee after receiving an application of interest, which can be obtained at City Hall or through the Library Secretary. The appointments are for (2) years. Newly appointed members serve the remainder of the term of the vacant position that they fill.

Section 2 - The Committee shall be comprised of five (5) regular members and one (1) alternate member, with the option that one regular member of the Library Advisory Committee may be between the age of 13 and 18 at the time of appointment, for a total of six (6) members, as stated in (Resolution No. 2006-10).

Section 3 - The City Manager or his/her designee (Library Director) is an ex-officio member of the Library Advisory Committee. This individual shall attend all meetings and act as a liaison between the Committee and the administrative staff and shall not have a vote.

ARTICLE IV. DUTIES

The Library Advisory Committee helps and supports the Library Director in the development of written policies governing library operations. It participates in efforts to obtain adequate funds to provide the best possible services to the community. They make recommendations concerning Library projects and publish reports concerning the Committee's recommendations and findings. They support the Director and the City

with representation at Library and City functions to increase visibility for the Library and to encourage public involvement and participation in the Library. The Committee is advisory and gives advice and direction as solicited, but has no decision-making authority.

ARTICLE V. OFFICERS

The Committee shall select a Chairman, a Vice Chairman, and a Secretary and shall establish rules of procedure, as it deems appropriate.

ARTICLE VI. MEETINGS

Meetings are held monthly at a time and place determined by the Committee. A quorum of three (3) members shall be sufficient to conduct business. Any member who fails to attend three (3) meetings within a calendar year without cause or without approval of the membership shall automatically forfeit membership and the City Commission shall fill the vacancy. All members, including the alternate, shall notify the Library Director / Director's Office prior to the meeting if they are not going to attend the meeting and the reason for the absence. If one of the regular members is absent, the alternate member shall sit as a voting member of the Committee. The City Manager or his / her designee (Library Director) has no voting authority. An agenda for the meeting will be submitted to the City Clerk and mailed to the Committee members the week prior to the meeting. Minutes will be taken by the secretary and will be approved by the Committee and signed by the Chairman or Vice-Chairman and the original copy will be sent to the City Clerk to be filed.

ARTICLE VII. COMMITTEES

Committees may be assigned as necessary and be guided by the LAC Committee, and shall provide a written report to the members.

ARTICLE VIII. BYLAWS

Bylaws may be amended by a quorum vote of the Committee. The Committee may amend the Bylaws as needed but will review the Bylaws every four (4) years from the date of the last amendment.

Revisions

June 12, 2005--Meeting day changed

May 15, 2006 by City Resolution-Changed membership composite to 'youth or adult' for 5th member