



## **CITY OF MANASSAS PARK LIBRARY ADVISORY BOARD BYLAWS**

### **Article I - Charter**

The Manassas Park governing body (the “Governing Body”) established the Manassas Park City Library (the “Library”) as a public library on March 4, 2020 by adoption of Ordinance 20-1700-1048 (the “Ordinance”), which is codified as Article IV of Chapter 17.1 of the Code of the City of Manassas Park, Virginia (the “City Code”). The Ordinance also created the Library Advisory Board (the “Board”), with five members appointed by the Governing Body, and serves as the foundational law for the Board. Pursuant to the Ordinance, the Board serves as an advisory board to the Governing Body, the City Manager, the Director of Parks and Recreation, and the Library Director for matters relating to the conduct, improvement, and support of the Library. The Ordinance directs Board members to establish such bylaws, rules, and regulations for their own guidance and the City Code, as may be expedient, consistent with applicable law.

### **Article II - Board Members**

The Board shall consist of five (5) members, serving without pay, but necessary expenses incurred may be paid from the library budget to the extent that funds are available. The members of the Board shall be appointed by the Governing Body.

#### **(a) Term of Office**

The term of office of the members of the Board shall be for 4 years or until their successors are appointed and qualified. In accordance with the Ordinance, the terms of office for the initial Board members will be staggered, to ensure that the term of at least one member will expire each year. Board members are limited to two consecutive 4-year terms, unless a vacant term is unable to be filled by June 1<sup>st</sup>. Board members who have served two consecutive 4-year terms can reapply after 2 years.

#### **(b) Vacancies**

When a vacancy on the Board occurs in any way other than by the expiration of a term, the vacancy will be filled by the Governing Body for the remainder of the unexpired term.

#### **(c) Removal of Members**

The Governing Body may, in its discretion, remove any member of the Board for misconduct or neglect of duty.

#### **(d) Annual Meeting**

At the first meeting following the annual installation of one or more new full-term members, the Board shall elect from its membership a Chair and Vice-Chair.



**(e) Quorum**

A majority of the members of the Board shall constitute a quorum for the conduct of the Board's business.

**(f) Officers**

The Board shall elect a Chair and Vice-Chair annually to serve for the city fiscal year, July 1 through June 30. The Library Director shall serve as the ex-officio Secretary of the board.

**Article III - Duties of Officers**

**(a) Chair**

The Chair shall conduct all meetings of the Board and appoint committees. S/he shall represent the Board as spokesperson needed for official functions, attend the Manassas Park Governing Body meetings as requested/needed, and sign required documents on behalf of the Board. S/he shall be an ex-officio member of all committees.

**(b) Vice-Chair**

The Vice-Chair shall substitute for the Chair in his or her absence.

**(c) Secretary**

The Library Director (an ex-officio member of the Board) shall serve as the Secretary. The Secretary shall keep minutes of all board meetings and maintain a complete file of correspondence of concern to the Board and shall perform such other duties as the City Manager or the Director of Parks and Recreation may determine.

**Article IV - Meetings**

The Board shall meet on the first Thursday of the month, or another day agreed upon by the majority of the members, at least once per fiscal year quarter for a minimum of four times a year, and at such other times as deemed necessary by the Chair and upon adequate notice being given to all members. Any member who misses three consecutive meetings or three meetings within a fiscal year will be considered to have resigned his/her position as a member of the Board.

**(a) Rules of Order**

Robert's Rules of Order, newly revised, shall be the final authority as to parliamentary procedure insofar as it does not conflict with any provision of these bylaws.

**(b) Amendments**



These bylaws may be amended at any regular or special meeting of the Board by a two-thirds vote of the members present. A copy of the proposed amendment shall be provided to each member of the Board not less than thirty days prior to the meeting at which the amendment shall be submitted for adoption. After adoption, a copy of the amendment shall be mailed to the Virginia State Librarian and the Governing Body.

Adopted: 3/30/2020

Updated: 3/06/2025