**The East Central Arkansas Regional Library ~~System~~
BYLAWS
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**Article I--ORGANIZATION**

Section 1--The name of this organization shall be the East Central Arkansas Regional Library System, organized by Ordinance #Q81-29, December 22, 1981. Its members*/subsidiaries* are the membership of the Cross County Library and the Woodruff County Library Boards of Trustees as appointed by the respective County Judges.

Section 2--The county libraries were established under Act 244 of the Acts of Arkansas of 1927. The Woodruff County Library was reorganized in compliance with Arkansas Act 742, Ordinance # 19-A, April 17, 1978. The Cross County Library was reorganized on February 20, 1978, Ordinance # 78-5. The Regional System complies with Arkansas Code Section 13-2-Subsection 9, “The Regional Library System Law”.

Section 3--The County Libraries, in accordance with Act 244 of the 1927 legislature, shall be located in the County Seat of each county.

Section 4—These bylaws shall serve as the Bylaws of the County Libraries participating in the regional system.

 **Article II--PURPOSE**

Section 1--The object of this library system is to meet the educational, informational, and recreational needs of the people of the region, to coordinate with the educational work being performed by other agencies, to act as a central distributing agency through which region-wide library service may be provided, and to encourage legislation and public support of region-wide library service.

 **Article III--BOARD MEMBERSHIP**

Section 1— County Library Trustees are appointed by the County Judge of the respective county, according to their fitness for office. Pursuant to the Arkansas Constitution, Trustees must be sworn into office within 10 days of their appointment. It is the responsibility of the County Clerk to insure that such appointments are reported to the Arkansas Secretary of State.

Section 2--The county boards shall be composed of five members and each shall serve a term of five years. Per Ordinance #Q81-29, December 22, 1981 creating the ECARL Regional Board, it shall be composed of the Chair of each county board and two members elected by each county board from its membership.

Section 3--Vacancies for County Library Trustees are filled by appointment made by the County Judge. Recommendations for same should be made to the County Judge prior to the date of appointment. Pursuant to state law, Trustees must be sworn into office no later than 10 days from the date of their appointment. It is the responsibility of the respective County Clerk to report appointments to the Arkansas Secretary of State pursuant to the State Constitution.

Section 4—Pursuant to the Arkansas Code, 13-2-904, any trustee who shall not attend three (3) consecutive meetings of the regional library board without reasonable explanation shall be subject to removal by the municipal or county body which is the appointing authority.

Section 5-- Per Arkansas state law, Trustees shall not receive remuneration for their service but shall be eligible to receive reimbursement for expenses incurred in conducting the business of their office. Expenses shall be reimbursed on forms provided by and submitted to the Regional Librarian. Mileage rates shall not exceed the current Standard Mileage Rate for business travel as set by the U.S. Internal Revenue Service. Other travel expenses shall not exceed the current allowable amounts set by the U.S. General Services Administration.

Section 6—The Regional Library Trustees shall have the powers and responsibilities as set forth in the Arkansas Code 13-2-905*.*

 **Article IV--OFFICERS**

Section 1—Pursuant to state law, each County Library Board shall elect a Chairman,In the absence of the Chairman, the remaining members shall elect a chair to preside over the meeting. The chair of the Board or the membership may delegate presiding authority to the Regional Librarian on a temporary basis. The Chairman shall be selected by usual parliamentary procedure at the January meeting. The Regional Librarian or his designee shall act as secretary and shall attend all meetings.

The Regional Library Board shall elect a Chair, Vice-Chair and Treasurer at its February meeting by usual parliamentary procedure.

Section 2—The Chairman shall preside at all meetings and perform the duties generally assigned to the office. He shall call meetings when he deems it necessary or requested by a member of the Board. He shall appoint all standing committees.

Section 3—Pursuant to the Arkansas Code, 13-2-905, the Regional Board shall employ a Regional Librarian, holding an MLS *or MLIS* degree from an American Library Association accredited institution. The Regional Librarian shall keep the minutes and perform the duties generally assigned to this office as directed by the Code. As required by the Arkansas Code, 14-14-1201, the Regional Librarian, as disbursing officer, shall obtain a surety bond, the cost of which shall be covered by the Regional Library.

Section 4—The Trustees and the Regional Librarian, as public officials, are subject to the provisions of the Arkansas Code 14-14-1202 regarding the ethics of public officials upholding the public trust, including any related criminal or civil charges for violations of the provisions of the Code.

Section 5--It shall be the duty of the Board to take the initiative in determining policies of the library. They shall be responsible for the relations of the county library to the Regional Library and the Arkansas State Library.

**Article V—FINANCE**

Section 1—Operating budgets shall be adopted by each board prior to be beginning of its operating (fiscal) year. All funds of the system and the libraries shall be appropriated in the plan specified in the operating budgets of the system and the libraries.

Section 2—The Regional Librarian is the disbursing agent for the Board/s and has the authority to make purchases and contract for services within the budgeted expenditures as set by the Board/s.

Section 3—Non-budgeted expenditures of more than $1000 must be approved by the respective board. Non-budgeted expenditures of ~~less than~~ $1000 or less may be made by the Regional Librarian provided that they are reported to the respective Board at *or by* their next meeting.

Section 4-- The Regional Librarian may transfer funds within budgets, but must report such transfers to the board at *or by* the next regular meeting of the board.

Section 5—All employees are employees of the regional system. The system shall maintain a payroll account for the purposes of paying the employees of the system, funded by budgeted appropriations from state and local sources. All payroll shall be paid in rates and a manner in accordance with budgeted amounts as approved by the board. Variations shall be first approved by the appropriate Board of Trustees. All payroll expenditures shall be provided to the employee via direct deposit.

Section 6—An officer of the respective Board shall co-sign all checks for all other expenditures with the Regional Librarian. The Regional Librarian may make payments for budgeted expenditures via credit or debit card or electronic payments, provided that state laws and rules are followed, and such payments are reported to the Board at or by the next regularly scheduled meeting.

Section 7-- Financial records of the East Central Arkansas Regional Library System shall be audited at the completion of each fiscal year. The accounting records of the county libraries are audited regularly by the Arkansas Division of Legislative Audit at such time as the respective county government is audited.

 **Article VI—MEETINGS**

Section 1—Regular meetings shall be held monthly, but may be cancelled by the respective Chairman due to lack of quorum or business. Regular parliamentary procedure shall be used to conduct meetings

Section 2--Meetings in February, May, August and November shall be meetings of the Regional Board with the local boards meeting together. The meeting place shall be rotate between the member counties. In the remaining months, the County Boards shall meet separately.

Section 3- The annual meeting of the regional board shall be in February~~.~~. The annual meeting of the respective County Boards shall be in January.

Section 4-- A quorum shall consist of the presence of four members of the board, not including the Regional Librarian. A majority of the members present shall be required to pass items. This quorum is authorized to transact business duly presented at a meeting of the Board. All members, regardless of office held, shall be voting members.

Section 5—Trustees may attend meetings in person or via teleconference. Trustees may also be represented via proxy assigned to other Trustees. Such assignments of proxy must be communicated to the Regional Librarian and Board at/or prior to the start of the meeting.

Section 6—The Trustees will follow Arkansas Code, 25-19-106 regarding the holding of public meetings, emergency sessions, and executive sessions.

Section 7: Public participation and comments are allowed and encouraged in public meetings of the Board/s. Public comments are limited to three minutes per person, per session.

Section 8: Pursuant to Arkansas state law, all meetings of both the Regional and County Library Boards are to be recorded, with the recordings being made available to the general public upon request for a period of one (1) year after the conclusion of the meeting beginning July 1, 2019.

  **Article VII--AMENDMENTS**

Section 1--Amendments to the Constitution and Bylaws of the Board shall be made only at regular meetings by a two-thirds majority of the members present. No proposition to be named shall be acted upon unless written notices have been given to the secretary at least thirty days prior to the meeting. A copy of such proposition shall be embodied in the call for the next regular meeting, and a copy sent to every Board member at least ten days in advance of the date of the next regular meeting at which the amendment is to be voted upon.