

CHAPTER A

By-Laws for the Bulverde Area Rural Library District 131 Bulverde Crossing, Bulverde, TX 78163

ARTICLE I - MISSION AND VISION STATEMENTS

Section A1: Mission and Vision Statements

The mission of the Bulverde Area Rural Library District (BARLD) is to promote literacy, inspire a lifelong love of learning, and support the arts, science and literary needs of our community.

Our vision is to provide access to valuable educational resources and learning opportunities, no matter what age or stage in life, in a safe and welcoming space.

ARTICLE II - OFFICES

Section A2.1: The principal office of the Bulverde Area Rural Library District shall be in the Mammen Family Public Library, located in the County of Comal, State of Texas.

Section A2.2: The BARLD may have such other offices, in the County of Comal, State of Texas, as the Board of Trustees may determine or as the affairs of the Board may require from time to time.

ARTICLE III - BOARD OF TRUSTEES

Section A3.1: The Board of Trustees shall consist of five (5) Trustees.

Section A3.2: A person may not be elected to the Board of Trustees unless the person has been a resident of the District for at least six months and is a registered voter of Comal County.

Section A3.3: Trustees shall serve two-year terms. The general election for Trustees shall be held annually on an authorized uniform election date under the Texas Election Code for Political Subdivisions. The terms will be staggered with two Trustees elected in odd years and three elected in even years.

A candidate for office of trustee must file an application for a place on the ballot in accordance with the Texas Election Code for Political Subdivisions. Write-in candidates shall be counted for names appearing on a list of write-in candidates, in the manner that the Texas Election Code for Political Subdivisions provides for counting write-in votes for a Trustee position.

A midterm vacancy in the office of Trustee shall be filled by appointment by the remaining Trustees. (See current Planning Calendar for Political Subdivision Elections on Texas Secretary of State website.)

Section A3.4: Trustees as such shall not receive any stated salaries for their services. Trustees may be reimbursed for expenses and costs actually and necessarily incurred by them in connection with the lawful and prudent exercise of their duties.

ARTICLE IV - MEETINGS

Section A4.1: Regular meetings of the BARLD Board of Trustees shall be held on the third Thursday of the month unless voted otherwise by the Board of Trustees by resolution of the Board.

Section A4.2: Special Meetings of the Board of Trustees may be called by or at the request of the president or any three (3) Trustees.

Section A4.3: A majority of the Board of Trustees shall constitute a quorum and a concurrence of three is sufficient in any manner relating to the business of the District.

Section A4.4: Notice to Trustees of any special meeting of the Board shall be given at least three (3) days prior to the called meeting. Notice to each Trustee can be by U.S. mail, e-mail, or in emergency by telephone. The business to be transacted must be included on the notice in accordance with the law. Meeting notices will be posted at the library and on the library website according to legal requirements.

Section A4.5: Public Comment Procedures

The BARLD Trustees value the input and participation of members of the public in its open meetings. This public comments policy is designed to facilitate an orderly and respectful exchange of ideas, while also ensuring that meetings are conducted efficiently and effectively. By following these guidelines, the Trustees can better serve the needs and interests of its members and the community.

1. Public comment will be limited to a designated portion of the meeting agenda, usually at the beginning or end of the meeting.
2. Each speaker will be allotted a maximum of three (3) minutes to address the board. The time limit may be adjusted at the discretion of the board chair.
3. The BARLD President will call for public comment and ask individuals to step forward to speak. Individuals must state their name and address for the record before beginning their remarks.
4. Speakers must address the board as a whole and not direct comments to specific members or staff.
5. Comments should be relevant to the agenda items or issues before the board.
6. Personal attacks or offensive language will not be tolerated.
7. If a large number of individuals wish to speak on the same issue, the board may limit the total amount of time allocated for public comment on that issue.
8. The board may ask questions or request clarification from speakers during public comment but will not engage in debate or discussion.
9. The board may take action on issues raised during public comment at a future meeting.

ARTICLE V – OFFICERS

Section A5.1: The officers of the BARLD shall consist of President, Vice President, Treasurer and Secretary. The Board of Trustees shall elect the officers at the meeting in which the newly elected Board members are sworn in after the annual election. The officers shall serve for one

year unless changed by a majority vote of the Board. Any two or more offices can be held by the same person, except the offices of president and secretary.

Section A5.2: Duties of the officers are as follows:

- **President** - shall be principal executive officer of the BARLD and shall, in general, supervise the affairs of the District and the Library Director. The President shall set the agenda, preside at all meetings when present, sign any deeds, mortgages, bonds, contracts or other instruments that the Board of Trustees has authorized to be executed except where the signing has been expressly delegated by the Board of Trustees to some other Trustee or agent of the Board.
- **Vice President** - shall act in the absence of the president or in the event of his/her inability or refusal to act, shall perform the duties of President.
- **Treasurer** - shall have charge and custody of and be responsible for all funds and securities of the District as well as be present for audit of the financial records of the District at the end of the fiscal year.
- **Secretary** - shall be responsible for keeping the minutes of all Board of Trustee meetings in one or more binders provided for that purpose, handle Board correspondence, and maintain an official policy book for the Board.

Section A5.3: No member of the Board can speak or act for the Board unless expressly authorized by the Board to do so.

ARTICLE VI - DEPOSITS AND GIFTS

Section A6.1: Deposits of all funds of the District shall be credited to the District in such banks, trust companies or other depositories as the Board of Trustees shall select.

Section A6.2: Gifts may be accepted on behalf of the District by the Board of Trustees for the general purposes of the District or for any special purposes of the District.

ARTICLE VII - MISCELLANEOUS

Section A7.1: Books and records of the District shall be kept correct and complete including the minutes of the proceedings of its Board of Trustees. All books and records of the District may be inspected by any resident of the District for any proper purpose at a reasonable time except those records that are designated confidential by the Board of Trustees.

Section A7.2: The fiscal year will be from July 1 through June 30.

Section A7.3: In the event of dissolution of the District, and prior to the completion thereof, all liabilities and obligations of the District will be paid, satisfied and discharged, and all of the remaining assets, property and income owned by the District shall be expended or applied to the purposes of the District, by transferring and conveying such assets to one or more organizations

organized and operated exclusively for literary, scientific or educational purposes. No part of such remaining assets shall be distributed to the Board or any other person whatsoever.

Section A7.4: In the event these by-laws contradict any of the legislation that created the Bulverde Area Rural Library District, the legislation shall be the direction that is followed.

ARTICLE VIII - ADMENDMENTS

Section A8.1: The by-laws of this District may be amended, replaced or added to or new by-laws may be adopted by a vote of three (3) trustees at a meeting called for the purpose according to the by-laws.