

BYLAWS  
of  
The Board of Trustees of the Richmond County Public Library

Article I  
Name

The name of the board shall be The Board of Trustees of the Richmond County Public Library.

Article II  
Purpose

The purpose of The Board of Trustees (The Board) of the Richmond County Public Library (RCPL) is to provide oversight for the establishment and distribution of informational, educational, and cultural resources promote life-long learning for the diverse population of Richmond County. The combination of materials and staff provide all library patrons an expanded and diverse collection, specialized staff, sophisticated technology, community outreach, and other support in a seamless operation. The Board oversees the flow of these resources and provides a link between the RCPL, Rappahannock Community College, Richmond County Board of Supervisors, and Town of Warsaw.

Article III  
Board of Trustees

Section 1. The Board is made up of volunteers appointed by the Richmond County Board of Supervisors. Potential board members are recommended by the existing board members in good standing. The Board shall consist of no less than five and no more than nine members, including any standing members.

- a. The acting or current president of RCC shall be considered a standing member of The Board with voting privileges.
- b. There may be advisory members of The Board such as representatives of Rappahannock Community College, the Richmond County Administrator, Warsaw Town Manager, Friends of the Library, as well as library staff members.

Section 2. Board members shall serve a term of four years and no more than two consecutive terms. If a board member is unable to complete their full term, The Board shall seek to appoint

someone to complete their term. Upon completion of that partial term, the board member would then be eligible to serve an additional two consecutive four-year terms. The Board shall attempt to stagger membership terms to ensure continuity of operation.

Section 3. Should a Board member fail to abide by these Bylaws, fail to carry out their assigned duties, or accrue excessive and unexplained absences, they may be recommended for removal. Upon a majority vote of The Board to recommend dismissal, a letter would be sent from The Board Chair to notify the absent member of the pending action. The recommendation must be sent to the Richmond County Board of Supervisors for resolution.

## Article IV Officers

Section 1. The officers of The Board shall consist of a Chair, Vice Chair, and Financial Officer elected by The Board.

Section 2. Officers shall serve a term of two years and may serve no more than two consecutive terms.

### Section 3. Duties

- a. The Chair shall preside at all Board meetings, appoint committee members, and perform duties outlined in the Virginia Public Library Trustee Handbook.
- b. The Vice Chair shall assume the duties of the Chair in the Chair's absence. The Vice Chair shall assist the Chair with other duties, as requested.
- c. The Financial Officer shall oversee and receive reports from individuals designated to handle, manage, and make disbursements of monies affecting the operations of library services and provide a report at the regular meetings of The Board.

## Article V Meetings and Attendance

### Section 1. Meetings

- a. Regular meetings of The Board shall be bi-monthly. Dates, times, and places for regular meetings shall be specified at the annual organizational meeting in June, and posted on the library's website and social media outlets. Email and Text

Messages to board members may also be used for notification purposes. Regular meetings shall be open to the public.

b. Special meetings may be called by the Chair, or upon request of the majority of the members of The Board for the transaction of business stated in the request for the meeting. Notice of special meetings will be emailed to all members of The Board at least two days prior to the meeting. Telephone may also be used for special meeting notification.

c. Refer to the Code of Virginia § [2.2-3708.3](#). Meetings held through electronic communication means; situations other than declared states of emergency.

## Section 2. Attendance

a. Board members are expected to attend meetings of The Board and to participate in the work of the committees to which they are assigned.

b. Excessive unexplained absences may result in a recommendation for dismissal from The Board; see Article III, Section 3.

## Article VI Committees

Section 1. Special committees shall be appointed as needed by the Chair to study or investigate specific problems pertaining to the Library.

Section 2. A nominating committee shall be appointed as needed by the Chair.

Section 3. The Chair shall be an Ex-officio member of all committees except the nominating committee.

## Article VII Voting

Section 1. A majority of Board members constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Section 2. Passage of a motion requires a simple majority.

## Article VIII Personnel

The Rappahannock Community College (RCC) Coordinator of Learning Resources serves as the Director of the Richmond County Public Library and attends all Board meetings. The Library Coordinator, or designee, shall serve as Secretary to the Board.

## Article IX Fiscal Policies

The annual plan of operation, including the operating budget, must be approved by The Board prior to July 1 of the fiscal year for which it is proposed. Operating expenditures under the plan are to be reviewed at each meeting.

## Article X Revisions and/or Amendments

Section 1. These Bylaws may be revised or amended by The Board at a regular meeting, provided the proposed revision or amendment has been submitted to the members of The Board at the preceding meeting and members absent at that meeting have been duly notified. In case of absences by individual members at the voting meeting, voting may be done by either email or written proxy delivered to the Chair prior to the voting.

Section 2. Once adopted by The Board by majority vote, revisions and/or amendments must be filed immediately with the Richmond County Board of Supervisors, as well as the Library Development and Networking Division of the Library of Virginia.

## Article XI Parliamentary Authority

Roberts Rules of Order shall govern the parliamentary procedures of The Board, except where these Bylaws may take precedence.

Bylaws were adopted in 1993 and last amended:  
23 January 2024