

**BY-LAWS OF THE
TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE TOWNSHIP OF HAMILTON**

1. Name, Responsibility, Composition, and Term

A. This organization shall be called "The Trustees of the Free Public Library of the Township of Hamilton," (hereinafter "Board" or "Board of Trustees") which is governed by the provisions of N.J.S.A. 40:54 -1 et seq, and possesses all the powers, authority, and responsibilities delegated to the Board of Trustees under these statutes.

B. The Board shall consist of nine (9) members. Seven (7) members are appointed by the Mayor of the Township of Hamilton ("the Mayor") with the advice and consent of the Township Council. One member is the Mayor (or his or her appointed designee). One member is the Superintendent of the Hamilton Township School District (or his or her appointed designee).

C. The term of office of appointed Trustees shall be five (5) years. At no time shall the term of office of more than three (3) appointed Trustees be coterminous. The term of office of the designees shall be at the sole discretion of their appointers.

D. Any Trustee, by written notice to the Mayor, with a copy to the Board President, may resign at any time.

E. Any Trustee may be removed from office for cause, or for any other reason prescribed by law (N.J.S.A. 40A:9-12.1, as may be amended). The Board of Trustees shall forward recommendations for removal to the Mayor upon a two-thirds vote of all members of the Board of Trustees.

2. Officers

A. The officers shall consist of a President, Vice President, Treasurer, and a Secretary. Except for the President, two offices may be held by the same member. All four officers shall be elected by the majority vote of the members present at the annual reorganization of the Board, held just before the first regular monthly meeting held each January. The Treasurer shall be assisted in regard to matters of Library finance by the Administrative Assistant to the Library Director. Vacancies in any office shall be filled by majority vote of members present at the next regular meeting of the Board held after a vacancy occurs.

B. Officers shall serve a term of up to one (1) year, beginning at the time they are elected to office, until the next annual reorganization meeting.

C. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

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D. In the event of the absence of the President from a Board meeting, either the Vice President, or a temporary chairperson selected by a majority vote of the members present at the meeting, shall assume and perform the duties and functions of the President.

E. The Secretary shall keep a true and accurate record of all proceedings of Board meetings, call the roll, record votes, issue notices of all regular meetings, and, on the authorization of the President, issue notices of special meetings, have custody of the minutes and other records of the Board, notify the appointing authority of any vacancies on the Board, and perform such other duties as are generally associated with that office.

F. All checks are signed electronically at the municipal building with the signatures of the President and Treasurer, on the authorization of the Board. Two signatures shall be necessary on all checks. The Treasurer, assisted by the Administrative Assistant to the Library Director, shall be responsible for timely and accurate presentation of monthly financial reports.

G. Only the President of the Board of Trustees, or his or her designee, shall speak on behalf of the Board of Trustees, and shall do so consistent with the Board's actions and the consensus of its deliberations.

3. Meetings

A. The regular monthly meeting of the Board shall be held on the fourth Monday of each month, at 5:00 p.m., at the Library. All meetings of the Board shall be open to the public, as required by the New Jersey Open Public Meetings Act. The specific dates of regular meetings will be established at the annual reorganization meeting held each January, and posted prominently on the Library's webpage, and on the municipal calendar. Copies of the minutes of the prior meeting, documentation about agenda items to be discussed at the meeting, any reports considered essential to consideration of the agenda, etc., shall be distributed electronically to members in advance of the meeting.

B. The annual reorganization meeting, at which officers are elected, shall be held just before the first regular monthly meeting for the year, in January.

C. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, so far as circumstances will permit:

1. Call to order
2. Roll call of members

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3. Review and consideration of the minutes of prior meeting(s)
4. Review and consideration of the Treasurer's monthly financial report
5. Review and consideration of the monthly bill list
6. Director's monthly report
7. Committee report(s)
8. Old business
9. New business
10. Public comment
11. Adjournment

D. Special meetings may be called by the Secretary at the direction of the President for the transaction of business as stated in the call for the meeting. The notification of a special meeting may be served via email requiring receipt notification. Public notification of a special meeting will be posted prominently on the Library website. Except in cases of emergency, 48 hours' notice shall be given to Trustees and the public of such special meetings.

E. A quorum for the transaction of business at any meeting shall consist of a simple majority of members of the Board. If a quorum is not present, no business shall be transacted, and the meeting shall be canceled and rescheduled.

F. Unless contrary to these By-Laws, conduct of meetings shall be governed by Robert's Rules of Order, latest edition.

G. The law currently requires municipal governing bodies and school boards to set aside a portion of every meeting for public comments. Other public bodies may also allow public comments, but they are not required to do so.

When a public body provides a time for public comment, it may adopt written policies that require speakers to sign up in advance and to limit the time each member of the public is allowed to address the Board.

The public body cannot censor your speech during the public comment portion of a meeting, because it does not agree with you or like what you are saying. The public body also cannot prohibit comments based on subject matter so long as the comments relate to any issue that a member of the public feels may be of concern to the residents of the municipality.

The Public comment portion of a meeting of the Hamilton Township Free Public Library Board of Trustees shall be governed by the following rules.

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1. There is time set aside at each public meeting which allows for the hearing of the public. The time for public comment will be noted on the Public Agenda, but its place in the meeting is at the discretion of the Board.
 2. Each person wishing to speak before the Board is required to add their name and address to the Public Comment sign up sheet at the start of the meeting.
 3. Each person speaking before the Board will be given four minutes to make their statement. There is no requirement that the Board answer any questions posed to them by the public. No member of the Public shall be allowed to hold over time and transfer it to another speaker.
 4. The time limit noted above may be changed in order to allow more members of the public to speak. Should some type of rebuttal comment be needed, the speaker will be allowed two minutes to make such a statement.
4. Library Director and Staff
- A. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
 - B. The Director shall attend all Board meetings, except those at which the Director's salary or appointment is to be discussed or decided.
 - C. The Director shall provide an annual summary report to the Board and the Office of the Mayor.
5. Committees
- A. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require. No committee shall be sufficiently large as to constitute a quorum of the Board.
 - B. Special committees for the study and investigation of special problems shall be considered to be discharged upon the completion of the purpose for which they were appointed and after their final report is made to the Board.
 - C. All committee reports are to be made in writing and conveyed to the Secretary for filing. Progress reports shall be presented to the Board at each of its meetings.
 - D. No committee shall have other than advisory powers.

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6. General

A. Unless otherwise provided by these By-Laws, an affirmative vote of the majority of all members of the Board present at a meeting (provided a quorum is then present) shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

B. These By-Laws may be amended by a majority vote of all members of the Board, provided written notice of the proposed amendment shall have been served to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

C. Absent the event of modification to the statute under which the Board is constituted and/or the lawful actions of the Hamilton Township Council, a Board committee, at least every five (5) years, shall be appointed to review, evaluate and update the By-Laws and the Library policies.