

## **Article I**

### **Purpose**

The purpose of this instrument is to establish rules and by-laws for the conduct of meetings of the committee members and for the governing of the Emma L. Andrews Library and Community Center. The governing shall be guided by the words spoken by Emma L. Andrews on July 20, 1905, at its dedication: "If the reading room and library proves to be a continuation of their work, an education centre for this part of the city, an incentive for ambitious boys and girls to employ their time wisely, and to make the most of their opportunities; if to the sick or weary it alleviates dreary hours; if to many it becomes either an inspiration or a help, the wishes of its founders will be realized."

## **Article II**

### **Commissioners**

#### Section 1 - Number and Qualifications

The commission is composed of five (5) commissioners appointed by the Mayor. Commissioners should be representative of both the Association, the South End, the city of Newburyport and include a library professional..

#### Section 2 - Term of Office

The term of office of commissioners shall be for one (1) year.

#### Section 3 - Resignations.

Any member of The Emma Andrews Library and Community Center Commission may resign by thirty day advance written notice filed with the Mayor's Office of the City of Newburyport and with the Chairman or Secretary of the Commission.

## **Article III**

### **Officers**

#### Section 1 - Officers

The officers of The Emma Andrews Library and Community Center Commission shall be a Chairperson, a Vice-Chairperson and a Secretary.

The Chairperson, Vice-Chairperson and Secretary shall be elected by the Commission for one (1) year terms, and no commissioner shall serve as Chairperson for more than two consecutive years.

Officers shall be elected annually at the Commission's October meeting.

The Chairperson may be a member of the Emma Andrews Association but may not be its president.

#### Section 2 - Duties of the Chairperson.

- To serve as presiding member at all meetings of the Emma Andrews Library and Community Center Commission.
- To call special meetings of the Emma Andrews Library and Community Center Commission as needed.
- To serve as a board member representing the Emma Andrews Library and Community Center on boards and committees related to but external to the Emma Andrews Library and Community Center as deemed appropriate by the mayor.

### Section 3 - Duties of the Vice-Chairperson

- To perform the duties of the Chairperson of the Emma Andrews Library and Community Center Commission at the request of the Chair and/or in the Chair's absence.

### Section 4 - Duties of the Secretary

- To keep a true and accurate record of all meetings of the Commission; to sign minutes (Note: in the event the secretary is unavailable to sign minutes, minutes may be signed by any other Commission officer); to ensure that notices of all regular and all special meetings are posted in accordance with open meeting laws and to perform such other duties as are generally associated with that office.

## **ARTICLE IV** **Meetings**

Section 1 - The Commission shall meet the third Thursday of the month or at a time agreeable to all commissioners.

Section 2 - Open Meeting Law. All meetings of the Commission shall be subject to the Commonwealth's Open Meeting Law, as elaborated in Massachusetts General Laws Ch. 39 s 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice of all meetings, except in the case of emergency, will be filed with the city clerk at least 48 hours beforehand and a copy of the notice will be posted in the clerk's office. Further, all records or minutes of meetings will be available for public inspection.

Section 3 - Special meetings of the Commission may be called by the chairman, or upon written request of three (3) members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which called shall be posted as required by the Commonwealth's Open Meeting Law and Section 2, above, and given to each Commissioner at least two (2) days in advance of the meeting.

Section 4 - A quorum for transaction of business shall consist of a simple majority. The chairperson will vote to break a tie.

Section 5 - Order of Business at regular meetings shall be;

1. Call to order
2. Roll call

3. Adoption/amendment to agenda
4. Approval of minutes of previous meeting
5. Report from the Mayor's Office on the building
6. Correspondence
7. Old Business
8. New Business
9. Public Comment
10. Adjournment

## **ARTICLE V**

### **Duties of the Commissioners:**

To liaise with the Office of the Mayor regarding the state of the building, the apartment, and the building's revolving fund

To ensure that the Association follows adopted policies and procedures in operating the library and maintains the integrity of the collection

To advance and oversee the building's use as a community center and its relevance to that community

To support the Association's work in managing the Emma Andrews Library and Community Center.

## **ARTICLE VI**

### **Collective Authority of the Library Commission:**

All decisions of the Commission are made by the Commission as a collective body. No individual member may make decisions or act for the Commission unless specifically authorized to do so by a vote of the membership of the Commission.

## **ARTICLE VII**

### **Parliamentary Rules:**

Except as provided for by these by-laws, the current edition of Robert's Rules of Order shall govern.

## **ARTICLE VIII**

### **Amendments**

These by-laws may be amended at any regular meeting of the Commission with a quorum present, by a majority vote of the members present, provided the amendment was stated at the preceding meeting.