

BYLAWS

THE ASSOCIATION OF THE BOARDS OF TRUSTEES OF THE CONTRACTING LIBRARIES OF THE BUFFALO AND ERIE COUNTY LIBRARY

Mission Statement: ACT will improve the knowledge of library trustees to create sustainable, responsive, forward looking libraries that serve the needs of their respective communities and the community at large.

Article I Name and Object of Organization

Section 1 – This organization shall be known as the Association of the Boards of Trustees of the Contracting Libraries of the Buffalo and Erie County Public Library.

Section 2 – For convenience, it shall be proper to refer to the organization as either The Association of Contracting Library Trustees or ACT.

Section 3 – The objects of the Association shall be:

- To promote cooperation among its members to the ultimate benefit and welfare of the public library system in Erie County;
- To provide a forum for the interchange of information and ideas to benefit to both the contracting libraries and the Buffalo and Erie County Public Library;
- To assist in the education of its members such that they might serve more effectively as library board trustees;
- To provide a mechanism for liaison between the contracting libraries and their trustees and staff and the Buffalo and Erie County Public Library and its trustees and staff;
- To make it possible for the trustees of the various contracting libraries to network between and among themselves, and become better acquainted, all in the interest of perfecting a better library system.

Article II Membership

Section 1 – Individual trustees from of each contracting library of the Buffalo and Erie County Public Library system shall be eligible for and shall be accepted into membership in the association.

Section 2 – An annual meeting shall be held in March for the election of officers and for setting the annual dues. Terms of office shall be for two years beginning April 1. Officers may be re-elected to the same office for a maximum of one additional two year term. Members whose dues are not paid by the 30th day of June of each year shall forfeit their right to vote.

Section 3 – Each contracting library board of trustees shall, as a unit, be entitled to one (1) vote.

Section 4 – There shall be no voting by proxy.

Section 5 – Voting shall be viva voce unless a secret ballot is requested by two (2) units.

Article III Government

Section 1 – The administration of the routine business affairs of the Association shall be entrusted to a Board of Directors consisting of the President, Vice-President, Secretary, and Treasurer and the Immediate Past President of the Association.

Section 2 – The President shall be a member, ex officio, of all committees.

Section 3 – The officers of the Association shall be elected at the annual meeting and shall serve for two (2) years beginning immediately after the annual meeting.

Article IV Duties of Officers

Section 1 – The President shall preside at all meetings of the association and shall appoint such committees as either he/she/they, or the association, shall consider expedient or necessary.

Section 2 – In the absence of the President, the Vice-President shall perform his/her/their duties, and in the absence of both President and Vice-President, the Treasurer shall preside and assume the duties of the President, and in the absence of the President, Vice-President and Treasurer, the Secretary shall preside and assume the duties of the President.

Section 3 – The Secretary shall keep the minutes of all meetings of the association and shall mail or email out all notices for meetings of the association and shall perform such other duties as may be required of him/her/them by the By-Laws or the President.

Section 4 – The Treasurer shall have charge of all receipts and monies of the association and shall disburse funds as from time to time as directed by the President or the association.

Article V Meetings

Section 1 – The annual meeting of members of the association shall be held during the month of March. The date and place of said meeting shall be determined at the prior meeting and notice thereof shall be given by mail or email to each member, as hereinafter set forth.

Section 2 – Special meetings of members may be called by the President at any time on his/her/their own initiative or by the Vice-President or Secretary upon request of three units to such officer made in writing. Notice of such meetings shall be given as hereinafter provided and at such special meeting there shall only be considered such business as is specified in the notice of the meeting.

Section 3 – A quorum shall consist of an officer and six (6) units.

Section 4 – If a quorum is not present, the presiding officer may adjourn the meeting to a day and hour fixed by him/her/them.

Section 5 – When appropriate and necessary, Roberts Rules of Order may be used.

Section 6 – Regular meetings of the association are to be held at least three (3) times a year. Meeting places shall rotate among the units. The time and place of the next meeting shall be determined as a regular order of business at the end of each meeting.

Article VI Notices

Section 1 – All notices to members shall be mailed or emailed to the President of the Board of Trustees of each member library in care of the Director of such library. Each member library President shall be responsible for notifying the individual members of its board of trustees.

Article VII Directors

Section 1 – The director of each contracting library, which is a member of this association, shall be a consulting non-voting member of this association.

Article VIII Amendments

Section 1 – These By-Laws may be amended only by a majority vote of the units present at a duly organized regular or special meeting of the association, provided notice of the purpose of the proposed amendment has been stated in the call to the meeting.

Revised and approved May 4, 2024