

Lee County Board Of County Commissioners

Agenda Item Summary

Blue Sheet No. 20020860

1. REQUESTED MOTION:

ACTION REQUESTED: Adopt by resolution, amendment to one Lee County Administrative Code in Committees/Boards/Examiners; Library Advisory Board Bylaws, AC-2-12

WHY ACTION IS NECESSARY: On December 23, 1997, and pursuant to Section 2.2E of Lee County Ordinance 96-01 (the Lee County Charter), the Board adopted the Lee County Administrative Code by County Ordinance (97-23). The Ordinance (97-23) requires that all subsequent amendments to the Lee County Administrative Code be made by a Resolution of the Board of County Commissioners adopted at a regular meeting

WHAT ACTION ACCOMPLISHES: Brings the Administrative Codes in Committees/Boards/Examiners, up to date

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #:

C6A

3. MEETING DATE:

08-20-2002

4. AGENDA:

X CONSENT

ADMINISTRATIVE

APPEALS

PUBLIC

WALK ON

TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

STATUTE

X ORDINANCE 97-23

ADMIN. CODE

OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER

B. DEPARTMENT

C. DIVISION Library

BY: Cynthia N. Cobb, Director

7. BACKGROUND:

Administrative Code AC-2-12, Library Advisory Board Bylaws was adopted April 16, 1980.

Attachments:

Administrative Code, with marked revisions

Administrative Code, amended

Lee County Resolution

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
Cynthia N. Cobb 7/3/02				[Signature]	[Handwritten notes: "a budget for Tony Majors 8-1-02", "OM", "Risk", "GC"]				[Signature]

10. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED

OTHER

REC'D.
by CO. ATTY.
8/1/02
11:50 AM
CO. ATTY.
FORWARDED TO:
Budget
8/1/02

RECEIVED BY
COUNTY ADMIN. TD
8-1-02
2:15
COUNTY ADMIN.
FORWARDED TO: BH
8/1 4:30

LEE COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed

amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code AC-2-12 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and, being put to a vote, the vote was as follows:

ROBERT JANES	_____
DOUGLAS ST. CERNY	_____
RAY JUDAH	_____
ANDREW COY	_____
JOHN E. ALBION	_____

DULY PASSED AND ADOPTED this _____ day of _____, 20__.

ATTEST:
CHARLIE GREEN, CLERK

**BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
Chairman

APPROVED AS TO FORM:

By:  _____

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY Committees/Boards/Commissions/Examiners	CODE NUMBER AC-2-12
TITLE Library Advisory Board Bylaws	ADOPTED 4/16/80
	AMENDED 8/20/02
	ORIGINATING DEPARTMENT Library Division

PURPOSE/SCOPE: To set forth guidelines for the Lee County Library Advisory Board.

POLICY/PROCEDURE:

ARTICLE I – MEMBERSHIP

Section 1 – Types of Membership

The Lee County Library Advisory Board shall consist of one person from each member library, appointed by its representative organization, e.g. Board, Friends, Association, or Library staff, to meet at least monthly with the County Library Director. Associate Board members may be invited from non-system libraries within Lee County.

Section 2 – Member Qualifications

- a) Advisory Board members shall be registered library cardholders.
- b) Have the ability to envision the overall goals of library service.
- c) Exhibit a willingness to devote time and effort in carrying out duties.
- d) Be a knowledgeable and active community participant.
- e) Have a willingness to recommend policies for successful operation of the library system.
- f) Represent diverse segments of their communities.
- g) Display enthusiasm and have the ability to withstand pressure and prejudices.
- h) Agree to follow the guidelines suggested for Advisory Boards as outlined in “The Manual for Public Library,” published by the State Library of Florida.

Section 3 – Term of Office

The term of office for Board members shall be two years, with no one member being eligible to serve more than four years continuous duty without replacement.

ARTICLE II – OBJECTIVES

Section 1 – Rules and Regulations

The Advisory Board shall establish rules and regulations for its own operation, and make general recommendations for general policies of County Library services consistent with the will of the Lee County Board of County Commissioners.

Section 2 – Responsibilities

- a) The Advisory Board may make general recommendations for County Library services to the Director of the Library and/or the Lee County Board of County Commissioners.
- b) The Advisory Board shall have the opportunity to make recommendations on general policy matters, under consideration by the Library System Administration.
- c) Members of the Advisory Board shall be articulate, well informed, and active advocates of Library services in their communities, and elsewhere.
- d) The Advisory Board shall have no Library System administrative duties or responsibilities.
- e) The Advisory Board shall have the Library System Director, or a designee attend all meetings.

ARTICLE III – OFFICERS

Section 1 – General

- a) The officers shall be a President, 1st Vice President, 2nd Vice President, and a Secretary, elected from the appointed members at an annual meeting of the Board.
- b) The chair shall be rotated among the Board members each year with an officer serving until his/her successor is duly elected.
- c) A nominating committee shall be appointed by the President three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor, if prior permission of the nominee(s) has been obtained.

Section 2 – Duties

- a) 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.
- b) The 1st Vice-President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and function of the President.
- c) The 2nd Vice-President shall serve in the absence of the President/1st Vice-President and shall serve as the liaison with other County Advisory Boards and shall perform such other duties as are generally associated with that office.
- d) The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.
- e) The Secretary of the Advisory Board shall prepare and submit a written report bi-annually to each member of the Lee County Board of County Commissioners. The contents of each report shall be reviewed by the Advisory Board and shall highlight the concerns and interests of the Advisory Board.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings

The regular meetings shall be held each month - the date, and hour to be set by the Board at its annual meeting.

Section 2 – Annual Meeting

The annual meeting for the purposes of election of officers, and the adoption of an annual report, shall be held at the time of the regular meeting in October of each year.

Section 3 – Order of Business

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 as far as circumstances will permit:

- a) Roll call of members.
- b) Disposition of minutes of previous meeting and intervening special meeting.
- c) Director's financial report to the library.
- d) Progress and service report of the Director.
- e) Committee reports.
- f) Communications/Roundtable.
- g) Unfinished business.
- h) New business.
- i) Public presentation to, or discussion with, Board.
- j) Adjournment.

Section 4 – Special Meetings

Special meetings may be called by the Secretary at the direction of the President, or at the request of four Board members for transaction of business, as stated in the call for the meeting.

Section 5 – Quorum

A quorum of the transaction of business at any meeting shall consist of four Board members, present in person.

Section 6 – Procedure

Conduct at meetings: the latest "Robert's Rules of Order" shall govern proceedings at all meetings.

ARTICLE V – COMMITTEES

The President, with approval of the Board, shall appoint committees of one or more members each for specific purposes, as the business of the Board may require from time to time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 1 – Reports

All committees shall make a progress report to the Library Advisory Board at each of its meetings.

Section 2 – Minutes

Minutes of the committee meetings shall be made available to the President of the Library Board and the Lee County Library System Director.

ARTICLE VI – AMENDMENT BY-LAWS

By-laws may be amended by a majority vote of all members of the Advisory Board, after appropriate review of the proposed amendment, and subject to final approval by the Lee County Board of County Commissioners.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY

Committees/Boards/Commissions/Examiners

CODE NUMBER

AC-2-12

TITLE

Library Advisory Board Bylaws

ADOPTED

4/16/80

AMENDED

8/20/02

ORIGINATING DEPARTMENT

Library Division

PURPOSE/SCOPE: To set forth guidelines for the Lee County Library Advisory Board.

POLICY/PROCEDURE:

ARTICLE I – MEMBERSHIP

Section I

In accordance with the will of the Lee County Board of County Commissioners, the Lee County Library Advisory Board shall consist of one person from each member library, appointed by its library board, to meet at least monthly with the County Library Director. Associate members shall be invited from nonsystem libraries within Lee County. Advisory Board members shall be registered library card holders and shall be selected for their capacity to envision what library service should mean; for readiness to devote time and effort in carrying out duties; for knowledge and active involvement in the community; for the ability to recommend policies for successful operation of the system; for courage to plan creatively and to carry out plans effectively; for the ability to withstand pressures and prejudices; and for enthusiasm and a good disposition. Members of the Board agreed to follow the guidelines suggested for Advisory Boards as outlined in "The Manual for Public Library Boards" published by the State Library of Florida.

Section 1 – Types of Membership

The Lee County Library Advisory Board shall consist of one person from each member library, appointed by its representative organization, e.g. Board, Friends, Association, or Library staff, to meet at least monthly with the County Library Director. Associate Board members may be invited from non-system libraries within Lee County.

Section 2

The Board shall represent a diversity of interests, ages, socio-economic levels, and experience or knowledge in a variety of fields.

Section 2 – Member Qualifications

- a) Advisory Board members shall be registered library cardholders.
- b) Have the ability to envision the overall goals of library service.
- c) Exhibit a willingness to devote time and effort in carrying out duties.
- d) Be a knowledgeable and active community participant.
- e) Have a willingness to recommend policies for successful operation of the library system.
- f) Represent diverse segments of their communities.
- g) Display enthusiasm and have the ability to withstand pressure and prejudices.
- h) Agree to follow the guidelines suggested for Advisory Boards as outlined in “The Manual for Public Library,” published by the State Library of Florida.

ARTICLE II – OBJECTIVES

Section 1 – Rules and Regulations

The Advisory Board shall establish rules and regulations for its own government operation, and make general recommendations for general policies of County Library services consistent with the will of the Lee County Board of County Commissioners.

Section 2 – Responsibilities

- a) The Advisory Board shall take no direct action on its own, but may make general recommendations for County Library services to the Director of the Library System and/or the Lee County Board of County Commissioners. The Director shall be solely responsible for the administration of the library system under the direction of the Lee County Board of County Commissioners – the policy-making Board for the system. The Director, or a designee will attend all Advisory Board meetings.
- b) The Advisory Board shall have the opportunity to make recommendations on general policy matters, under consideration by the Library System Administration.
- c) Members of the Advisory Board shall be articulate, well informed, and active advocates of Library services in their communities, and elsewhere.
- d) The Advisory Board shall have no Library System administrative duties or responsibilities.
- e) The Advisory Board shall have the Library System Director, or a designee attend all meetings.

Section 3

~~The Secretary of the Advisory Board shall prepare and submit a written report biannually to each member of the Lee County Board of County commissioners. The contents of each report shall be reviewed by the Advisory Board and shall highlight the concerns and interests of the Advisory Board.~~

Section 4

~~The Advisory Board shall support and participate in activities affecting the entire library system and shall serve as a buffer in handling sensitive matters~~

ARTICLE III – OFFICERS

Section 1 – General

~~Section 1 a)~~ The officers shall be a President, 1st Vice President, 2nd Vice President, and a Secretary, elected from the appointed members at an annual meeting of the Board.

~~Section 2 c)~~ A nominating committee shall be appointed by the President three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor, if prior permission of the nominee(s) has been obtained.

~~Section 3 b)~~ The chair shall be rotated among the Board members each year with an officer serving until his/her successor is duly elected.

~~Section 4 3~~ Term of Office (Moved under Article I)

The term of office for Board members shall be two years with no one member being eligible to serve more than four years continuous ~~service~~ duty without replacement.

Section 2 – Duties

~~Section 5 a)~~ 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 ex-officio voting member of all committees, and generally perform all duties associated with that office.

~~Section 6 b)~~ The 1st Vice-President, in the event of the absence or disability of the President, or a vacancy in that office, shall assume and perform the duties and functions of the President.

~~Section 7 c)~~ The 2nd Vice-President shall serve in the absence of the President / and/or 1st Vice-President and shall serve as the liaison with other County Advisory Boards and shall perform such other duties as are generally associated with that office.

~~Section 8 d)~~ The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

- e) The Secretary of the Advisory Board shall prepare and submit a written report bi-annually to each member of the Lee County Board of County Commissioners. The contents of each report shall be reviewed by the Advisory Board and shall highlight the concerns and interests of the Advisory Board.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings

The regular meetings shall be held each month - the date, and hour to be set by the Board at its annual meeting.

Section 2 – Annual Meeting

The annual meeting for the purposes of election of officers, and the adoption of an annual report, and evaluation of the effectiveness and continued existence of the Library Advisory Board shall be held at the time of the regular meeting in October of each year.

Section 3 – Order of Business

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 as far as circumstances will permit:

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- j) Adjournment.

Section 4 – Special Meetings

Special meetings may be called by the Secretary at the direction of the President, or at the request of four Board members for the transaction of business, as stated in the call for the meeting.

Section 5 – Quorum

A quorum for the transaction of business at any meeting shall consist of four Board members of the Board present in person.

Section 6 – Procedure

Conduct at meetings: ~~Proceedings at all meetings shall be governed by~~ The latest edition of “Robert’s Rules of Order” shall govern proceedings at all meetings.

ARTICLE V – COMMITTEES

The President, with approval of the Board, shall appoint committees of one or more members each for such specific purposes, as the business of the Board may require from time to time. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 1 – Reports

All committees shall make a progress report to the Library Advisory Board at each of its meetings.

Section 2

~~No committee shall have other than advisory powers~~

Section 3-2 – Minutes

Minutes of the committee meetings shall be made available to the ~~County Library Director and President of the Library Advisory Board~~ and the Lee County Library System Director.

ARTICLE VI – AMENDMENT BY-LAWS

Section 1

~~Subject to final approval by the Lee County Board of County Commissioners~~ By-laws may be amended by ~~the~~ a majority vote of all members of the Advisory Board, after appropriate review of the proposed amendment, and subject to final approval by the Lee County Board of County Commissioners.