

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20070074

1. ACTION REQUESTED/PURPOSE:

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

2. WHAT ACTION ACCOMPLISHES:

Brings the Administrative Codes in Committees/Boards/Commissions/Examiners, up to date

3. MANAGEMENT RECOMMENDATION:

Management recommends approval

4. Departmental Category:

COG

5. Meeting Date: February 6, 2007

6. Agenda:

- Consent
- Administrative
- Appeals
- Public
- Walk-On

7. Requirement/Purpose: (specify)

- Statute
- Ordinance 97-23
- Admin. Code
- Other

8. Request Initiated:

Commissioner _____
 Department _____
 Division Library
 By: **Sheldon Kaye, Director**

9. Background:

Administrative Code AC-2-12, Library Advisory Board Bylaws, was adopted April 16, 1980 and amended on August 20, 2002

Attachments:

- Administrative Code, with marked revisions
- Administrative Code, amended
- Lee County Resolution

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>Sheldon Kaye</i> 1/11/07				<i>W. Kelly</i> <i>Beverly</i>	<i>1/10/07</i>		<i>1/11/07</i>	<i>1/12/07</i>	<i>AS 1/22/07</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY
COUNTY ADMIN:
1/11 4:15 MP

COUNTY ADMIN
FORWARDED TO:
1/22 3:00 PR

Rec. by CoAtty
Date: *1/11/07*
Time: *2:40pm*
Forwarded To:
Admin.
1/11/07 4pm

**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~~

The Lee County Library Advisory Board shall consist of one person from each member library, with an optional alternate, to be appointed by its representative organization. Alternates may include Board, Friends, Association, non-system libraries in the system to meet monthly with the County Library Director. Association Board members may be invited from non-system libraries within Lee County without the privilege of voting or holding office.

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 officers of the Advisory Board members shall be two years, with no one member 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.~~

~~The business of the Advisory Board shall be conducted by the Officers of the Advisory Board consisting of a President, Vice President, and Secretary, to be elected from the membership of the Board.~~

Section 2 – Duties of the Officers

- 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 4th 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.
- 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) ~~c) 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. The Secretary of the Advisory Board shall prepare and submit a written report bi-annually to each member of the Board of Lee 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.~~
- e) d) The immediate Past President shall be the chairperson of the Nominating Committee, shall be an advisor to the President, and carry out such other duties, as may be assigned by the President.

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. Meetings shall be open to the general public. The regular meetings shall be held on the first Tuesday of each month, from 2:00 – 4:00 p.m. at a place to be set by the Board. At the annual meeting, the Nominating Committee shall present a slate of candidates for the positions of officers. If there is only a single candidate for each position, the election may be held by acclamation. However, nominations from the floor will be entertained. If there is more than one candidate for any office, a paper ballot shall be used. The Nominating Committee shall be responsible for the preparation and counting of any paper ballot.~~

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 meetings in ~~October~~ January 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 permit,

- a) Roll Call of Members.
- b) ~~Disposition of Minutes of the previous meeting, and or any intervening special meeting.~~
- c) ~~Director's Financial report to the library, Progress, and Service Report.~~
- d) ~~Progress and service report of the Director Committee reports.~~
- e) ~~Committee reports Old Business.~~
- f) ~~Communications/Roundtable- New Business.~~
- g) ~~Unfinished business Public presentation to, or discussion with, the Board.~~
- h) ~~New Business Round Table.~~
- i) ~~Public presentation to, or discussion with the Board Next Meeting Date and Place.~~

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.

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,

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 P. JANES _____
A. BRIAN BIGELOW _____
RAY JUDAH _____
TAMMY HALL _____
FRANKLIN MANN _____

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

ATTEST:
CHARLIE GREEN, CLERK

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

By: _____
Deputy Clerk

By: _____
Chair/Vice-Chair

APPROVED AS TO FORM:

By: _____
Office of the County Attorney