

Watchung Library Advisory Committee Bylaws

Mission Statement

The mission of the Watchung Library Advisory Committee is to advise, support and promote the interests of the Watchung Borough Public Library.

Drafted in accordance with the action of the Watchung Library Advisory Committee's Bylaws Subcommittee in Watchung, New Jersey, on June 23, 2016.

Title I. The Watchung Library Advisory Committee.

Article 1. Name. This organization is referred to as the Watchung Library Advisory Committee in the Revised General Ordinance of the Borough of Watchung. Hereinafter, it will be referred to as the "Committee."

The Committee functions as an advisory board within the Somerset County Library System of New Jersey, and, outside of this document and the Revised General Ordinances, is commonly referred to as "the Watchung Library Advisory Board" or "WLAB."

Article 2. Authority. This Committee is authorized by action of the Mayor and Council of the Borough of Watchung as memorialized in Chapter II:Article V:Section 2-42 of the Revised General Ordinance of the Borough of Watchung.

Title II: Powers and Duties

Article 3. Powers and Duties. "The powers and duties vested in the Library Advisory Committee include, but are not limited to, the following:

A. To serve as liaison between the Somerset County Library [System of New Jersey] and the Mayor and Council.

B. To make recommendations, including recommendations for the Borough Library budget, to the Mayor and Council, the Somerset County Library [System of New Jersey] and the Somerset County Library Commission.

C. To ascertain the opinion and desires of Borough residents regarding library services and facilities."

- *Revised General Ordinances of the Borough of Watchung*, adopted 22, January, 2004.

Title III: Organization

Article 4. Rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article 5. Place of Business. The office of the Committee shall be located in the Borough of Watchung, County of Somerset, State of New Jersey.

Title IV: Membership

Article 6. Membership. The Committee shall include the following individuals:

Chapter 2: Article V: Section 2-42.2.¹

A. The Mayor of Watchung.

1. The Mayor may appoint a designee.

B. A Borough Councilmember appointed by the Mayor.

1. The Council Liaison shall serve for one (1) year.

C. The Superintendent of the Watchung Borough Schools.

1. The Superintendent may appoint a designee.

D. The Branch Manager of the Watchung Borough Library.

1. The Branch Manager serves on the committee as a non-voting member.

E. Six (6) members appointed by the Mayor.

1. Each member of the Committee shall serve for a term as set forth in Borough Ordinance.²

Article 7. Absenteeism. Members of the Committee shall attend all meetings called and convened.

A. Any of the six (6) members appointed by the Mayor with three (3) consecutive unexcused absences from regular Committee meetings shall be suspended from all rights, privileges and responsibilities of membership.

1. A member who has been suspended shall be replaced by the Mayor.

2. Absences may be excused by the members of the Committee present.

Title V. Governance

Article 8. Officers. The officers of the Committee shall be:

A. President. The President is the presiding officer of the Committee and shall:

1. Call and convene all meetings of the Committee as prescribed and as necessary.

2. Preside over all meetings of the Committee.

3. Interpret, construe, and enforce the Bylaws of the Committee and for such purposes the President may issue such orders as may be necessary.

4. Whenever necessary, inspect and examine, or cause to be inspected or examined all of the books, records, properties, assets, facilities, securities, and investments of the funds of the Committee.

5. Execute the duties of any other officer in the event of the latter's disability or absence.

B. Vice President. The Vice President shall:

1. Assist the President.
2. For the duration of the latter's disability or absence, perform the duties of that office.

C. Treasurer. The Treasurer shall be the Chief Financial Officer of the Committee and shall:

1. Assist the President and the Vice-President.
2. For the duration of the disability or absence of both the President and the Vice-President, perform the duties of their offices.
3. Take responsibility for all funds received by the committee and remit them to such depositories as approved by consent of the committee.
4. Maintain a detailed account book of all records, properties, assets, facilities, securities, and investments of the funds of the Committee.

D. Secretary. The Secretary is the correspondent and recorder of the Committee and shall:

1. Assist the Officers of the Committee.
2. For the duration of the disability or absence of the President, Vice-President, and Treasurer, perform the duties of their offices.
3. Give notice of meetings called by the President individually to all of the members of the Committee and to the public pursuant to the Open Public Meetings Act.
4. Keep detailed minutes of the meetings and shall submit copies of the minutes of each meeting to the Mayor and Council.⁴

Article 9. Subcommittees. The President may appoint a Subcommittee for such specific purposes as the business of the Committee may require.

A. The Subcommittee shall submit a report on the proceedings and recommendations for approval at the next meeting of the Committee.

B. Subcommittees shall be disbanded once the charge of said group is completed and a final report has been made to the Committee.

Title VI. Meetings and Voting.

Article 10. Regular Meetings. The Committee shall convene annually at such time and place as selected by the President for the purpose of seating new members appointed by the Mayor of Watchung and for the election of Committee officers.

A. The Committee shall convene at such times as necessary to transact business.

B. The President shall call all meetings and the Secretary shall give notice one week in advance.

C. At all meetings, four (4) voting members of the Committee shall constitute a quorum.

D. The agenda for each meeting shall be determined by the President in consultation with the secretary of the Committee.

Article 11. Special Meetings. The President may call and convene the Committee at any time a quorum may be established.

A. The committee shall, at the written request of three (3) members convene for the transaction of business as stated in the call for the meeting.

Article 12. Election. The Membership shall control the Committee through annual fair and free elections to determine selection of officers.

A. Eligibility. All voting members of the Committee shall have the right to serve as officers.

B. Procedure. The President of the Committee shall preside over all elections.

1. Nominations.

- a. A nomination must be seconded.
- b. A member of the Committee may self-nominate.
- c. A motion shall be adopted to close nominations of candidacy.

2. Voting.

- a. The Secretary shall call the votes for each nominee in the order of their nomination.
- b. If no candidate receives a majority of votes cast, the candidate with the least votes shall be removed from consideration. The Committee shall then vote on the remaining candidate(s).

c. Votes by proxy shall not be permitted.

3. Installation of Officers.

- a. Members who have received a majority of votes cast shall be immediately seated and vested with all powers and responsibilities of their respective offices.

Title VII. Amendment and Adoption of Bylaws.

Article 13. Amendment. Any member of the Committee may introduce revisions of the bylaws for consideration.

A. The written draft of the bylaw shall be submitted to the Secretary for distribution to the full Committee.

1. The written draft must include the current language (if applicable).
2. The written draft must include the proposed language and an explanation for the necessity of the change.
3. The Bylaws and any amendments must be reviewed and approved by the Borough Attorney before being adopted. (See Article 15.)

Article 14. Adoption. An amendment may be formally adopted by a majority vote of voting members at the meeting following its introduction and distribution to the Committee.

1 Chapter II: Article V: Section 2-42.2: Establishment; Members; Terms.

“There is hereby established in the administrative and executive services of the Borough, the Library Advisory Committee to act as liaison between the Borough of Watchung and the Somerset County Library Commission and to perform such other functions as shall be appropriate for the continuation of a public library within the Borough. The Library Advisory Committee shall consist of the Mayor or the Mayor’s designee, one (1) member of the Council appointed by the Mayor for a term of one (1) year, and six (6) members appointed by the Mayor.” - *Revised General Ordinances of the Borough of Watchung*, adopted 22. January, 2004.

2 Ibid, Chapter II: Article V: Section 2-42.2: Establishment; Members; Terms.

“Each member appointed by the Mayor, other than the Councilmember, shall serve for a term of three (3) years and until a successor is appointed and qualified; except that, of those six (6) first appointed, two (2) members shall serve for three (3) years, two (2) members shall serve for two (2) years, and two (2) shall serve for one (1) year.”

3 N.J.S.A. 10:4-6 et seq.

4 Revised General Ordinances of the Borough of Watchung, Chapter II: Article V: Section 2-42.3: Organization; Officers; Meetings; Notice; Minutes.

“The Secretary shall keep minutes of the meetings and submit copies of the minutes of each meeting to the Mayor and Council through the Borough Clerk.

5 Ibid, Chapter II: Article V: Section 2-42.3: Organization; Officers; Meetings; Notice; Minutes.

“At its first meeting each year the Library Advisory Committee shall elect a President and Secretary each to serve a term of one (1) year or until their successors are elected. The Library Advisory Committee shall meet at least once annually and at such times as it shall determine necessary to properly perform its duties.”

9/7/16