EAST LAKE COMMUNITY LIBRARY (ELCL)
ADVISORY BOARD BY-LAWS
(REVISED DECEMBER 2009)

SECTION 1. THE RESPONSIBILITIES OF THE ELCL ADVISORY BOARD, HEREINAFTER REFERRED TO AS "BOARD" SHALL BE:

- To recruit, select, and recommend Library Director, hereinafter referred to as "Director". Submit candidate for approval by Palm Harbor Community Services Agency, hereinafter "Agency" . Once hired, conduct annual performance review and provide recommendation to Agency .
- To advise the Director on direction for the provisions of library services in East Lake by reviewing, commenting on and endorsing operational policies established by the Director to be approved by the Agency.
- To assist the Director in fostering community support and to assist in guiding the library in serving the East Lake community needs.
- To assist the Director in adopting long and short range plans for the library's growth/expanded services.
- To review and endorse budget requests over $5000 to be submitted to the Agency for approval, and, if needed, represent the library during budget hearings.

SECTION 2. THE ADVISORY BOARD WILL BE GUIDED BY THE FOLLOWING PROVISIONS:

- The Board consists of at least seven (7) but no more than nine (9) members, each serving a two-year term. Board members may serve two consecutive two-year terms. New members of the Board are ratified by a majority vote of the sitting Board. Under certain conditions, members' terms may be extended, provided the extension is in the best interest of the Library and represents no conflict with any existing government authority. The composition of the Board is as follows:
    - A member of the business community whose service area includes the East Lake fire district. This representative is

self-nominated or the result of an ad hoc nominating committee recommendation and is ratified in accordance with the election procedures of the Board.

- A member of the Friends of the East Lake Community Library. This representative is nominated by the Friends and is ratified in accordance with the election procedures of the Board.
- A Library volunteer, currently and actively in service at the library. This representative is nominated by the Director and volunteer coordinator and is ratified in accordance with the election procedures of the Board.
- A member of the Educational community, actively employed and assigned to one of the schools in East Lake. This representative is nominated from a pool of candidates from the three local schools, East Lake High School, Brooker Creek Elementary and Cypress Woods Elementary, and is ratified in accordance with the election procedures of the Board.
- Up to three (3) members of the East Lake community at large, currently residing in the East Lake library area. These representatives may be self-nominated or as a result of an ad hoc nominating committee recommendation and are elected and ratified in accordance with the election procedures of the Board.
- Two members assigned by and representing the Pinellas County Board of Commissioners.
- One member of the Board serves as a liaison to the Friends of ELCL.

- Board terms are staggered to minimize disruption to Board business and to provide as much continuity as possible.

- Board Chair, Vice Chair, Secretary, and Treasurer positions will be elected by a majority vote of the sitting Board during the October meeting of each year.

- Board ad hoc Committees will be commissioned on an as needed basis and will report results and make recommendations to the full Board for approval.

- The Advisory Board will meet on the second Tuesday of each month at 6:00pm in the East Lake Community Library (or as often as is necessary to complete its duties and responsibilities.) All meetings will be open to the public, the dates of which will be posted in a County publication.
- Four (4) members of a seven (7)-member board, or five (5) members of a larger board will constitute a quorum. Recommendations and decisions of the Advisory Board require a majority vote. Votes of five (5) members of a seven (7)-member board, or six (6) members of a larger board are required to change the by-laws.
- Board members may not miss more than three (3) unexcused meetings per year. Members missing four (4) unexcused meetings in a calendar year will be subject to Board removal. Removing a member from the Board requires a Board vote.