

# **PALM BEACH COUNTY LIBRARY ASSOCIATION**

## **POLICIES AND PROCEDURES**



PALM BEACH  
COUNTY  

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LIBRARY  
ASSOCIATION

**Approved June 2023**

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# **I. MEMBERSHIP**

## **Section A. Eligibility**

Membership is open to any person interested in library and information services (Bylaws Article III, Section A).

Three classes of membership shall be available.

1. General membership: Any interested person shall be eligible for membership in the Association upon payment of the annual dues prescribed by the Association in Bylaws Article III, Section B.
2. Paraprofessional membership: Paraprofessional membership shall be open to any non-professional person working in a support role in a library upon payment of the annual paraprofessional dues prescribed by the Association in Bylaws Article III, Section B.
3. Student membership: Student membership shall be open to any person currently enrolled in a degree program at any college or university upon payment of the annual student dues prescribed by the Association in Bylaws Article III, Section B.
4. Retired membership: Retired membership shall be open to any retired library staff upon payment of the annual dues prescribed by the Association in Bylaws Article III, Section B.

## **Section B. Dues**

General membership dues shall be reviewed annually by the Board of Directors. Any change in dues amount shall take place at the start of a fiscal year.

1. General membership dues are currently set at \$20.00 annually.
2. Paraprofessional dues are currently set at \$15.00 annually.
3. Student dues are currently set at \$10.00 annually.
4. Retired membership dues are currently set at \$10.00 annually.
5. According to Bylaws Article III, section B, "Membership may be accepted at any time and will be valid one year from the date paid." If dues are unpaid four months after the one year, dues shall be considered in arrears and all privileges of membership shall be suspended until payment is received.

## **II. OFFICERS**

### **Section A. President**

1. Duties. Prepares an agenda and presides at all meetings of the Association and of the Board of Directors.
  - a. Represents the Association in all official capacities.
  - b. Acts as spokesperson for the Association on all established policies.
  - c. Coordinates the work of all officers, divisions, and committees.
  - d. Obtains annual reports from committee chairpersons before the annual meeting.
  - e. Reviews and submits the Secretary's minutes of all meetings to the Board of Director's for approval.
  - f. Committee appointments
    - i. Appoints chairpersons of all standing committees, subject to approval by a majority of the Board of Directors, and serves as ex-officio member of all committees.
    - ii. Appoints ad hoc committees as necessary, with approval of the Board of Directors.

### **Section B. President-Elect**

1. Duties
  - a. Serves as a voting member of the Board of Directors.
  - b. Acts in the absence of the President. If the President vacates the office, the President-Elect completes the term.
  - c. Communicates with the President throughout the year to assist where needed, support initiatives, resolve issues and to prepare to assume the duties of the presidency.

### **Section C. Past President**

1. Duties
  - a. Serves as voting member of the Board of Directors.
  - b. Serves in an advisory capacity to the President and Board of Directors.

## **Section D. Secretary**

### 1. Duties

- a. Serves as a voting member of the Board of Directors.
- b. Records and keeps minutes of Board of Directors meetings and the Association annual meeting, include a record of attendance.
- c. Handles correspondence as directed by the President and Board.
- d. Maintains a roster of names and contact information for all members serving on board and committees.
- e. Maintains a current record of the terms of office for Board members and committee chairs; informs nominating chair of upcoming vacancies.
- f. Keeps permanent file of minutes, pertinent correspondence, and communications.
- g. Sends copies of minutes to the President for review and dissemination to the Board. Upon approval sends minutes to Communications committee for posting on the PBCLA website.

## **Section E. Treasurer**

### 1. Duties

- a. Serves as a voting member of the Board of Directors.
- b. Arranges, at the discretion of the Board, for an audit of the books of the previous administration.
- c. Normal, budgeted expenditures do not require prior approval of President. Pays other bills as directed by the President or the Board. Receives, records, and deposits payment of dues.
- d. Coordinates with Membership Chair as dues are received in order for the Membership Chair to maintain an accurate membership roster.
- e. Submits a detailed, written financial report at each Association meeting, at board meetings, and at the close of their term.
- f. Prepares and sends a report to the Internal Revenue Service by the 5th day of the 5th month following the close of the fiscal year.

- g. Updates any change in the office of President and Treasurer with the Association bank and submits any documentation as needed.
- h. Transfers books within one month following the expiration of their term and trains their successor. The training should be completed before the first quarterly meeting. Ideally, the outgoing treasurer attends the next board meeting to assist with the transition for the new treasurer.
- i. Coordinates with the Membership Chair and Events Committee, and reports to the Board on revenues received.

## **Section F. Membership Chair**

### **1. Duties**

- a. Serves as a voting member of the Board of Directors.
- b. Maintains membership roster of current and lapsed Association members.
- c. Notifies members when membership will expire, the renewal process and the dues payable; welcomes new/renewed members with confirmation email.
- d. Communicates new/renewed membership information to Communications Chair to maintain up-to-date address, email and phone numbers of Association members.
- e. Submits a detailed membership report at each Association meeting, at Board meetings, and at the close of their term.
- f. Ensures that the membership application process and online forms are accessible and current.
- g. Transfers membership files within one month following the expiration of their term and trains their successor. The training should be completed before the first quarterly meeting. Ideally, the outgoing treasurer attends the next board meeting to assist with the transition for the new Membership Chair.

## **III. MEETINGS**

### **Section A. General Membership Meetings**

- 1. Date and time is set by the Board of Directors (Bylaws Article V, Sect. A), but are generally scheduled quarterly.
- 2. Meeting location is at the discretion of the Board, with an effort to ensure geographic diversity as well as type of venue.

3. The Annual Meeting will be held in the last quarter of each fiscal year (Bylaws Article V, Sect. B), at which time the election of officers shall take place.

## **Section B. Board of Directors Meetings**

1. Meetings of the Board of Directors are scheduled monthly at the discretion of the President.

## **IV. BOARD OF DIRECTORS**

### **Section A. Duties**

1. The Board of Directors shall conduct the business of the Association.
2. The Board shall assist the incoming President in obtaining committee chairpersons and committee members.
3. The Board shall periodically review the duties of each committee, indicating the direction that the work should take and the goals that each committee should strive to reach within the year. The chairpersons of all committees shall be notified of such direction through the President and Secretary.
4. Votes taken by the Board may be conducted either in-person, electronically and will be considered valid.

## **V. FISCAL POLICY**

### **Section A. General**

1. An annual budget proposed by the Treasurer, with input from the Board of Directors, shall be approved by the Board at the beginning of each fiscal year (7/1-6/30).
2. Association funds can be spent only for purposes authorized or budgeted by the Board. The Treasurer verifies all expenses, except for those incurred by the Treasurer, which are verified by the President.
3. All officers and committee chairpersons must submit a copy of authorized expense receipts to the Treasurer for accounting purposes and reimbursement.
4. A new association budget shall be set up within one month after the fiscal year begins. Regular budgeted expenditures do not require prior approval of the Board.

## **VI. COMMITTEES**

The work of committees shall be under the direction of the Board of Directors.

### **Section A. General Considerations**

1. All committee members must be members of the association, unless otherwise approved by the Board.
2. Committees may undertake projects with the agreement of the Board of Directors.

### **Section B. Committees**

#### **1. Advocacy and Outreach**

##### **Statement of Purpose:**

The Advocacy Committee works closely with the Board and other interested parties to raise awareness of the variety of services different libraries in Palm Beach County offer the community.

##### **Responsibilities of Advocacy Committee Chairperson**

1. Communicate with the Board regarding committee activities and submit reports as requested.
2. Ensure that all projects undertaken have the approval of the President and Board.
3. Maintain electronic committee files and passes access of material over to the new committee chairperson within 30 days.

##### **Responsibilities of Advocacy Committee**

1. Plan and host advocacy activities and events.
2. Coordinate with other local organizations to promote libraries.
3. Outreach to various elected officials to better inform them of the impact of various libraries on their communities and constituencies.

#### **2. Bylaws**

##### **Statement of Purpose:**

Oversees the Bylaws and Policies and Procedures of the Association. Ensures that the Bylaws and Policies and Procedures clearly reflect all changes that have been made by the Board and voting membership.

##### **Responsibilities of Bylaws Committee Chairperson**



1. Coordinates the duties of the Bylaws Committee.
2. Communicate with the Association President and Board.
3. Helps clarify and interpret bylaws, policies and/or procedures when requested by the Board.

### **Responsibilities of Bylaws Committee Members**

1. Reviews the Association Bylaws & Policies and Procedures periodically and makes recommendations for changes to the Board of Directors.
2. When changes to the Bylaws have been approved by the Board, takes the appropriate steps to ensure that changes are brought before the membership for a vote.
3. Ensures that any approved changes to the Bylaws by the Board are brought before the Association membership for a vote.
4. Publishes any amended/revised Bylaws and/or Policies & Procedure documents on the Association website once voted on/approved by the membership
5. Maintains file of Committee documents and provides Board members and other interested parties with copies upon request.

## **3. Communications**

### **Statement of Purpose:**

The Communications Committee provides communication to the members and the public through the PBCLA website, email and social media. The Communications Committee will work directly with the Secretary of the Board to ensure accuracy and currency of all information.

### **Responsibilities of the Communications Chairperson**

1. Relays information and assigns tasks from the Board to the Committee and ensures that PBCLA business is published in a timely manner.
2. Communicates with the Board regarding committee activities.
3. Maintain electronic committee files and passes access of material over to the new committee chairperson within 30 days.
4. Determines committee members specified committee roles.
5. Maintains the email list necessary for the business of PBCLA and sends emails to keep membership informed including working with the Membership chair to ensure accurate contact information for membership.

6. Reports on updates at regularly held Board meetings and may produce an annual report at the discretion of the Board.

### **Responsibilities of the Communications Committee Members**

1. Reviews all communications content prior to release to maintain uniformity of brand and accuracy of information.
2. Ensures that PBCLA activities are advertised in a timely manner to promote the visibility of the organization and its events.
3. Monitors library news and developments and posts to the website.

## **4. Events**

### **Statement of Purpose:**

The Events Committee plans and coordinates events, programs, and fundraising strategies to further PBCLA's mission to support and advance libraries and to provide professional development to those interested in library service.

The committee works in close conjunction with the Treasurer and the Advocacy Committee to ensure financial security and support for activities including, but not limited to, programming, student scholarships, professional development awards and advocacy events. The committee works in close conjunction with the Communications Committee to ensure adequate marketing of events.

### **Responsibilities of Events Committee Chairperson**

1. Communicates with the President regarding committee events.
2. Ensures that all projects undertaken have the approval of the President and Board.
3. Maintain electronic committee files and passes access of ~~turns active~~ material over to the new committee chairperson within 30 days.
4. Submits a written report to the Board when requested, including a report of work done and any recommendations.
5. Conveys relevant information to the Communications Committee chair 30 days prior to the event for marketing purposes.
6. Coordinates with the Secretary to ensure that a thank you letter is sent to the presenter(s) of the program within one week of the event.
7. Conducts fundraising at meetings, record receipts, and ensure that treasurer receives funds.

8. Communicate budgetary needs for projects to Treasurer.

### **Responsibilities of Events Committee Members**

1. Works with the Board to identify fundraising goals. (cf. IV. A. 1. Duties of the Board).
2. Assists with planning quarterly meetings and other events.

## **5. Nominating**

### **Statement of Purpose:**

The Nominating Committee develops an annual slate of candidates for the Board of Directors based on which offices are up for election due to term limits.

### **Responsibilities of the Nominating Committee Chairperson**

1. Conveys instructions from the Board to the committee and assigns tasks to each member as needed.
2. Communicates with the President regarding committee activities.
3. Maintain electronic committee files and passes access of material over to the new committee chairperson within 30 days following the annual election.
4. Submits written reports to the Board upon requested, including recommendations on potential Board nominees.
5. Communicate relevant information to the Board and Association prior to the nomination process and election.
6. Oversees the search for Board nominees to fill office positions up for election due to term limits.
7. Requests and receives biographies from official nominees. Submits them to the Communications Committee for posting on the Association website.
8. Prepares the nomination ballot form for distribution at the Annual Meeting.
9. Distributes nomination ballots; collects and counts completed ballots; verifies count with Nominating Committee members present; announces ~~on~~ the new Board members at the Annual Meeting.

### **Responsibilities of Nominating Committee Members**

1. Research and solicit nominations for elective office positions.
2. Prepare nomination ballot for elective office positions up for election due to term limits.

3. Assist chair in all aspects of the nomination and election process.
4. Participate in committee meetings.

## **6. Scholarship and Professional Development Awards**

### **Statement of Purpose:**

The Scholarship and Professional Development Awards Committee is to promote professional development by providing financial assistance to current Association members in support of their ongoing professional pursuits.

### **Responsibilities of Scholarship and Professional Development Awards Chairperson**

10. Works within the annual budget established by the Budget Committee to award financial assistance to current members engaged in study leading to a degree in a library-related discipline, enrollment in post-degree certification or other coursework, or attendance at library-related conferences.
11. Communicate with the President and Board and submit reports when requested.
12. Maintain electronic committee files and passes materials over to the new committee chairperson within 30 days.
13. Communicate during the approval process and provide an update of awards to the Board and the Treasurer for check distribution.

### **Responsibilities of Scholarship and Professional Development Awards Committee Members**

1. Establish criteria for library-related scholarship and professional development awards.
2. Update scholarship application forms, when necessary.
3. Coordinate with the Communications committee to advertise scholarship availability.
4. Collect, review and evaluate completed scholarship applications.
5. Inform the recipient that they may be required to report on the award in some appropriate forum, i.e. an essay, an address to membership, etc.

## **Section C. Ad Hoc Committees**

Ad Hoc Committees may be created as needed and are subject to Policies and Procedures for Committees, Section A.

### **Budget Committee**

1. Members include the incoming President and Treasurer; additional members, as needed.
2. Prepares draft budget to present to the Board for action prior to the beginning of the fiscal year.
3. Solicits input from officers and committee chairs.

### **Membership Committee**

1. Membership chairperson may create ad hoc committees as needed.