

**Sanibel Public Library District
Bylaws**

Adopted 22 June, 2006

Article I. Introduction.

Sanibel Public Library District is an Independent Special District, a governmental entity with taxing authority, created by special act of the Florida Legislature and approved by the voters of Sanibel in 2005. It is governed by its charter, which is embodied in the special act creating the district, in relevant provisions of Chapter 189, Florida Statutes, and in other provisions of general law governing governmental entities.

Article II. Intent and Construction.

These By-Laws are intended to supplement, but may not override any applicable provisions of the charter or general law. In interpreting these By-Laws, the Board may also refer to the Special District Handbook published under authority of the State of Florida, Department of Community Affairs.

Article III. Board.

The district is governed by a seven member board of commissioners, elected by the voters of Sanibel. Officers are elected by the board in accordance with the charter.

Article IV. Meetings. (Rev. 2.25.2021 – D. Regular Meetings)

- A. *Generally.* All meetings are open to the public and are governed by the Florida Government-in-the-Sunshine Laws and other provisions of general law.
- B. *Notice.* Notice of meetings will be provided as required by Sec. 189.417 Florida Statutes. The place for posting public notices will be on the notice board at the entrance to the Sanibel Public Library, 770 Dunlop Road, Sanibel, Florida 33957.
- C. *Location.* Unless otherwise provided by the Board, meetings will be held at the address and location of the Sanibel Public Library, above.
- D. *Regular Meetings.* Regular Meetings will be held monthly. The meeting dates and times will be advertised in accordance with Florida Sunshine Law guidelines.
- E. *Special Meetings.* Special meetings may be held at the call of the board at a meeting; the chair; the executive director; or upon request of at least two commissioners filed with the executive director.
- F. *Attendance.* Commissioners are expected to attend meetings unless excused. Absences may be excused by the chair for cause. The absence will be noted as an excused absence or unexcused absence by the chair at the meeting. The

determination of the chair is final, unless overridden by a majority of the commissioners present. In order to seek an excused absence, a commissioner should notify the chair in a meeting in advance of the proposed absence, or the executive director well in anticipation of the meeting, and at least three days before the meeting. Requests to excuse an absence after the meeting will be approved only upon a showing that exigent circumstances prevented a more timely request. In determining whether to excuse an absence, the chair will consider the timeliness of the request; the reason for the request; whether a quorum will be present, the time of the year (summer months) and any other factor deemed relevant to the request.

Examples of reasons for excused absences include the following:

1. Illness or injury
2. Emergency
3. Prior scheduled vacation
4. Business necessity

- G. *Attendance by Remote Device.* Attendance by telephone or teleconference should only be used where illness or special circumstances make attendance in person infeasible. It may only be used where there is a quorum present (in the meeting room) and a speaker device allowing all commissioners and the public to hear the entire conversation.
- H. *Agendas.* The executive director, in conjunction with the chair, will provide the agenda. Any commissioner may request that an item be placed upon the regular meeting agenda. Requests should be made at least seven days before the meeting. For a special meeting, requests must be made at least 14 days before the meeting, in order to accommodate advertising. The executive director should distribute and post the agenda as soon as is feasible.

The general outline for conduct of business will be as follows:

1. Call to Order
2. Roll call
3. Setting of Agenda--addition and deletion of agenda items
4. Secretary's Report-Approval of Minutes
5. Treasurer's report
6. Executive Director's Report
7. Old Business
8. New business
9. Correspondence and Communication
10. Public Comment
11. Adjournment

The chair may alter this order as deemed advisable.

- I. *Quorum.* A quorum consists of 4 commissioners. A quorum must be present (i.e., in the meeting room) for the conduct of business; otherwise, the chair must cancel the meeting or continue it to a time and date certain.
- J. *Vote.* All official actions shall be taken by an affirmative vote of a majority of the quorum present (I.e., in the meeting room and lawfully appearing by remote device). The vote shall be upon motion made and seconded, which may be by any commissioner including the chair, and after an opportunity for board discussion has been provided. The chair may provide an opportunity for public comment also, and may place reasonable limits upon the time allowed for public comment. All votes shall be made publicly and shall be recorded in the minutes. Abstentions shall only be permitted in accordance with the requirements of the state of Florida ethics laws. A tie vote results in the rejection of the proposal.
- K. *Reconsideration.* A matter may be reconsidered at the meeting by motion of any commissioner and affirmative vote of the board; or may be reconsidered once, at the next regular (or special meeting, if included in the meeting call) by request of any commissioner who had voted with the majority. The vote will be upon whether to reconsider. If approved, the matter will be reconsidered at the same meeting or at another meeting, as ruled by the chair.
- L. *Rulings of the Chair.* In conducting the meeting, the chair's rulings and determinations may be overridden by a majority vote of the commissioners.
- M. *Robert's Rules of Order.* To the extent applicable, and not inconsistent with specific provisions of the charter, general law or these By-laws, the provisions of the most current editions of Robert's Rules of Order will be referred to in conducting meetings. However, such Rules should not be used to frustrate the conduct of business or the will of the majority and may be suspended by vote of the majority.
- N. *Public Comment.* The Board, through the chair, has an obligation to ensure that robust debate in local government which is the crucible of democracy is carried out in a reasonably respectful manner. Public Comment is included on the agenda for each meeting. A member of the public wishing to speak must state his/her name and city of residence, and limit comments to 5 minutes.
- O. *Delegation of Authority.* To the extent that operational duties are delegable, the duties of operating the public library and the duties of preparing notices, agendas, meeting materials, minutes, financial reports, and other tasks, are delegated to the executive director and administrative staff.
- P. *Subcommittees.* The Board may create one or more sub-committees for identified tasks and duration. Such sub-committees shall meet and operate within the confines of the Government-in-the Sunshine laws, the charter, general law and these By-laws.

Article V. Travel, Per Diem, and Expense Reimbursement.

- A. Board members serve without compensation, but may receive payment or reimbursement for authorized expenses in the same manner and amounts as authorized for employees in the Employee Handbook (see Section 19) except as modified and provided herein.
- B. The purpose for the expenditure must be authorized or approved by the Board and the reimbursement must be authorized by the Board.
- C. The expenditure must be on behalf of the District and must be ordinary, necessary and reasonable.
- D. Meal allowances shall not exceed the following unless approved by the Board due to special circumstances of the travel, accommodations or expenditure:

Per Diem and Subsistence Travel Allowances (Rev. 8/22/08)

Per Diem reimbursements relate to Class A and Class B Travel.

Class A Travel is defined as continuous travel of 24 or more hours away from home.

Class B Travel is defined as continuous travel of less than 24 hours which involves an overnight stay away from home.

.1 Out of town travel to meetings and conferences shall be reimbursed on a per diem basis. A day is defined as a calendar day, 12:01 a.m. to 12:00 midnight.

.2 The per diem for meals and incidentals shall be \$80.00.

.3 Incidental expenses are such things as tips, laundry, on-site transport, phone calls, and other individual expenses are not reimbursable. Excluded from incidental expenses is shuttle fare between the airport and the hotel each way, which is reimbursable.

.4 A per diem may be paid in advance upon request.

.5 Meals included in a registration fee paid by the Library or included as a complimentary service will not be otherwise reimbursed.

Subsistence Allowances

.1 Subsistence reimbursements relate to Class C Travel.

Class C Travel is defined as travel for short day trips that do not require a stay away from home.

Class C Travel will not be reimbursed on a per diem basis, but will be given the following allowances:

Breakfast (\$6.00) before 6 a.m. and extends beyond 8 a.m.

Lunch (\$11.00) before 12 p.m. and extends beyond 2 p.m.

Dinner (\$19.00) before 6 p.m. and extends beyond 8 p.m. OR when travel occurs during nighttime hours due to special assignment.

Members may apply the meal per diem in any manner, within the applicable time period(s) and need not produce receipts. Deviations from this schedule will require separate approval and production of receipts.

Article VI. Amendment of By-laws.

These By-laws may be amended by majority vote of the board after a notice of the nature of the proposed amendment has been provided at least ten days before the meeting at which the amendment will be considered.