ARTICLE I

OFFICERS

1. The officers of the Board of Trustees of the Rochester Public Library (the "Library") shall be a President, a Vice-President, a Treasurer and a Secretary.

2. The President, who shall be a Trustee, shall be elected at the regular meeting in January of each year. The President shall preside at all meetings and shall have the usual powers of a presiding officer.

3. The Vice-President, who shall be a Trustee, shall be elected at the regular meeting in January of each year, and shall act as President in the absence or disability of the President.

4. The Treasurer, who shall be a Trustee, shall be elected at the regular meeting in January of each year. The Treasurer shall be responsible for all funds and securities of the Library and shall deposit all such funds and securities in the name of the Library in such banks, trust companies or other depositories as authorized by the Board.

5. The Secretary, who shall be a Trustee, shall be elected at the regular meeting in January of each year. The Secretary sends notices of meetings of the Board, records its transactions, and conducts its correspondence.

6. No Trustee shall hold the office of President, Vice-President, Secretary or Treasurer consecutively for more than two full terms.

7. The number of Trustees shall be set at eleven members, in accordance with the Absolute Charter granted by the New York State Board of Regents.

ARTICLE II

MEETINGS

1. The regular meetings of the Board shall be held each month at such place and hour as may, from time to time, be prescribed by the Board, provided that the Board may, by resolution, intermit the meetings in the months of July and August.
2. Special meetings shall be held on the call of the President or any three Trustees. Notices of regular meetings shall be mailed or served personally not less than five days nor more than ten days before such meetings, and notices of special meetings shall be mailed or served personally not less than two days nor more than ten days before such meetings, and shall state the subject proposed for consideration, which subject only can be acted upon at such meetings.

3. Six Trustees shall constitute a quorum, and a majority vote shall be necessary for the transaction of business.

4. In the absence of a quorum, the Trustees present may adjourn the meeting to a day fixed, notice of which shall be given by the Secretary.

5. Proceedings shall be conducted in the manner usual in deliberative bodies, and when not contrary to these rules, according to the latest edition of Roberts Rules of Order. The presiding officer shall decide all questions of order, subject to appeal without debate.

6. The order of business shall be as follows:
   (a) The Minutes of the preceding meeting
   (b) Reports of officers and committees
   (c) Report of the Director
   (d) Nominations and elections, if any
   (e) Unfinished business
   (f) New business
   (g) Adjournment

   This order of business may be changed or suspended during any meeting of the Board by unanimous consent of the Trustees present at such meeting.

7. If any Trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees, the trustee shall be deemed to have resigned, and the vacancy shall be filled. (Education Law, Sec. 226)
ARTICLE III

COMMITTEES

1. (a) There shall be three standing committees: a Nominating Committee, a Finance Committee and a Personnel Committee.

(b) The Nominating Committee shall be elected at the November meeting. It shall consist of three members, one of whom shall be appointed by the President and two of whom shall be elected by the Board.

(c) The members of the Finance Committee and the Personnel Committee shall be appointed by the President with the approval of the Board.

2. Special committees and the members thereof may be established from time to time by the President with the approval of the Board.

3. All reports of Committees shall be in writing, and shall be received without motion for their reception.

4. The action of all committees shall be subject to the approval of the Board, and no Committee shall authorize any expenditure without authority of the Board.

5. No action of any committee shall be binding until approved by the Board unless full authority has been previously given by the Board, and no committee shall authorize any expenditure without authority of the Board.

ARTICLE IV

DIRECTOR

1. The Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial condition set forth in the annual budget or as the annual budget may be modified through appropriate action.

ARTICLE V

AMENDMENTS

1. These By-laws may be repealed, amended, or added to at a regular meeting of the Board by a majority vote of the Trustees present, but only after the substance of the proposed change has been submitted in writing at a prior regular or special meeting, and notice thereof has been given in the notice of meeting at which it is to be considered.