

TWO OPEN POSITIONS ON THE FAYETTE COUNTY LIBRARY BOARD

Fayette County's Library Board is charged with recommending local policies and practices to the Fayette County Board of Commissioners where there is no County or Regional Library System Policy governing that area of service. Among other duties, the Board is charged with reviewing plans and policies to ensure that all views of the community are represented in the selection process.

The Library Board is composed of seven volunteers who are appointed to four-year terms by Fayette County's local jurisdictions. Three members are appointed by the Fayette County Board of Commissioners. The cities of Fayetteville and Peachtree City and the towns of Tyrone and Brooks make one appointment each for the remaining four members. Members of the Library Board are not compensated for their service.

The Library Board meets approximately four (4) times a year, and the meetings are typically held on the third Tuesday during the months of January, April, June and October. Meetings begin at 4:00 p.m. and are held at the Fayette County Public Library, which is located at 1821 Heritage Park Way, Fayetteville, Georgia 30214.

The Fayette County Board of Commissioners would like to notify all interested Fayette County citizens that there are TWO upcoming vacancies on the Library Board. **The terms for each vacancy will begin on January 1, 2025 and will expire December 31, 2028.**

Interested Fayette County residents are encouraged to apply.

Applications can be obtained by visiting www.fayettecountyga.gov ; Public Notices. All applications must be returned to Tameca Smith, County Clerk at tsmith@fayettecountyga.gov or at 140 Stonewall Avenue West, Suite 100, Fayetteville, Georgia **no later than 5:00 p.m. on Friday, November 15, 2024.**

Contact: Tameca P. Smith, County Clerk
Office: (770) 305-5103

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APPLICATION FOR APPOINTMENT
Fayette County Library Board

Thank you for your interest in being considered for appointment to the Fayette County Library Board.

The Fayette County Library Board consists of seven volunteer members appointed to four-year terms. Meetings are held no less than four times per year, and are held at the Fayette County Library, 1821 Heritage Park Way, Fayetteville, Georgia 30214. Applicant must reside in Fayette County. There is no compensation provided with appointments to the Library Board. **Applicants are encouraged to attend as many Library Board meetings as possible in an effort to become familiar with the responsibilities of the post.**

Please take a few minutes to complete the form and answer the questions below and return with a resume, if available, to Tameca Smith, County Clerk, via email at tsmith@fayettecountyga.gov or 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 **no later than 5:00 p.m. on Friday, November 15, 2024.**

If you have any questions, please call (770) 305-5103.

NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

NAME _____

ADDRESS _____

TELEPHONE (cell) _____ (home) _____

(email address) _____

Signature

Date



APPLICATION FOR APPOINTMENT
Fayette County Library Board

1. How long have you been a resident of Fayette County?
2. Why are you interested in serving on the Library Board?
3. What qualifications and experience do you possess that should be considered for appointment to the Library Board?
4. List your recent employment experiences to include name of company and position.
5. Do you have any past experience related to this position? If so, please describe.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government?
7. Have you attended any Library Board meetings in the past two years and, if so, how many?
8. Are you willing to attend seminars or continuing education classes at county expense?
9. What is your vision of the county's future related to the duties of the Fayette County Library Board?
10. Would there be any possible conflict of interest between your employment or your family and you serving on the Library Board?
11. Are you in any way related to a County Elected Official or County employee? If so, please describe.
12. Describe your current community involvement.
13. Have you been given a copy of the county's Ethics Ordinance? Is there any reason you would not be able to comply with the ordinance?

BYLAWS of the FAYETTE COUNTY PUBLIC LIBRARY BOARD

ARTICLE I DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Fayette County Public Library Board (hereafter Library Board) shall recommend local policies and practices to the Fayette County Board of Commissioners where there is no County or Regional Library System Policy governing that area of service.

Section 2. The Library Board shall discharge those duties delegated to it by the Fayette County Board of Commissioners and the Flint River Regional Library System Board. All formal actions of the Library Board taken in discharging those duties shall be reported to the Fayette County Board of Commissioners and the Flint River Regional Library System Board in the manner specified by the respective board.

Section 3. Consistent with Section 10 of these Bylaws, the Library Board shall support the Fayette County Public Library budget and shall assume responsibility for the accurate and convincing presentation of the library's fiscal needs to the Fayette County Board of Commissioners in the format(s) and at the time(s) required by the Commissioners.

Section 4. The Library Board shall present financial and administrative reports to supporting agencies as required and to the public as appropriate.

Section 5. The Library Board shall notify the Fayette County Board of Commissioners of a vacancy on the board in order that an individual may be appointed to complete an unexpired or full term.

Section 6. The Library Board shall notify the Fayette County Board of Commissioners, the Director of the Fayette County Public Library, and the Executive Director of the Flint River Regional Library System, in advance of all meetings of the Library Board.

Section 7. The Library Board shall appoint a member of the Library Board to serve as the official representative to the Flint River Regional Library Board. This shall be done at the October meeting. The term of office for the representative shall be one calendar year (January through December). The representative selected shall have adequate remaining service time to complete the required full one year term. Such representative may be appointed to serve an unlimited number of terms.

Section 8. Consistent with Section 10 of these Bylaws, the Library Board shall review with the Library Director all book material selection programs, plans, and policies to ensure that

all views of the community are represented in the selection process. Further, work with the Library Director in the preparation and adoption of written policies relative to the selection process within which the library staff will work.

Section 9. Members of the Library Board shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or, if stipulated, in terms of any bequest or gift.

Section 10. The Fayette County Library Board was established as an “advisory board”. Because it is “advisory” only in nature, the members of the Fayette County Library Board understand that the governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice. In addition to the duties described in the preceding Sections of the Bylaws:

- A. The Fayette County Library Board shall
 - 1. Advocate for library support, including seeking support for annual or operational and capital funding
 - 2. Advocate for support for the library for local, state, regional, and national legislative initiatives
 - 3. Promote library services and programs
 - 4. Assist library management in developing policies and budget proposals
 - 5. Provide support for management initiatives and decisions
 - 6. Advise their governing bodies on actions to take for the library

- B. The Fayette County Library Board shall not
 - 1. Govern the library
 - 2. Hire, manage or fire the library manager/director
 - 3. Hire, manage or fire other library staff members
 - 4. Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues

ARTICLE II DUTIES OF THE OFFICERS AND SECRETARY

The officers shall have the usual duties and authority exercised by organization officers to include but not limited to:

Section 1. Chairman

The Chairman shall preside at all regular or called Library Board meetings and shall perform all other duties usually pertaining to such an office. The Chairman shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. Vice-Chairman

The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman. If the office of Chairman becomes vacant, the Vice-Chairman shall become Chairman for the remainder of the term.

Section 3. Secretary

The Secretary shall keep a true and accurate account of the proceedings of all regular and special meetings of the Library Board in accordance with the Official Code of Georgia annotated Section 50-18-70, et.seq. Official copies of all minutes approved by the Library Board shall be kept permanently on file in the Fayette County Public Library. The Secretary shall send copies of the minutes of all meeting to the Fayette County Board of Commissioners, the Director of the Fayette County Public Library, and the Executive Director of the Flint River Regional Library System.

The Secretary shall keep a record of attendance at all Library Board meetings and Executive Committee meetings. The Secretary shall post notices of all regular and special meetings.

The Secretary shall notify the Fayette County Board of Commissioners no later than three months prior to the expiration of the current appointee's term. The Secretary shall immediately notify the Fayette County Board of Commissioners of any mid-term vacancy.

The Secretary shall report changes of Library Board membership to the Executive Director of the Flint River Regional Library System.

ARTICLE III DUTIES OF THE LIBRARY DIRECTOR

The Library Director is the chief administrative officer of the Fayette County Public Library. It shall be the duty and responsibility of the Library Director to:

- a. Administer the total library program in accordance with policies adopted by the Fayette County Board of Commissioners, the Library Board and the Flint River Regional Library System;
- b. Employ, supervise and terminate other staff members as necessary, in compliance with the personnel policies of the Fayette County Board of Commissioners;
- c. Act in an advisory capacity to the Library Board, recommending policies, programs of service, and changes;
- d. Attend all meetings of the Library Board and its committees, or designate a person to attend in his/her place;
- e. Prepare budget proposals and requests for funds, and expend funds granted in accordance with approved budgets;

- f. Have full responsibility for determining operating practices and procedures, and for selection of library materials, in accordance with policies and guidelines adopted by the Library Board;
- g. Have responsibility for developing a program of community and public relations;
- h. Attend all meetings called by the Georgia Public Library Service, Board of Regents of the University System of Georgia or send a substitute authorized by the Library Director;
- i. Perform the duties of Secretary for the Library Board, or appoint a substitute, as specified elsewhere in these Constitution and Bylaws; and
- j. Deposit all monies received with the Fayette County Finance Department per policies of the Fayette County Board of Commissioners, pay all bills and sign all checks.

ARTICLE IV MEETINGS

Section 1. The Library Board shall hold no less than four (4) regular meetings during each fiscal year. Meetings shall be held on the third Tuesday during the months of January, April, June and October at 4:00 p.m. at the Fayette County Public Library, or at some other location and time as designated by the Chairman.

Section 2. The annual meeting of the Library Board shall be held at the time of the October meeting and may be considered as one of the four required meetings. Officers shall be elected at this meeting with the terms to be effective January 1 of the following year.

Section 3. Special meetings may be called by the Chairman or upon the written request of four Library Board members to the Chairman, for the transaction of business stated in the call for the special meeting. No business other than that for which the meeting was called may be discussed or conducted at a special called meeting.

Section 4. The Order of Business at regular meetings shall be a

- a. Call to Order
- b. Approval of Minutes
- c. Report of the Director
- d. Committee Reports
- e. Unfinished Business
- f. New Business
- g. Adjournment

Section 5. All Library Board meetings must be in accordance with the Official Code of Georgia Annotated 50-14-1 et seq.

Section 6. The latest edition of Robert's Rules of Order(Revised), when not in conflict with these Bylaws, shall govern the proceedings of the Library Board.

Section 7. Each member of the Library Board shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman will vote to break the tie, or in the case of membership revocation, as specified in Section 1 of Article IV.

Section 8. Except as noted, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the Library Board, provided a quorum is present.

Section 9. Four members of the Library Board constitute a quorum. No official business may be conducted without a quorum.

ARTICLE V REPORTS

The Library Board shall submit all reports requested by the Flint River Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Flint River Regional Library System in an efficient and business-like manner. All request for substantive reports made to the Library Board will be discussed at the next scheduled meeting. The Library Board will appoint the appropriate library staff member(s) to research and prepare the requested report for the Library Board's approval and transmittal.

ARTICLE VI ATTENDANCE

Section 1. Library Board members may be removed for cause or for unexcused failure to attend three consecutive regularly scheduled meetings or four unexcused meetings in a calendar year. An unexcused absence shall be determined by a majority of the remaining members. In this limited instance, the Chairman shall vote.

Section 2. Upon direction of the Library Board, a letter reporting the removal and specifying the cause for removal shall be sent by the Secretary to the affected Library Board member and to the agency responsible for the recommendation of the original appointment. The recommending agency shall be asked to recommend another representative to fill that member's unexpired term.

**ARTICLE VII
AMENDMENTS**

These Bylaws may be amended at any regular or special meeting of the Library Board by a majority vote of all Library Board members, provided that notice is given at least one week prior to the meeting and provided that a quorum is present. All amendments to these Bylaws will be filed immediately upon adoption, with the Fayette County Board of Commissioners, and the Executive Director of the Flint River Regional Library System, for the submission to the Officer of Public Library Services, a unit of the Board of Regents of the University System of Georgia.

I, Chairman of the Fayette County Public Library Board, hereby certify that the above foregoing Bylaws were adopted by a majority vote of the members at a meeting held on the 15th day of March, 2005, in Fayetteville, Georgia.

Lisa Richardson, Chairman

AMENDMENT to the TITLE and to ARTICLE IV Section 1 and Section 2

I, Chairman of the Fayette County Public Library Board, hereby certify that the changes to the title to show **BOARD** after **BYLAWS of the FAYETTE COUNTY PUBLIC LIBRARY** and to **Article IV MEETINGS, Section 1** (*The Library Board shall hold no less than four (4) regular meetings during each fiscal year. Meetings shall be held on the third Tuesday during the months of January, April, June, and October at 4:00 p.m. at the Fayette County Public Library, or at some other location and time as designated by the Chairman*) and **Section 2** (*The annual meeting of the Library Board shall be held at the time of the October meeting and may be considered as one of the 4 required meetings*) of the above foregoing Bylaws were adopted by a majority vote of the members at a meeting held on the 17th day of November, 2009, in Fayetteville, Georgia.

Marie Washburn, Chairman

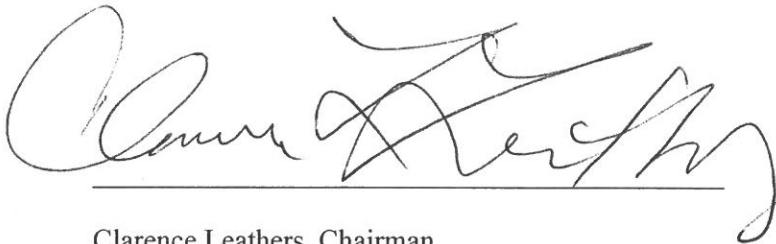
AMENDMENT to ARTICLE I Section 3 and Section 8 and to include the addition of Section 10

I, Chairman of the Fayette County Public Library Board, hereby certify that the changes to **Article I DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS, Section 3** (*Consistent with Section 10 of these Bylaws, The Library Board shall support the Fayette County Public Library budget and shall assume responsibility for the accurate and convincing presentation of the library's fiscal needs to the Fayette County Board of Commissioners in the format(s) and at the time(s) required by the Commissioners*) and **Section 8** (*Consistent with Section 10 of these Bylaws, the Library Board shall review with the Library Director all book material selection programs, plans, and policies to ensure that all views of the community are represented in the selection process. Further, work with the Library Director in the preparation and adoption of written policies relative to the selection process within which the library staff will work*) and the addition of **Section 10** (*The Fayette County Library Board was established as an "advisory board". Because it is "advisory" only in nature, the members of the Fayette County Library Board understand that the governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice. In addition to the duties described in the preceding Sections of the Bylaws:*

- A. *The Fayette County Library Board shall*
 - 1. *Advocate for library support, including seeking support for annual or operational and capital funding*
 - 2. *Advocate for support for the library for local, state, regional, and national legislative initiatives*
 - 3. *Promote library services and programs*
 - 4. *Assist library management in developing policies and budget proposals*
 - 5. *Provide support for management initiatives and decisions*
 - 6. *Advise their governing bodies on actions to take for the library*

- B. *The Fayette County Library Board shall not*
 - 1. *Govern the library*
 - 2. *Hire, manage or fire the library manager/director*
 - 3. *Hire, manage or fire other library staff members*
 - 4. *Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues*

of the above foregoing Bylaws were adopted by a majority vote of the members at a meeting held on the 17th day of January, 2017, in Fayetteville, Georgia.



Clarence Leathers, Chairman

COUNTY OF FAYETTE

STATE OF GEORGIA

ORDINANCE NO.

2016- 04

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO REWRITE THE CODE OF ETHICS FOR FAYETTE COUNTY, GEORGIA; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA, AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY GEORGIA BE DELETED IN ITS ENTIRETY AND REPLACED WITH A NEW DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY, GEORGIA TO READ AS FOLLOWS:

SECTION 1. By deleting Sections 2-200 through 2-208 which comprise the Code of Ethics in their entirety and by enacting the following Code of Ethics to be numbered and to read as follows:

Sec. 2-200. Purpose.

The purpose of this Code of Ethics is to:

(a) Encourage high ethical standards in conduct by Fayette County officials (“County Officials”);

(b) Establish guidelines for ethical standards of conduct for all County Officials by setting forth those acts or actions that are incompatible with the best interests of Fayette County (the “County”);

(c) Maintain public trust through transparency by requiring disclosure by County Officials of private financial or other interests in matters affecting the County or in matters that affect their ability to act in the best interests of the County; and

(d) Serve as a basis for disciplining those who do not comply with its terms.

Sec. 2-201. Scope.

The provisions of this Code of Ethics shall be applicable to all County Officials. Further, the County Purchasing Director shall develop procedures for individuals, corporations and other entities seeking to do business with the County to disclose financial, familial or other relationships with any person who comes within the scope of this Code of Ethics and who is also required to disclose such relationships. Such disclosures must be made prior to presenting a recommendation of award to the Fayette County Board of Commissioners (the “Board of Commissioners”) or, if Board of Commissioners approval is not required, prior to execution of a contract in excess of \$10,000. The obligation for an individual, corporation or other entity seeking to do business with the County to disclose the aforementioned relationships is ongoing and shall be enforced as a prerequisite to any action by a County Official or other person covered by this Code of Ethics to renew, extend or otherwise modify a contract after award.

Sec. 2-202. Definitions.

The following words and phrases as used in this Code of Ethics shall, unless the context clearly indicates otherwise, have the meanings as follows:

(a) *County* means Fayette County, Georgia.

(b) *County Administrator* means the individual who serves as County Administrator of Fayette County.

(c) *County Official* includes County employees, members of the Board of Commissioners, the County Administrator, the County Clerk and the County Attorney. County Official also includes all individuals appointed by the County Administrator and the Board of Commissioners to County authorities, commissions, committees, boards, task forces, or other bodies.

(d) *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. “Gift” also means a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred.

(e) *Ethics*: the discipline dealing with what is good and bad and with moral duty and obligation – Merriam Webster

(f) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any County Official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.

(g) *Person* means an individual, a business entity, or other similar type organization.

Sec. 2-203. Prohibitions.

(a) No County Official shall use or secure confidential information for any purpose other than his/her official duties.

(b) No County Official may participate or vote on any matter before the Board of Commissioners or other County body where such County Official has a substantial interest in the

outcome of such matter. For purposes of this Code of Ethics, a substantial interest is found where the County Official receives a pecuniary interest due to the outcome of the vote.

(c) No County Official shall act as an agent or attorney for another in any matter before the Board of Commissioners or other County body.

(d) No County Official shall enter into any contract with the County except as authorized by state law.

(e) No County Official shall solicit or accept other employment to be performed, or compensation to be received, while still a County Official if the employment or compensation could reasonably be expected to impair such County Official's judgment or performance of County duties.

(f) No County Official shall disseminate confidential information to someone other than another County Official, unless otherwise authorized by law.

(g) No County Official shall solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person for himself/herself, or any member of his/her immediate family, under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the County Official's duties.

Sec. 2-204. Conflict of Interest.

(a) No County Official may participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the County Official has a substantial interest.

(b) A County Official who has a relationship with any entity which receives funding from the County shall disclose such relationship prior to participating in any action for such funding.

(c) A County Official shall never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration.

(d) No County Official shall engage in any business with the County, or allow any member of his/her immediate family to engage in any business with the County which is inconsistent with the conscientious performance of his/her governmental duties.

(e) Notwithstanding anything contained herein to the contrary, a County Official shall disclose, prior to discussing or taking any action on any matter involving the donor, any gift or campaign contribution (cash or in kind) received by him/her, or any member of his/her immediate family, greater than \$100.00. Receipt of gifts and campaign contributions within the current election cycle valued at \$250.00 or more by a County Official, or member of his/her immediate family, will prohibit the County Official from participating or taking action on any matter involving the donor.

Sec. 2-205. Enforcement and administration.

(a) All allegations of violations of the Code of Ethics must be filed with the County Clerk, in writing, signed by the complainant, no later than 45 days after the alleged act occurred unless the complainant, by exercising reasonable diligence, failed to discover the alleged violation of the Code of Ethics within such 45-day period. In such case, a complainant must file an Ethics Complaint with the County Clerk no later than 45 days after the complainant discovered the alleged violation.

(b) In no event shall an Ethics Complaint be filed with the County Clerk more than six (6) months from the date of the alleged violation of the Code of Ethics.

(c) The complainant may withdraw the Ethics Complaint at any time in writing.

(d) Within 30 days of receipt of an Ethics Complaint the Board of Commissioners will review the Ethics Complaint to determine whether same is on its face unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary jurisdiction. A majority of the full Board of Commissioners must agree that a sufficient basis has been given to warrant a public hearing. Certain violations alleged against County Officials who are employees may be referred through the proper channels consistent with the Employee Handbook's disciplinary procedures. A majority of the full Board of Commissioners shall make the determination of whether or not a review board should be impaneled.

(e) If a complaint is received by the Clerk which alleges a violation of the Code of Ethics by a member of the Board of Commissioners, a determination of sufficiency of the complaint will not be forwarded to the Board of Commissioners. The County Attorney of any county within the Griffin Judicial Circuit, or any circuit abutting the Griffin Judicial Circuit, other than the County Attorney for Fayette County, shall make the determination of whether or not a review board should be impaneled.

(f) If a review board is needed, three (3) county attorneys, other than the County Attorney for Fayette County, within reasonably close geographic proximity of the County will be requested to conduct a public hearing based upon the complaint. A majority vote based upon clear and convincing evidence will determine the existence of the violation or lack thereof. Should the review board find a violation has occurred, the review board will assess the commensurate penalty for the violation. A written decision shall be issued within 15 days of the conclusion of the public hearing. County Officials are subject to the following penalties and action for violations of the Code of Ethics:

- (1) Written reprimand or public censure;

- (2) Recovery of value transferred from or received by the County;
- (3) Cancellation of the contract or rejection of the bid or offer;
- (4) A monetary fine not to exceed \$1,000.00; and
- (5) Demotion or termination.

(g) Any County Official adversely affected by any final decision of the Board of Ethics may appeal as provided in this subsection.

(h) An appeal by certiorari may be commenced in the Superior Court of Fayette County within 30 days after the decision becomes final.

Secs. 2-206 – 2-220. Reserved.

SECTION 2. This ordinance shall become effective immediately upon its adoption by the Fayette County Board of Commissioners.

SECTION 3. All other ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed.

SECTION 4. In the event any section, subsection, sentence, clause or phrase of this ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

SO ORDAINED this 25th day of February, 2016.

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY, GEORGIA

(SEAL)



By: Charles W. Oddo
CHARLES W. ODDO

ATTEST:

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney