

Manatee County Library Advisory Board

BY-LAWS

Amended By-Laws of the Manatee County Library Advisory Board – Adopted January 21st, 2026
Superseding By-Laws dated March 1984, and June 13, 1984

Article I – PURPOSE

The purpose of the Library Advisory Board is to make recommendations to the Board of County Commissioners regarding the Library, most usually regarding Library policies. A library advisory board provides valuable community representation, ensuring library services align with the needs and priorities of residents. It also offers strategic guidance and advocacy, helping the library secure support and resources to enhance its programs and operations.

The Manatee County Library Advisory Board qualifies as a Sunshine Board since its meetings are open to the public, applications for appointments are public, and it operates under provisions aligned with Florida’s Sunshine Law, promoting transparency and public accountability.

Article II – MEMBERSHIP

The Manatee County Library Board, in accordance with the authority granted in Chapter 71-760, Sec. 3, Florida Laws “Manatee County Free Public Library Act” of January 25th, 1972, and as amended in Chapters 79-504 and 81-429 of Florida Laws; and Manatee County Code of Ordinances Sec. 1-23-16 through 1-23-21 shall consist of five (5) members chosen under the provisions as follows:

- One (1) member is appointed by the City of Bradenton; and confirmed by the Board of County Commissioners
- One (1) member is appointed by the City of Palmetto; and confirmed by the Board of County Commissioners
- Three (3) remaining members are appointed by the Board of County Commissioners:
 - One (1) member residing in the unincorporated areas of Manatee County;
 - One (1) member residing in and representing Manatee County at large;
 - One (1) member residing in either Anna Maria, Holmes Beach, Bradenton Beach, or the Town of Longboat Key. This member of the board shall be appointed by the Board of County Commissioners after consideration of any recommendations by the city councils of the four (4) island municipalities.
- If a board member steps down other than at the end of their appointed term, a new member will be appointed through the established application process and will then serve out the balance of the vacated term.

All appointments are for a term of four (4) years.

Article III – OFFICERS

Section 1: Officers of the Board shall be:

- Chair
- Vice-Chair

Section 2: The officers shall be elected at the first meeting of the new term for a period of one (1) year.

Section 3: If an officer steps down other than at the end of their appointed term, the office shall be filled at the next regular meeting of the Board after the vacancy occurs.

Article IV – MEETINGS

Section 1: The Library Board shall meet at a time and place to be decided by the Board. The February meeting shall be the annual meeting.

Section 2: Specials meetings may be called by the chair or upon request of two (2) members for the transaction of business as stated in the call.

Section 3: A quorum for transaction of business shall consist of a simple majority. Three (3) members of the board constitute a quorum.

Section 4: The order of business is:

- Call to Order and Establishment of Quorum
- Reading of Mission
- Approval of Minutes
- County Librarian Report
- New Business
- Old Business
- Committee Reports
- Action Items
- Public Comment
- Adjournment.

Section 5: Robert's Rules of Order, latest simplified edition, shall govern the parliamentary procedure of the Board.

Article V – COMMITTEES

Section 1: Committees for the study of special topics may be appointed with approval of the board. Such committees will serve until their final report has been filed.

Section 2: Committees will have one (1) member of the appointed board on each committee. This member will serve as chair of the committee.

Article VI – COUNTY LIBRARIAN

The County Librarian serves as the central liaison and operational lead, guiding the Library Advisory Board through advice, policy implementation, and oversight to ensure effective library services throughout Manatee County.

Article VII – AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote, providing the amendment was an agenda item.