

EAST TRAVIS GATEWAY LIBRARY DISTRICT BYLAWS

Effective: January 19, 2021

Revised: February 17, 2026

1. Name of the Organization

The name of the organization is East Travis Gateway Library District. It is organized, and shall be operated, under the provisions of Chapter 326 of the Texas Local Government Code, as amended, having been officially certified as such by Order of the commissioner's court of Travis County, Texas on November 28, 2006.

2. Principal Office and Registered Office

The principal office of the district shall be located at 13512 F.M. 812, Del Valle, Texas 78617. This office shall be the registered office of the district and shall be maintained at said location, and the registered agent for service at such address is ~~the Jean Phipps or her successor as head librarian or~~ library director.

3. Purpose

The primary purpose of the organization shall be to provide public library services to the residents of the district pursuant to the district's mission and goals as adopted by the trustees of the district.

4. The Board of Trustees

a. **Election of Trustees.** The district shall be governed by trustees elected by eligible voters residing in the district pursuant to the provisions of the Texas Local Government Code and by such trustees as may be appointed by the other trustees in the event of a vacancy on the board. The board shall consist of five trustees. No person shall be elected a trustee unless the person is a resident of the district and a registered voter of Travis County, Texas. The general election for trustees shall be held annually on an authorized uniform election date under the Texas Election Code.

b. **Terms of Office.** The trustees' terms shall be two years unless otherwise provided by applicable law.

c. **Vacancy.** In the event of the resignation or permanent disability or death of a trustee, the vacancy shall be filled by appointment made by the remaining trustees. The continued absence of a trustee for more than three months shall be deemed to be the trustee's resignation in the absence of compelling circumstances made known and agreed to by the trustees.

d. **Meetings of Trustees.** Regular meetings of the trustees shall be held on the third Tuesday of each month, pursuant to notice posted at ~~least seventy-two hours~~ three (3) days in advance of each meeting pursuant to applicable law. Additional special meetings may be called at any time on similar notice on call of the president or any two members of the board. ~~The trustees may hold meetings by using a conference telephone or similar communications equipment, or another suitable electronic communications system, including videoconferencing technology or the Internet, or any combination, if the telephone or other equipment or system permits each person participating in the meeting to communicate with all other persons participating in the meeting.~~

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- e. **Law Governing Meetings.** Meetings of the board shall be conducted in accordance with the Texas Open Meetings Act and other applicable law.
- f. **Quorum.** Three trustees constitute a quorum, and a concurrence of three is sufficient in any matter relating to the district's business.
- g. **Roberts Rules of Order.** The business of the district shall be conducted in accordance with the latest edition of the current version of Roberts Rules of Order.

5. Officers

- a. **Election of Officers.** The trustees shall elect from the trustees a president, a vice president, a secretary, and any other officers the trustees shall consider appropriate.
- b. **President.** The president presides at all board meetings and is the chief executive officer of the district.
- c. **Vice President.** The vice president acts as the president if the president is incapacitated or absent from a meeting.
- d. **Secretary.** The secretary acts as the president if both the president and the vice president are incapacitated or absent from a meeting. The secretary is responsible for ensuring that all the records and books of the district are properly kept. The secretary may certify the authenticity of any record of the district.
- e. **Assistants to Officers.** The trustees may appoint the library director, the head librarian, or an employee as assistant or deputy secretary to assist the secretary and may appoint a trustee or someone who is not a trustee to serve as treasurer.
- f. **Terms of Office.** The terms of the officers shall be one year, with the trustees' meeting in December to provide for election or reelection for officers for the next calendar year. Vacancies in any office due to resignation, disability, or death shall be filled by vote of the trustees then serving.

6. Indemnification and Insurance

To the full extent permitted by the applicable provisions of Chapter 8 of the Texas Business Organizations Code and of other applicable law, the district shall advance expenses to and indemnify any present and former trustees, officers, employees, and agents of the district and persons serving or formerly serving at the request of the district as trustees, officers, employees, agents, or similar functionaries of the district against judgments, penalties (including excise and similar taxes), fines, settlements, and reasonable expenses actually incurred by the person in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, arbitral, or investigative, any appeal in such matter, and any inquiry or investigation that could lead to such a proceeding, because the person is or was acting in one of the capacities described above. The district may purchase and maintain insurance or other arrangement to provide funding for indemnification for the persons designated herein.

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7. Committees

The trustees may name and organize such committees as they deem appropriate for the specific functions deemed useful or appropriate for the conduct of the affairs of the district. The president and any of the trustees may recommend committees that they may consider useful, the members of whom need not necessarily be residents of the district. However, all committees and members of the committees shall be approved by the trustees and their functions and expectations as well as their terms shall be ratified. Regular reports from the committees shall become a part of the district's records. No actions shall be taken by any committee or by any committee member involving commitments of the district without specific action by the trustees.

8. Budget, Audits, and Financial Records

a. **Public Records.** The trustees shall maintain accurate and complete records of the district's financial affairs and shall see that the records are always available to the public in compliance with the Texas Open Records Act and other applicable law.

b. **Fiscal Year.** The district's fiscal year is from January 1 to December 31.

c. **Annual Audit.** The trustees shall have an annual audit of the district's affairs performed by an independent certified public accountant. A signed copy of the audit report shall be delivered to each trustee not later than the 120th calendar day after the closing date of each fiscal year. A copy of the audit report shall be kept on file at the district office and shall be made available for inspection by any interested person during regular business hours.

d. **Annual Budget.** The trustees shall have an annual budget to be prepared and to be made available on or before the December board meeting.

9. Amendment of Bylaws

These bylaws may be amended upon notice of the proposed amendment posted at the district's principal office not less than thirty calendar days before the date of the proposed vote of the trustees on the amendment. An amendment proposed by any trustee shall first be submitted to the full board at a regular meeting, and discussion about the timing and purpose of the amendment will be made before notice is given of the proposed action. An amendment may be adopted only upon a vote of at least two-thirds of the trustees.