

**THOMAS BALCH LIBRARY ADVISORY COMMISSION**  
**Bylaws and Rules of Procedure**

The following Bylaws and Rules of Procedure are adopted in order to facilitate the exercise of the Thomas Balch Library Advisory Commission (otherwise referred to as the Commission) of the Town of Leesburg in Virginia.

ARTICLE I  
**Selection of Chairman and Vice Chairman**

Officers of the Commission shall be a chairman and vice chairman. Elections of Commission officers shall be held at the first meeting after general election boards and commission appointments by Council with the term to begin on the meeting immediately following election of officers. Candidates for Chairman and Vice Chairman must receive votes of a majority of members present and shall serve for one year or until a successor is elected. Vacancies in either office shall be filled by election. Candidates receiving votes of a majority of members present will ascend to these positions. Successors will fill the remainder of an unexpired term.

ARTICLE II  
**Duties of Chairman and Vice Chairman**

The Chairman shall preside over all meetings of the Commission and shall:

- (a) Receive communications on behalf of the Commission and report the same at the next meeting.
- (b) Ensure the orderly conduct of all meetings.
- (c) Carry out all duties as established by the Commission.
- (d) Provide a written summary to the Town Council of each regular monthly meeting of the Commission.

The Vice Chairman shall act as chairman of the Commission when the Chairman is absent or unable to fulfill his duties.

ARTICLE III  
**Duties of Thomas Balch Library Advisory Commission**

The duties of the Commission shall be as follows:

- (a) To make advisory recommendations to the Library Director or Town Council through the Director regarding functions of Thomas Balch Library.
- (b) To promote Thomas Balch Library programs, activities, and its benefits.
- (c) To make advisory recommendations on long range plans pertaining to Thomas Balch Library's needs and future programs.
- (d) To provide an annual report to Leesburg Town Council to include the following:
  - 1) A description of activities conducted.
  - 2) A report of on-going activities.
- (e) Design criteria, judge, and present an annual award in local history and at the Loudoun County Public Schools Social Science Fair.
- (f) Conduct the Loudoun History Award program by annually recognizing significant contributions of individuals preserving Loudoun County history.

ARTICLE IV  
**Meetings**

The Commission will meet the second Wednesday of the month or more often as necessary upon the call of the Chairperson or two or more members at Thomas Balch Library. Commission meetings will be open to the public and will convene at 7:00 p.m. Time and location of Commission meetings can be changed as required for expedient conduct of Commission business. Commission procedures shall be governed by Robert's Rules of Order, Newly Revised Edition by Sara Corbin Robert, Scott, Foresman and Company, as follows:

- (a) A majority of members present shall constitute a quorum and action of the Commission shall be valid when authorized by a majority of those present and voting.