

## **Bylaws and Rules of The Board of Trustees of the Armoral Tuttle Public Library**

### **ARTICLE I – NAME**

This organization shall be called “The Board of Trustees of the Armoral Tuttle Public Library” existing by virtue of the provisions of Title 33, Chapter 26 of the laws of the State of Idaho, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

### **ARTICLE II – MEMBERSHIP**

**Section 1.** Members of the Board of Trustees shall be appointed by the Mayor and City Council in accordance with Idaho Code § 33-2604.

**Section 2.** A vacancy shall be reported to the City Council within five days whenever a member dies, resigns, moves out of the city limits, or fails to attend, without an excuse acceptable to the board, two (2) consecutive regular meetings.

### **ARTICLE III – OFFICERS**

**Section 1.** The officers shall be a chairperson, a vice-chairperson, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

**Section 2.** Nominations for officers will be made from the floor of the annual meeting.

**Section 3.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

**Section 4.** The chairperson shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

**Section 5.** The vice chairperson, in the event of the absence or disability of the chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

**Section 6.** The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. In the absence or inability of the secretary, his/her duties shall be performed by such other person as the board may designate.

## **ARTICLE IV – MEETINGS**

**Section 1.** The regular meetings shall be held on a uniform day each month, the day and hour to be set by the board at its annual meeting, unless otherwise ordered by the board.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers, to establish a regular meeting date, and to review, amend, repeal or adopt bylaws, policies and procedures, shall be held at the time of the regular meeting in October of each year.

**Section 3.** The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit.

1. Call to order
2. Approval of agenda
3. Consent agenda
  1. Reading, correcting, approving, or disposing of minutes of previous meetings
  2. Reports of officers
  3. Reports of standing committees
  4. Reports of special committees
  5. Financial Report
  6. Claims Approval
4. Verbal reports if pulled from consent agenda
5. Unfinished business
6. New business
7. Announcements
8. Questions and comments from the public (optional)
9. Adjournment

**Section 4.** Special meetings may be called by the secretary at the direction of the chairperson or at the request of two members, for the transaction of business as stated in the call for the meeting. If the time and place of a special meeting has not been determined at a regular board meeting with all members present, a written notice of the time and place of the special meeting shall be sent to all board members at least two (2) days prior to the meeting, and written notice shall be posted in the library and sent to all news media requesting notification not less than 24 hours before the meeting, unless an emergency exists. All meetings shall be governed by Idaho's Open Meetings Law, [Title 74, Chapter 2, §§ 74-201 through 74-208](#).

**Section 5.** A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

**Section 6.** Conduct of meetings: proceedings of all meetings shall be governed by [The American Institute of Parliamentarians Standard Code of Parliamentary Procedure](#).

**Section 7.** All meetings may be conducted using telecommunications devices which enable all members of the board participating in the meeting to communicate with each other. Such devices may include, but are not limited to, telephone or video conferencing devices and similar communications equipment. Participation by a member of the board *via* telecommunications devices shall constitute his or her presence in person at the meeting; provided however, that at least one (1) member of the board shall be physically present at the location designated in the meeting notice, as required under § 74-204, Idaho Code, to ensure that the public may attend such meeting in person. The communications among members of the board must be audible to the public attending the meeting in person and the members of the board. The board shall ensure that votes are not made in such a way as to permit an illegal secret ballot or vote.

**Section 8.** Idaho's Open Meetings Law shall apply to the deliberations and discussions between two or more members of the board on some matter which foreseeably will come before the board for action. The use of a telephone to conduct such discussions does not remove the conversation from the requirements of the Open Meetings Law. Similarly, members of the board may not use computers or texting to conduct private conversations among themselves about board business. A one-way e-mail or text communication from one board member to another, when it does not result in the exchange of board members' comments or responses on subjects requiring board action, does not constitute a meeting subject to Idaho's Open Meetings Law; however, such e-mail or text communications are public records and must be maintained by the library's records custodian for public inspection and copying, as explained in Idaho's Public Records Law, Idaho Code §§ 74-101 through 74-126.

## **ARTICLE V – LIBRARY DIRECTOR AND STAFF**

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint budgeted positions without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

## **ARTICLE VI – COMMITTEES**

**Section 1.** The chairperson shall appoint standing committees to be made up of 2 members. Members of standing committees are appointed at the annual meeting and serve for one year.

**Section 2.** The chairperson shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

**Section 3.** All committees shall make a progress report to the library board at each of its meetings.

**Section 4.** No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act. All committee meetings are governed by the Idaho's Open Meetings Law, Chapter 2, Title 74, Idaho Code.

## **ARTICLE VII – AMENDMENTS**

These bylaws may be amended by a simple majority vote of all members of the board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been provided to all members at least 14 days prior to the meeting at which such action is proposed to be taken.

## **ARTICLE VIII – GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move a proposal before the board. No seconds shall be required for the board to consider a motion.

**Section 2.** Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which at least three members of the board shall be present and three of those present shall so approve.