

Bylaws and Rules of The Board of Trustees of the West Bonner Library District

Article 1 – Name

This organization shall be called “The Board of Trustees of the West Bonner Library District” existing by virtue of the provision of Title 33, Chapter 27 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. The members of the board shall be those persons appointed or elected to the board in accordance with Idaho Code 33-2715 through 33-2718. The West Bonner Library District has not established trustee zones.

Section 2. A vacancy shall be declared by the board

(a) when any nominee has failed to qualify for office.

or

(b) within thirty days when any trustee shall

1. die
2. resign as a trustee
3. no longer be a resident of the district
4. refuse to serve as a trustee without an excuse acceptable to the board, fail to attend two (2) consecutive board meetings

Article III – Officers

Section 1. The officers of the district shall be a chairperson, a vice chairperson, a secretary, a treasurer, and a clerk.

Section 2. The chairperson shall appoint a nominating committee three (3) months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Elected 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 be elected from the elected or appointed trustees and 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 chairman shall be elected from the elected or appointed trustees, and 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 for the board shall be the library director. He/She shall have no voting rights. The secretary shall ensure that a true and accurate record of all meetings of the board shall be kept, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The board shall appoint some qualified person, who may or may not be a member of the board of trustees, to act as treasurer of the library district. The treasurer shall be the disbursing officer of the board, co-sign all checks, and perform such duties as generally devolve upon the office. He/She shall be bonded for a minimum of \$5000 or in a greater amount as may be required by a resolution of the board. In the absence or inability of the treasurer, such other members of the board shall perform his/her duties as the board may designate. A treasurer who is not a member of the board shall have no vote.

Section 8. The board shall appoint some qualified person, who may or may not be a member of the board of trustees to act as clerk of the library board. The clerk shall conduct library district elections as specified in Idaho Code, shall prepare and distribute legal notices, and shall have other duties as the board may prescribe.

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 for the board.

Section 2. The annual meeting, which shall be for administering the oaths of office to new or re-elected trustees, the election of officers, establishing a regular meeting date, and the review of by-laws, policies, and procedures, shall be held at the time of the first regular meeting following trustee elections 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.

- Call to Order
- Approval of Agenda

- Approval of Minutes
- Treasurer's Report
- Approval of Bills
- Director's Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

Section 4. Special meetings may be called by the secretary at the discretion of the chairperson, or at the request of two members, for the transaction of business as stated in the call for the meeting. Written notice of special meetings will be given to board members at least two (2) days prior to the day of the meeting, and sent to all news media requesting notification not less than 24 hours before the meeting, unless an emergency exists.

Section 5. A quorum for the transaction of business at any meeting shall consist of three (3) members of the board present in person, but a smaller number may adjourn.

Section 6. Conduct of meetings: proceedings of all meetings shall be governed by Robert's Rules of Order.

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 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 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 at least three (3) members for finance, personnel, and policies. 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 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 powers to act.

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 mailed to all members at least seven (7) 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. A second 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 the business at hand, but such suspension, to be valid, may be taken only at a meeting at which three (3) members of the board shall be present and three (3) of those present shall approve.

Dated this _____ day of _____, 2001

Chair

Vice Chair

Secretary