

# **Board of Trustees By-Laws**

## **I. PURPOSE**

- A. The management and control of the District is vested in the Board of Trustees. (RCW 27.12.190) Trustees will set policy, hire, evaluate, and dismiss administrative officers, approve the annual budget, monitor fiscal status, approve the strategic plan, and perform any other duties deemed necessary for the prudent management and control of the District.**

**In compliance with RCW 27.12.260, Trustees will make a report at the close of each year to the County Commissioners showing the condition of their trust during the year, the sums of money received for the library fund from taxes and other sources, the sums of money expended and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, and such other statistics and information and suggestions as deemed of public interest. A copy of the report shall be filed with the State Librarian.**

**Board members accept voluntarily their appointment to the Board of Trustees and become subject to the obligations described in Washington State law.**

## **II. BOARD APPOINTMENTS and REAPPOINTMENTS**

- A. Trustees are appointed by the County Commissioners to serve a five year term. The Board of Trustees will solicit applications to fill a Board vacancy. After reviewing all applications, the Board of Trustees will make a recommendation to the County Commissioners based on an individual's qualifications. It is the intent that the Board of Trustees reflect the regional, occupational, and ethnic diversity of the Rural Library District.**
- B. No person will be appointed for more than two consecutive terms. If a person is appointed to serve a partial term of two years or less, that person may be recommended to the County Commissioners to be reappointed for two full terms.**

### III. MEETINGS

- A. The Board of Trustees will meet monthly. Meetings will be held on or before the 15th day of the month at a time and place convenient for Board members.
- B. The Annual Meeting will be held in the month of December.
- C. Special meetings may be called by the chair, or upon written request of any member, for the transaction of business stated in the call for such a special meeting.
- D. Meetings will be conducted according to Robert's Rules of Order.

### IV. OFFICERS

- A. Officers of the Board will be Chair and Vice Chair.
- B. Officers of the Board will be elected at the Annual Meeting. The term of office will be one year. No person will be eligible to hold the same position more than two consecutive terms.
- C. The Board chair will preside at all Board meetings, authorize calls for special meetings, appoint ad hoc committees, represent the Board between its meetings and report to the Board all important interim actions, and will serve as the Board spokesperson.
- D. The Vice Chair will act in the absence of the Chair.
- E. The District Director or designee will serve as Secretary to the Board and record minutes of Board meetings. The District Fiscal Officer will serve as Fiscal Agent to the Board and will present bills and financial reports at Board meetings. The District Director and the District Fiscal Officer will be ex-officio members of the Board.

### V. COMMITTEES

- A. For the conduct of its regular business, the Board will act as a committee of the whole. Ad hoc committees for the study and

investigation of special situations and opportunities may be appointed by the Chair.

## VI. ORDER OF BUSINESS

A. The order of business at regular meeting will be as follows:

- Call to order
- Adoption of agenda
- Approval of minutes
- Treasurer's report
- Investment report
- Expense status report
- Approval of bills (vouchers)
- Reports
- Unfinished business
- New business
- Executive session (if needed)
- Other (as needed)

This order of business may be set aside by the majority approval of members attending any meeting in order to facilitate the consideration of special business or to expedite the meeting.

## VI. QUORUM

A. A quorum for the transaction of business will be three trustees.

## VII. BOARD REIMBURSEMENT

A. Board members will be reimbursed at the District's Reimbursement Policy rate for travel to and from Board meetings, committee meetings, workshops, and conferences. Workshop and conference registration fees will be paid by the District. Out-of-pocket expenses for food and lodging will be reimbursed at the same rate as for staff. All reimbursements will be within the limitations of the budget.

## VIII. BOARD MEMBER PARTICIPATION

- A. It is the expectation that Board members will attend regularly scheduled and special Board meetings.
- B. If a Board member is unable to attend a meeting, it is expected that they will notify the Chair, Board Secretary or Board Financial Officer in advance of the scheduled meeting. If a Board member will be unable to attend three or more consecutive meetings, they are asked to request a leave of absence prior to their absences. A leave of absence may be granted at the Board's discretion.
- C. Board members are encouraged to participate in local and regional workshops and conferences pertaining to library matters.

## IX. AMENDMENTS

- A. These by-laws may be amended at any regular meeting of the Board with a quorum present, by a 3/5ths vote of the total membership, providing the amendment was presented to the Board at a previous meeting.

Adopted March 13, 2000  
Reviewed June 10, 2008

This policy is to be periodically reviewed.

March 13, 2000  
Date

Jean H. Adams  
Library Director