

## Ritzville Library District #2

### Bylaws of the Board of Trustees

#### Article I: Identification

The name of the organization is the Ritzville Library District #2 Board of Trustees in Ritzville, Washington.

#### Article II: Purpose

The purpose of the Ritzville Library District #2 Board is to represent the Library both to the people and to the appropriate governing officials of Adams County. The Board members are responsible for the overall management of the library through the Library Director.

#### Article III: Members of the Board

**Section 1. Number and qualifications.** The Library Board is composed of five members appointed by the Adams County Commissioner Chair with the consent of the legislative body to serve a five year term. Three members of the Board shall represent the City of Ritzville and two members of the Board shall represent the County. No member of the Board shall be employed or have any member of his/her immediate family/household employed by Ritzville Library District #2. The individual should be a library user and have a sincere commitment to the purpose and mission of the library.

**Section 2. Term of office.** Board members are appointed for a five-year term, unless the appointment is to fill an unexpired term. No Board member may serve longer than the term or unexpired term to which he or she has been appointed, unless that person is reappointed by the Adams County Commissioner Chair. No Board member may serve more than two full consecutive terms. (A member appointed to serve an unexpired term who serves more than half that term is considered to have served a full term of office.) A former Board member may be reappointed to the Board after a lapse of one year, regardless of the previous number of full terms served. Trustee terms will be established to begin on the 14th day of December and to end on the 13th day of December of the fifth year of the appointment.

**Section 3. Duties and Responsibilities.** The duties and responsibilities of the Ritzville Library District #2 Library Board are spelled out in Washington State Law (RCW 27.12), which is incorporated herein by implicit reference. The Board shall perform all duties and have all powers as set forth in said laws and RCWs, and do other acts necessary for the orderly and efficient management and control of the library.

**Section 4. Orientation.** A new Board member will receive a list of the names and addresses of other Board members and a copy of the Bylaws. Reading the Washington State Library Public Library Trustee Reference Manual is also suggested and encouraged.

**Section 5. Attendance.** A Board member may be removed by a vote of the Adams County Commissioners when he or she has missed three consecutive meetings or five meetings within one year.

**Section 6. Vacancies.** The Board will solicit applications to fill a Board vacancy. After reviewing all applications, the Board will make a recommendation to the County Commissioners based on the individual's qualifications and whether they satisfy the City/County representation needed. The individual should be a library user and have a sincere commitment to the purpose and mission of the library.

**Section 7. Insurance.** The Ritzville Library District #2 shall carry insurance in the amount to be determined by the Board to protect the Board and the Library Director from any liability, loss or damage suffered by any members of the Board or the Library Director, which arises out of the scope of their duties as Trustees or Library Director.

**Section 8. Officers.** Officers of the Board shall be chosen at the regular annual meeting of the Board, and shall be as follows: Chair, Vice-Chair, and Secretary. The Chairmanship will rotate annually. Other officers may succeed themselves. Vacancies in office should be filled by vote at the next regular meeting of the Board after the vacancy occurs.

The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The Vice-Chair shall assume the duties of the Chair in the event of the absence or disability of the Chair.

The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings.

**Section 9. Committees.** 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, such committees to serve until the completion of the work for which they were appointed.

**Section 10. Library Director.** The Library Director is an ex-officio member of the Board and therefore has no vote on Board issues. He/she shall attend and report at regular meetings except those at which his/her appointment or salary is to be discussed or decided and unless a leave of absence has been requested. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board.

## Article IV: Meetings

**Section 1. General.** The regular monthly meeting of the Board shall be held at the Library on a regular date and time as set by the unanimous approval of the Board. Meetings are open to the public and will be announced in the local media.

The annual meeting shall be held at the time of the regular monthly meeting for the month of December at the usual place.

**Section 2. Special meetings.** Special meetings may be called by the Chair upon request of three members for the transaction of business stated in the call for the meeting. Notice stating the time and place of any special meeting and its purpose will be given to each member of the Board at least seven days in advance of the meeting.

**Section 3. Quorum.** A quorum for transaction of business will consist of a simple majority [=3]. If a quorum is not present for any meeting, the meeting will be adjourned and the Chair will arrange for the meeting to be held as soon as practical thereafter when a quorum can be assembled.

**Section 4. Order of business at regular meetings.** The order of business at regular meetings shall include:

1. Call to Order
2. Minutes
3. Library Reports
4. Approval of Bills (vouchers)
5. Old Business
6. New Business
7. Open Forum

**Section 5. Parliamentary authority.** Roberts Rules of Order, latest revised edition, will govern the parliamentary procedure of the meetings.

**Section 6. Code of Ethics.** The Board follows the Code of Ethics set forth in Chapter 7, page 7.2 of the Washington State Library Public Library Trustee Reference Manual.

## Article V: Amendments

These bylaws, policies and procedures may be amended at any regular or special meeting of the Board with a quorum present, by a majority vote of members present, providing the amendment was stated at or published in the agenda of the preceding meeting

Policies and procedures should be reviewed annually and revised as necessary.

Approved: 6/12/79; Amended: 5/12/04; Revised: 9/22/10