



Policy 12.1  
Bylaws of the Library Board of Trustees  
Adopted 4/14/83  
Revised 3/17/94  
Revised 9/24/09

## **ARTICLE I. ORGANIZATION**

**1.1. Name.** The North Olympic Library System serves the Clallam County Rural Library District. The Board of Trustees shall be known as the North Olympic Library System Board of Trustees.

**1.2. Purpose.** The purpose of the North Olympic Library System Board of Trustees shall be to manage the North Olympic Library System consistent with RCW 27.12.210 and all other applicable laws.

## **ARTICLE 2. BOARD MEMBERSHIP**

**2.1. Appointments.** The North Olympic Library System Board of Trustees shall be composed of five trustees appointed by the Clallam County Commissioners for terms of five years. Trustees must be residents of Clallam County. The Board shall strive to have a membership that includes broad geographic representation of the district. No person shall be appointed to serve for more than two consecutive terms.

**2.2. Vacancies.** Vacancies shall be filled for unexpired terms by the Clallam County Commissioners as soon as possible in the manner in which members of the Board are regularly appointed.

**2.3. Removal of Trustees.** Removal of a trustee for just cause shall be by action of the Clallam County Commissioners pursuant to RCW 27.12.190.

## **ARTICLE 3. MEETINGS**

**3.1. Regular meetings.** The Board of Trustees shall meet monthly, on the fourth Thursday of the month unless otherwise ordered by the Board. The meeting shall be held at a North Olympic Library System Library, unless a different place has been publicized in accordance with the Washington open public meetings act.

**3.2. Annual meetings.** The regular meeting held in June of each calendar year shall be designated the annual meeting unless otherwise designated by the Board.

**3.3. Special meetings.** Special meetings may be held at any time at the call of the Chair or any two Trustees, provided that notice thereof is given to all trustees no less than 24 hours in advance of the meeting and provided that the Board adheres to the open public meetings act.

**3.4. Emergency Meetings.** Emergency meetings may be called as provided for in RCW 42.30.070.

**3.5. Quorum.** A quorum shall consist of three trustees. If no quorum is present, the meeting shall not be called to order.

**3.6. Attendance.** Attendance is essential for effective function of the Board, and is mandatory for all Trustees. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who misses two consecutive meetings without being excused by the Chair, shall be considered to have resigned from the Board.

**3.7. Executive sessions.** All meetings and deliberations of the Board and its committees shall be open to the public, except for executive sessions, which may be held in accordance with RCW 42.30.110 (Open Public Meetings Act/Executive Sessions).

**3.8. Parliamentary procedure.** The parliamentary procedures of the Board shall be governed by applicable laws, these bylaws, custom, and the latest edition of Robert's Rules of Order, Newly Revised.

**3.9. Order of business.** The normal order of business shall include, but not be limited to, the following:

- a) Call to order/roll call/introductions
- b) Approval of the agenda
- c) Approval of the minutes
- d) Public comments/questions
- e) Communications
- f) Reports
- g) Approval of vouchers
- h) Review of financial reports
- i) Unfinished business
- j) New business
- k) Public comment/questions
- l) Trustee comments
- m) Adjournment

**3.10. Records of Board Meetings.** The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the Library. The minutes shall consist primarily of a record of the actions taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

## **ARTICLE 4. DUTIES AND RESPONSIBILITIES**

**4.1. Duties of the Board.** The detailed duties of the 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 control of the Library.

**4.2. Policies.** The Board may adopt policies that provide direction for specific activities of the District. Policies shall be adopted or revised by the Board by a majority vote of the full Board.

**4.3. Officers.** The officers of the Board shall be Chair and Vice Chair. Officers shall be elected by the Board from its members at the annual meeting. These officers shall serve a twelve month term beginning with the next official meeting of the Board following the meeting at which the election was held, or until successors are duly elected. Officers may serve for more than one consecutive term. No trustee shall hold more than one office at a time.

**4.4. Duties of officers.** The Chair shall chair all Board meetings; participate in discussions, make motions and vote on all questions; serve as direct liaison to the Library Director; maintain a confidential file containing the Library Director's evaluation (reference Policy I-2.1.4); and perform other duties that customarily fall to the Chair. The Vice Chair shall act in the absence of the Chair.

**4.5. Filling vacant officer positions.** In the event that an office is vacated in mid-term, the Chair shall appoint an officer pro tem until an election is held.

**4.6. Role of Library Director.** The Library Director or designee shall serve as Secretary to the Board and record minutes of Board meetings. The Director or designee shall also serve as Fiscal Agent to the Board and will present bills and financial reports at Board meetings.

**4.7. Compensation.** Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

## **ARTICLE 5. COMMITTEES**

**5.1. Standing Committees.** The following Standing Committees shall be appointed by the Board: Finance, Policies, Personnel and Community Relations.

**5.2. Ad hoc committees.** The Board may form ad hoc committees and may appoint Trustees and others to serve on those committees. The purpose, duration and membership of these committees shall be presented to the Board for consideration and approval.

## **ARTICLE 6. AMENDMENTS**

These bylaws may be amended at any regular meeting of the Board by a four-fifths vote of the entire Board, providing that the amendment was made available in writing to every trustee at least seven days prior to the regular meeting of the Board.