

# Community Library Network<sup>®</sup>

Consolidated Free Library District DBA Community Library Network  
BYLAWS

Board Approved November 19, 2015

## ARTICLE I - NAME

This organization shall be called "The Board of Trustees of the Consolidated Free Library District" existing by virtue of the provisions of Chapter 33-2701 - 33-2729 of the Laws of the State of Idaho, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes. The district has filed a "doing business as..." (dba) form and refers to itself as Community Library Network.

## ARTICLE II - OFFICERS

Section 1. The officers shall be a chairman, vice-chairman, clerk of the board, elected from among the trustees at the annual meeting of the board. A treasurer shall be appointed by the board and may also be a trustee. By Idaho Code, the district's Director shall serve as secretary to the board.

Section 2. A nominating committee may be appointed by the chairman one month prior to the annual meeting and will present a slate of officers at the annual meeting. Alternatively, a slate of names or a single nomination may be made from the floor at the annual meeting.

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

Section 4. The chairman shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, sign documents approved by the board, may sign the budget certification, and generally perform all duties associated with that office.

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

Section 6. The clerk of the board shall witness all documents signed by the board, sign all legal advertisements, and may sign the annual budget certification.

Section 7. The treasurer shall oversee the disbursement of district monies, and shall perform such duties as generally devolve upon that office. The treasurer shall be bonded in an amount as may be required by Idaho Code. Another trustee may be named by the board to co-sign checks for the district. The Director may disburse the district monies up to an amount set by the board. In the absence or inability of the treasurer, the duties shall be performed by such other members of the board as the board may designate.

Section 8. 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. The Director shall serve as secretary, except that a delegated recording secretary may take the minutes. A trustee may request that a meeting be tape recorded.

## ARTICLE III - MEETINGS

Section 1. The regular board meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2. The annual meeting, which shall be held for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. The agenda for regular, special and emergency meetings of the Board of Trustees shall be posted as required by Idaho Code.

Section 4. Special meetings may be called by the secretary at the direction of the chairman, or at the request of 2 members.

Section 5. A quorum for the transaction of business at any meeting shall consist of 3 members of the board present. Any member may call for an individual voice vote and the minutes will reflect how each member voted.

Section 6. Conduct of the meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order for Small Boards including that the chairman may make a motion.

#### ARTICLE IV - THE LIBRARY DIRECTOR AND STAFF

The board shall approve all job descriptions for all district employees. The board shall hire a qualified library director or Director Team who shall be the executive and administrative officer of the library on behalf and under the review and direction of the board. The director shall have authority to hire part-time and full-time employees for the district.

#### ARTICLE V - COMMITTEES

Section 1. The board may act as a committee of the whole. The chairman may appoint committees for specific purposes as the business of the board may require from time to time. The committee may be ended at the completion of the purpose for which it was appointed. A final committee report, orally or written, may be made to the board.

Section 2. All committees may make a progress report to the library board at each of its regular meetings.

Section 3. No committee shall have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

#### ARTICLE VI - 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 chairman may vote upon a proposal before the board.

Section 2. The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment(s) shall have been mailed to all board members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. If any member of the board is absent for four consecutive meetings, the board will discuss the absenteeism, and pending resolution of the situation, may encourage the trustee to consider submitting a resignation.