

Crook County Library Board of Trustees Bylaws

Adopted by the Library Board of Trustees, April 13, 2017
Adopted by the Crook County Court, May 17, 2017

I. Name and Duties

A. Name

The name of this Board will be the Crook County Library Board of Trustees (Board).

B. Duties

The Board will promote the functions and goals of the Crook County Library and carries out functions as defined in Crook County Code Chapter 2.16 and ORS 357.400-357.621. Its duties will be as follows:

- Advise the Crook County Court (Court) on appointment and duties of the Library Director.
- Inform the Court as to the performance of the Library Director.
- Formulate and adopt policies governing the library that are not otherwise provided for by other Crook County policies or applicable law.
- Submit an annual library budget proposal.
- Oversee library finances.
- Advise on long-term strategic plans for the library.
- Promote library services within the community.

II. Membership

A. Composition

The Board will be composed of five trustees, who must be permanent residents of Crook County. Trustees will be appointed by the Court. The Library Director shall serve as an ex-officio, non-voting member. The Friends of the Crook County Library will also hold an ex-officio, nonvoting membership on the Board.

B. Term

Trustees will serve a four (4) year term of office, with the year running from July 1 to June 30, or until their successors are appointed. Terms will be staggered so that at least one and no more than two Trustees are appointed each year. No person will serve as

Trustee for longer than two full consecutive terms, but they may be reappointed after one (1) year.

C. Vacancies and Removal

If a vacancy occurs, the Court will appoint a replacement to serve the remaining term. The Court may remove Trustees before the expiration of their term in case of excessive absences or other reasons deemed detrimental to the library.

III. Officers

A. Chair

The Chair will preside over Board meetings, set the agenda in consultation with the Library Director, report to the Court on behalf of the Board, and perform other such duties as delegated by the Board or Court or that are appropriate to the position.

B. Vice Chair

The Vice Chair will preside over Board meetings in the Chair's absence and perform other such duties as delegated by the Board or Court or that are appropriate to the position.

C. Election

The Chair and Vice-Chair will be elected annually at the regular June meeting.

D. Term of Office

Officers shall serve terms of one (1) year or until their successors are elected. The term of office shall go from July 1 to June 30.

E. Vacancies

If a vacancy occurs in an office, the Board will elect a replacement to serve the remaining term.

F. Secretary

The Library Director will serve as Secretary of the Board and will record and archive minutes, agendas, packets, and other documents. The Library Director may appoint a designee to serve this role.

IV. Meetings

A. Regular Meetings

Regular Board meeting shall be held monthly at a regular time, place, and location set annually by the Board during the July regular meeting.

B. Special Meetings

Special meetings may be called by the Chair or at the request of three Trustees.

C. Quorum

Three Trustees shall constitute a quorum.

V. Committees

Special committees may be appointed at the discretion of the Chair or Board. Special committee members need not be Trustees.

VI. Legal and Parliamentary Provisions

A. Public Officials

Trustees are considered public officials by the State of Oregon and as such should familiarize themselves with public meetings and records laws, ethics for public officials, and any other relevant legal provisions.

B. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and not inconsistent with these bylaws, Crook County Code or policies, or any special rules of order the Board or Court may adopt.

C. Remote Attendance

Trustees and members of Board committees may participate in meetings via teleconference, videoconference, webconference, or other technologies allowing synchronous communication.

VII. Amendments

These bylaws may be amended by a majority of the full Board (three Trustees), provided that the amendments were first proposed at a Board meeting at least one month prior to approval. The Court must also adopt the proposed changes.