

Cathlamet Blanche Bradley Public Library Board of Trustees Bylaws

Article I- Purpose

The Governing Board of Trustees of Cathlamet Blanche Bradley Public Library of Cathlamet, Washington, exists by virtue of the provisions of RCW 27.12, and as appointed by the Mayor and confirmed by the Town Council, and exercises the authority and assumes the responsibilities delegated to it by said statutes.

Article II – Officers

The Chair shall be elected at the regular annual meeting and serve for one year. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The **Chairperson** shall preside at all meetings of the Board, appoint Committees, call special Meetings, sign all documents authorized by the Board and perform all duties associated with the Office. The Chair shall also appoint a trustee to preside over a meeting in their absence.

Article III – Town Librarian

The Town Librarian shall be appointed by the Board of Trustees and shall be responsible to the Board. Town Librarian shall be considered the Executive Officer of the Library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall attend all Board Meetings (but may be excused from closed sessions) and shall not have a vote.

Article IV – Meetings

Meetings shall be held in accordance with RCW 42.30.

Special meetings of the Board may be called by the Chairperson or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of a special meeting and the purpose for which called shall be given each member of the Board at least twenty-four hours in advance of the meeting.

Article V – Procedural Rules for conduct of meetings

The rules contained in the latest revised edition of *Robert's Rules of Order* shall govern the parliamentary procedure of the meetings where they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article VI – Meeting Quorum

A quorum for transaction of business shall consist of a simple majority of the Board.

Article VII - Meeting Attendance

Members shall be expected to attend all meetings or give prior notice if unable to attend. If a member becomes disabled or incapacitated, or fails to attend three consecutive meetings of the Board, or misses four meetings within any twelve month period, the Board will can declare the position vacant.

Article VIII - Standing Committees, their duties and membership

Committees shall be appointed by the president Chair as needed and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Article IX – Provisions for special committees

Ad Hoc committees for the study of special problems will be appointed by the Chairperson, with the approval of the Board, to serve until the final report of the work for which they were appointed has been delivered. The Chairperson in the exercise of his/her discretion may appoint Board Members or others interested to such Committees as may be necessary. No committee shall have other than advisory powers.

Article X - Annual timetable for required activities, reports, reviewing bylaws, library policies

The Board shall A special meeting set aside time annually for reviewing bylaws, long range planning and an annual work plan shall be held once at the last regular meeting of the year.

Article XI – Amending bylaws

Bylaws and Policies may be amended by a majority vote at any regular meeting, provided that the nature of the amendment was either stated in the call for the meeting or at the previous meeting.