

**BY-LAWS
BOARD OF TRUSTEES
MERIDIAN LIBRARY DISTRICT**

MEETINGS (33-2719)

- The annual meeting of the Board of Trustees of the Meridian Library District shall be on the date of its regular meeting in June. The purposes of the annual meeting are to administer the oath of office to the newly elected or re-elected trustee or trustees, to elect the officers of the board, to establish a regular meeting date, and to review, amend, repeal or adopt bylaws, policies and procedures.
- The regular meetings of the board of trustees shall be held at least once in each month, at such uniform day of such uniform month as the board of trustees shall determine at its annual meeting.
- Special or adjourned meetings may be held from time to time as the board may determine, but written notice thereof shall be given to the members at least two (2) days prior to the day of the meeting.
- The Board of Trustees of the Meridian Library District has determined that proxy votes will not be accepted.

OFFICERS

- Officers of the board shall be elected at the annual meeting of the board. The board shall elect a chairman and may elect a vice-chairman, secretary and treasurer. The term of office shall be one year.
- THE CHAIRMAN shall preside at all board meetings, appoint all committees, and generally perform the duties of a presiding officer. In the absence of the chairman, the vice-chairman shall serve as temporary chairman.
- THE TREASURER. (33-2722) The Board of Trustees of the Meridian Library District shall appoint some qualified person, who may or may not be a member of the board of trustees, to act as treasurer of the library district. Such person shall, on taking office, give bond to the library district, with sureties approved by the board of trustees, in the amount of at least five thousand dollars (\$5,000), which bond shall be paid for by the district. The treasurer's duties shall be as enumerated in Idaho Code Section 33.2722.
- THE CLERK. (33-2722) The Board of Trustees of the Meridian Library District shall appoint some qualified person, who may or may not be a member of the board of trustees, to act as clerk of the library board. The clerk shall conduct library district elections, other than for excision, annexation, consolidation, or division; shall prepare and distribute legal notices; and shall have such other duties as the board may prescribe.

- **THE LIBRARY DIRECTOR. (33-2721)** The Board of Trustees of the Meridian Library District shall appoint the library director, who shall serve as administrator of the library district and as the secretary for the board without voting rights. The library director's duties shall be as provided for by Idaho Code, Section 33-2721. With the recommendation of the library director, the board shall employ such other persons as may be necessary in the administration of the affairs of the library district.

POWERS AND DUTIES OF THE BOARD OF TRUSTEES (33-2720)

- **IT IS THE DUTY OF EACH TRUSTEE** to attend all meetings of the board of trustees. The Board of Trustees of the Meridian Library District shall have powers and duties consistent with the laws of the state of Idaho as outlined in 33-2720 of the Idaho Code. No single board member can act on behalf of the board without approval by the majority.

VACANCIES ON BOARDS OF TRUSTEES (33-2716)

- A vacancy shall be declared by the Board of Trustees when any nominee has been elected but has failed to qualify for office, or within thirty (30) days of when any trustee shall (a) die; (b) resign from office; (c) no longer reside in his or her respective trustee zone of residence; (d) no longer be a resident or qualified elector of the library district; (e) refuse to serve as trustee; (f) without excuse acceptable to the Board of Trustees, fail to attend two (2) consecutive regular meetings of the Board; or (g) be recalled and discharged from office in the manner set forth by law.
- The Board of Trustees shall appoint a qualified person to fill any such vacancy in the manner provided for by law. The newly appointed trustee shall serve until the next annual election of trustees. The newly elected trustee at said election will then serve out the remainder of the unexpired term.

COMMITTEES

- **SPECIAL COMMITTEES** for the study and investigation of special problems may be appointed by the Board Chair with the approval of the board, to serve until the completion of the work for which they were appointed.
- **STANDING COMMITTEES** may also be appointed by the Board Chair, with the approval of the board, to keep the board advised on such matters as building maintenance, finances, personnel, or any other area relating to the library.

QUORUM

- A QUORUM for the transaction of business shall consist of three members of the board, but a smaller number may adjourn. (33-2719)

ORDER OF BUSINESS

- THE ORDER OF BUSINESS at regular meetings shall be as follows:
- Call to Order - Start the meeting on time. No discussion prior to meeting.
- Public comment - Public comment may be taken at this time. Such comments will be limited to three minutes in duration.
- Agenda Review - May add new agenda items during the review. Explain why new items were not included in the posted agenda. Only items included on the agenda may be discussed at the meeting. Comments by persons whose names appear on the agenda are limited to three minutes in duration, unless the board of trustees deems it necessary for them to speak longer.
- Approval of minutes - The approval is whether or not they are accurate.
- Financial report and approval of bills.
- business to come before the Board
- Adjournment - No more discussion of business after adjournment.
- The usual parliamentary rules and orders shall govern the proceeding.

AMENDMENTS

- These by-laws may be amended at any regular meeting of the board with a quorum present by a majority vote of the members present provided written notice of the proposed amendment is mailed at least ten days prior to the meeting at which such amendment is to be voted upon.

TRUSTEE ELECTIONS

- Members of the district board of trustees shall be elected for six-year terms each odd numbered year. When a vacancy has been filled by an appointment during the year, a member will be elected to fulfill that term at the next scheduled election.
- The term of office for an elected trustee shall be six (6) years.
- The election is held in May on such date as provided for by law.