

GUIDELINES FOR COMMITTEES
OF THE
EAST BONNER COUNTY FREE LIBRARY DISTRICT
BOARD OF TRUSTEES

I. THE ROLE OF COMMITTEES :

Committees exist for the purpose of providing information to the Board of Trustees and/or the library administration. Implementation of the Board's policies and directives is the responsibility of the District's administration and staff unless trustees, by a majority vote, assign responsibility to someone else.

II. COMPOSITION OF COMMITTEES :

Committee membership may be extended to any individual appointed by the Board Chairperson and sustained by a majority vote of the trustees. However, membership is generally composed of two trustees, two administration representatives, and two staff representatives.

III. OFFICERS AND DUTIES OF OFFICERS :

Committee members shall elect a chairperson and a secretary. The chairperson shall call all meetings of the committee and serve as a facilitator. The secretary shall keep a written record of meetings that shall be presented to the Board of Trustees and to each committee member.

IV. MEETINGS :

The chairperson shall call a meeting, scheduling it in consultation with the Library Director or his/her designee, and may assign the task of notification to the secretary or to any other member of the committee. All members shall receive at least twenty-four (24) hours advance notice of a meeting. Even greater advance notice is desirable and encouraged. No member of a committee may be excluded from a meeting.

Adopted 10-10-00
Amended 04-09-12
East Bonner County Free Library District
Board of Trustees