

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:

Membership is generally composed of two trustees, two administration representatives, and two staff representatives. Committee membership may be extended, in an advisory capacity, to any individual with relevant subject matter expertise not already represented within the committee. Such individuals shall be appointed by the Board Chairperson and approved by a majority vote of the trustees.

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.