

**EAST BONNER COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES BY-LAWS**

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

It is the duty of each trustee to attend all meetings of the Board of Trustees. The Board of Trustees of the East Bonner County Library District shall have powers and duties consistent with the laws of the state of Idaho as outlined in Idaho Code, Title 33, Chapter 27. No single board member can act on behalf of the board without approval by the majority.

**OFFICERS**

Officers of the board shall be elected at the annual meeting. The board shall elect a Chair and may elect a Vice-Chair. The board shall appoint a Treasurer and Clerk. The term of office for each shall be one (1) year. The Chair and Vice-Chair must be members of the Board having served at least one (1) year as a member of the Board unless no current members have served one year or more.

**THE CHAIR** shall preside at all board meetings, appoint all committees with approval from the Board, and generally perform the duties of a presiding officer. In the absence of the chair, the Vice-Chair shall serve as temporary Chair.

**THE TREASURER** The Board of Trustees of the East Bonner County Library District shall appoint a 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** The Board of Trustees of the East Bonner County Library District shall appoint a 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 prepare and distribute legal notices and shall have such other duties as the board may prescribe. The Library Director serves as the Clerk unless otherwise appointed by the board.

**THE LIBRARY DIRECTOR** The Board of Trustees of the East Bonner County 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 will also serve as Treasurer and Clerk. The library director's duties shall be as provided for by Idaho Code, Section 33-2721.

**TRUSTEE ELECTIONS (IDAHO CODE SECTION 33-2715)**

Each of the five (5) members of the district board of trustees shall be elected for four (4) year terms with elections held each odd-numbered year. The election is held in May on the date provided for by Idaho law.

**VACANCIES ON BOARDS OF TRUSTEES (IDAHO CODE SECTION 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 or issues 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. Board authorized committees making recommendations to the governing body shall operate in accordance with Idaho Open Meeting Law.

**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. Board authorized committees making recommendations to the governing body shall operate in accordance with Idaho Open Meeting Law. Each committee shall appoint its own chairperson, who will run the meetings, and secretary, who shall prepare and distribute accurate minutes of each meeting.

## **MEETINGS (33-2719)**

All meetings shall be held under the provisions of chapter 2, title 74, Idaho Code.

- The annual meeting of the Board of Trustees of the East Bonner County Library District shall be on the date of its regular meeting in June. The purpose of the annual meeting is to administer the oath of office to newly elected or re-elected trustees, to elect the board officers, and to establish a regular meeting schedule.
- The regular meetings of the Board of Trustees shall be held on such uniform day of such uniform month as the trustees shall determine at its annual meeting. The Board may review, adopt, amend, or repeal policies and procedures at any regular or special meeting.
- The director or his/her designee shall post notice of board meetings at each library branch, on the library website, and with local news/media outlets at least forty-eight (48) hours before each scheduled meeting.
- Special meetings may be held 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 in accordance with Idaho's Open Meeting Law.
- The Board of Trustees of the East Bonner County Library District has determined that proxy votes will not be accepted.
- At least one (1) member of the governing body, or the director of the public agency, or the chief administrative officer of the public agency, shall be physically present at the location designated in the meeting notice.

## **QUORUM**

A QUORUM for the transaction of business shall consist of three (3) members of the board; a smaller number may not conduct business (33-2719). Participation by a member of the governing body through telecommunications devices shall constitute presence in person by such member at the meeting.

## **ORDER OF BUSINESS**

East Bonner County Library District Board of Trustee Meeting agendas follow Idaho Code 74-204 NOTICE OF MEETINGS which states, "An agenda may be amended, provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion. An agenda item that requires a vote shall be identified on the agenda as an 'action item' to provide notice that action may be taken on that item. Identifying an item as an action item on the agenda does not require a vote to be taken on that item. An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting." The Chair will utilize usual and customary parliamentary rules and procedures to conduct meetings to help maintain order and efficiently govern the proceedings.

THE ORDER OF BUSINESS at regular meetings shall be as follows:

- Call to Order - Start the meeting on time. No discussion prior to meeting.
- Guest Comments - Public comment may be taken at this time. Such comments will be limited to three minutes in duration. Accepting Guest Comments is at the discretion of the Board Chair when setting the agenda and is not required by Idaho Law.
- Consent Agenda - Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless the Board Chair, a member of the library board, library staff, or a patron requests an item to be removed from the Consent agenda for discussion.
- Director's Report.
- Financial Report and approval of bills.
- Unfinished and New Business to come before the Board.
- Adjournment.

## **RESPONSE TO LEGAL QUESTIONS**

Should questions about the legality of any proceedings, or the legality of any decision of the Board, arise in the mind of any constituent, the Board welcomes their written inquiry. Discussion will be limited to the introduction of the written inquiry, which shall then be forwarded to the Library District's attorney. The inquirer shall receive a written response from the attorney within thirty (30) days.

## **AMENDMENTS**

These by-laws may be amended by a majority vote of a quorum of members at any regular meeting of the board provided written notice of the proposed amendment is delivered to each trustee at least three (3) days prior to the meeting.

