Lincoln County Public Libraries Trustee Bylaws

Article I. Name

Section 1.01 Name
Lincoln County Public Libraries Board of Trustees

Article II. Object

Section 2.01 Purpose
The purpose of the board of trustees is to act as the citizen governing body of the public libraries in Lincoln County, Montana.

Section 2.02 Library Policies and Procedures
In consultation with, and from recommendations made by the library director, the trustees shall establish policies for all employee and operational procedures. Policies and procedures should be reviewed, evaluated and updated as necessary or at least once every three (3) years.

Section 2.03 Budget
Trustees are responsible for developing and submitting an annual budget to the county.

Article III. Members

Section 3.01 Number
The board shall consist of five (5) trustees.

Section 3.02 Residence
Legal U.S. citizens with permanent residence in Lincoln County, Montana may serve as trustees. There shall be one trustee from Eureka, one trustee from Libby and one trustee from Troy. The remaining two trustees shall be at large from within the county.

Section 3.03 Appointment and Vacancies
When a trustee has reached their term limit and/or if there is a sudden vacancy on the board, the County Commissioners shall confirm the new trustee(s) from recommendations provided by the current trustees.

Section 3.04 Tenure
Trustees shall hold their offices for five (5) years from the date of appointment and until their successors are appointed. Annually before the first (1st) day of July of each year, a trustee shall be appointed to take the place of a retiring trustee, in the same manner as the original appointments for a 5-year term. Trustees may not serve more than two full terms in succession unless the third term is a partial term due to the replacement of a retiring trustee.

Section 3.05 Absenteeism
Board members must contact the secretary or a board officer if unable to attend a meeting, unless, unable to do so due to health issues or sudden family emergencies such as death of a family member. Continued absence may be grounds for removal from the board.

Section 3.06 Removal
Any trustee may be removed by a quorum (3) majority vote of trustees whenever in its judgment, board productivity is jeopardized.

Article IV. Officers

Section 4.01 Elected Positions
The elected officers of the board of trustees shall be the chairperson and vice chairperson.

Section 4.02 Secretary
The library director shall serve as secretary of the board

Section 4.03 Duties

(a) Chairperson
The chairperson shall preside at all meetings when possible and shall appoint all standing and special committees. The chairperson shall perform all duties in relation to the office of the chairperson and such other duties as may be prescribed by the board from time to time. The chairperson shall be an ex-officio member of all committees.

(b) Vice Chairperson
In the absence of the chairperson or in the event of inability or refusal to act, the vice chairperson shall perform all the duties of the chairperson and, when so acting, shall have the powers of and be subject to all restrictions upon the chairperson. In the absence of both the chairperson and vice chairperson, a member designated by the board shall exercise the chairperson's functions.

(c) Secretary
The secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all regular and special meetings and shall have custody of the minutes and other records of the board.

Section 4.04 Election and Term of Office
The elected officers of the board of trustees shall be elected annually by the trustees at its regular meeting held before the first day of June of each year. The term of office shall be one year. A trustee may not serve more than five (5) consecutive years in the same office.

Section 4.05 Absenteeism
Officers must contact the secretary or a trustee if unable to attend a meeting, unless, unable to do so due to health issues or sudden family emergencies such as

death of a family member. Continued absence may be grounds for removal of office.

Section 4.06 Removal
Any officer elected or appointed by the board may be removed by a quorum (3) majority vote of trustees whenever in its judgment, board productivity is jeopardized.

Section 4.07 Vacancies
A vacancy in any elected office will be filled by the board through a quorum (3) majority vote of the trustees for the unexpired portion of the term.

Article V. Meetings

Section 5.01 Regular

(a) Frequency
Regular board meeting shall take place at least six times per year-with no gap between meetings of more than 90 days.

(b) Location
Regular board meetings shall rotate locations within the county in order to provide citizens from all locations an opportunity to attend a meeting.

Section 5.02 Special

(a) Special meetings of the board may be called by the secretary upon the discretion of the chairperson or upon the request of two (2) members of the board.

(b) Frequency
Special meetings may be held whenever deemed necessary.

(c) Location
Special meetings may be held wherever deemed necessary.

Article VI. Director

Section 6.01 Appointment
The board hires the library director according to local, state and federal regulations.

Section 6.02 Evaluation
The board evaluates the performance of the director annually.

Section 6.03 Responsibilities
The director is responsible for all administrative and operational issues associated with the libraries and their services.

Article VII. Parliamentary Authority

Section 7.01 Rules
The trustees use standard parliamentary authority to complete its business.

Article VIII. Federation Advisory Board Membership

Section 8.01 Representation
In accordance with membership in the Tamarack Federation of Libraries, one (1) trustee will represent Lincoln County Public Libraries on the Federation Advisory Board for the duration of the federation. The representative will shall exercise one vote.

Article IX. Amendment of the Bylaws

Section 9.01 Review
The bylaws shall be reviewed on a three year basis.

Section 9.02 Alterations
The bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the trustees present at any regular meeting or at any special meeting, if at least thirty (30) days written notice is given to each trustee of the intention to alter, amend, or repeal or adopt new bylaws at such meeting.

In Witness Whereof, we, the undersigned Trustees, have enacted the foregoing By-Laws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on the 12th Day of January 2017.

Chairperson

Vice Chairperson

Trustee

Trustee

Trustee