By-laws and Rules of
The Board of Trustees of the Idaho Falls Public Library

~~Article~~ I – Name

This organization shall be called "The Board of Trustees of the Idaho Falls Public Library" existing by virtue of the provision of Title 33, Chapter 26 of the laws of the State of Idaho, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Membership

Section 1. Members of the Board of Trustees shall be appointed by the Mayor and City Council in accordance with Idaho Code 33-2604.

Section 2. A vacancy shall be reported to the Mayor's office within five days whenever a member dies, resigns, moves out of the city limits, or fails to attend, without an excuse acceptable to the board, three (3) consecutive regular meetings.

Article III – Officers

Section 1. The officers shall be a chairperson and a vice-chairperson, elected from among the appointed trustees at the annual meeting of the board. The Library Director shall serve as the Secretary and Treasurer for the board.

Section 2. A nominating committee may be appointed by the chairperson three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected ~~and~~ **or** until their successors are duly elected.

Section 4. The chair person **or their designee** shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

~~**Section 5.** The vice chairperson, in the event of the absence or disability of the chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.~~

Section 6. The **Library Director or their designee will act as** secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The **Library Director as the** treasurer shall be the financial officer of the board. He/She will submit all bills to be paid by the city, will receive and verify all financial reports from the city, and will perform such duties as generally devolve upon the office. The treasurer shall submit a written report to the board at each regular board meeting.

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Article IV – Meetings

Section 1. The regular meetings shall be held ~~on a uniform day each month~~, **quarterly,** the day and hour to be set by the board at its annual meeting, unless otherwise ordered by the board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the review of all library policies, shall be held at the time of the regular meeting in October of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit.

- ~~Call to Order~~
- ~~Approval of Agenda~~
- ~~Approval of Minutes~~
- ~~Review of Financial Statements~~
- ~~Approval of Expenditures~~
- ~~Director's Report~~
- ~~Unfinished Business~~
- ~~New Business~~
- ~~Adjournment~~

- **Call to Order and Roll Call**
- **Public Comment**
- **Approval of Consent Agenda**
- **Staff Reports**
- **Trustee or City Council Liaison concerns (Informational items only)**
- **Policy Concerns (Action Items)**
- **Unfinished Business**
- **New Business**
- **Special Announcements**
- **Adjournment**

Section 4. Special meetings may be called by the secretary at the direction of the chairperson or at the request of two members, for the transaction of business as stated in the call for the meeting. If the time and place of a special meeting has not been determined at a regular board meeting with all members present, a notice of the time and place of the special meeting shall be sent to all board members, and written notice shall be posted in the library and sent to all news media requesting notification not less than 24 hours before the meeting, unless an emergency exists.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person or by telephone **or other electronic means.**

Section 6. Conduct of meetings: proceedings of all meetings shall be governed by regularly accepted parliamentary procedures ~~Robert's Rules of Order~~.

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Article V – Library Director and Staff

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall serve as an ex-officio member of the library board and shall attend all meetings of the board.

The director shall represent the board at meetings ~~of the Bonneville County Library District Board, and at other meetings~~ as directed.

The director shall have authority to hire**, discipline and terminate employees as well as** ~~and~~ specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI – Committees

Section 1. The chairperson may appoint standing committees to be made up of two members. Members of standing committees are appointed at the annual meeting and serve for one year.

Section 2. The chairperson may appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 3. All committees may make a progress report to the library board at each of its meetings.

Section 4. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VII – Amendments

These by-laws may be amended by a simple majority vote of all members of the board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been ~~mailed~~ **delivered** to all members at least two days prior to the meeting at which such action is proposed to be taken.

Article VII – General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move a proposal before the board. ~~No seconds shall be required for the board to consider a motion.~~

Section 2. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which at least three members of the board shall be present and three of those present shall so approve.