

Daniel Boone Regional Library
Board of Trustees
Bylaws
Approved August 14, 2008

Article I **NAME:** This organization is called the Board of Trustees of the Daniel Boone Regional Library, hereafter referred to as Regional Board.

Article II **BOARD MEMBERSHIP:** For Regional Board membership see Daniel Boone Regional Library Contract, paragraph 3.

Article III **CONDUCT AND DISCIPLINE:** Any officer or committee chair who cannot be present for conduct of business on the agenda of the Regional Board must forward (through another committee member or, if necessary, any other Regional Board member) any essential materials or information so that the conduct of the business of the Regional Board might proceed.

Any district board without a majority of its members present for two consecutive meetings, or a total of three meetings in a calendar year, shall receive a letter of concern from the president of the Regional Board, with a copy sent to the appointing authority.

Article IV **OFFICERS:** The officers will be president, vice-president/secretary, and warrant officer, no two of whom shall be from the same member board. They are elected annually for a term of one year by the members of the Regional Board at the regular meeting in June. Terms of new officers begin July 1. The office of president rotates annually among the member boards alphabetically, beginning with the Boone County Library District on July 1, 2001.

Vacancies, as they occur, shall be filled by having the Nominating Committee present nominees to the Regional Board. This shall be done in writing to accompany the agenda for the meeting at which the officer(s) shall be elected. Nominations may also be taken from the floor. The duties of the president are to preside at all meetings, authorize calls for any specific meetings, and generally perform the duties of the presiding officer. The president serves as a non-voting member of each committee but does not make motions or count toward a quorum. The president appoints all committees except the Finance Committee, which is defined in the regional library contract.

The vice president/secretary performs the duties of the president in the absence of the president. The vice president/secretary ensures that a true and accurate record of all meetings is kept and performs any other duties pertaining to the office of secretary.

The warrant officer (treasurer) serves as chair of the Finance Committee and oversees the fiscal policies of the regional library. Unless otherwise specified by the Regional Board, other duties of the warrant officer (treasurer) under Section 182 RSMo shall be delegated to the Director of the Daniel Boone Regional Library (DBRL). The Director may in turn delegate such responsibilities to other staff. The Director or the Director's designee shall provide the DBRL Board of Trustees with a monthly financial report to be reviewed at each of its regular meetings.

Removal from office for demonstrable malfeasance or dereliction is accomplished by a two-thirds vote of the total appointed membership.

Article V ANNUAL ELECTIONS: The Nominating Committee presents a slate of officers at the May meeting. Additional nominations may be made in advance, in writing, to the Nominating Committee or at the June meeting from the floor. Elections shall be by written ballot. Members must be present to vote and a majority vote elects. In the event of a single nominee for an office, the election shall be by voice vote.

Article VI BOARD MEETINGS: Regular meetings are held each month, the hour and date to be set by the Regional Board. Exceptions must be determined in advance by a majority vote of the total membership of the board or, in case of an emergency, by officers of the Regional Board in consultation with the director. Special meetings may be held on call of the president or must be called on written request to the president by any five members of the Regional Board. Notice of all meetings must be made by the library director to the general public as required by Missouri law. A majority of the total membership of the Regional Board, to include at least one member from each of the three (3) boards, shall constitute a quorum. Proxy voting is not permitted.

Article VII COMMITTEES: Each appointed committee must include at least one person from each member board and all members of all district boards must serve on at least one committee. Any member of any district board may chair a committee. A quorum is a majority of the appointed members of the committee, and members participating in the meeting by phone or videoconference count towards a quorum. A majority of committee members present, including members participating by telephone or videoconference, can vote to make a recommendation to the Regional Board. Proxy voting is not permitted.

STANDING COMMITTEES: The standing committees of the Regional Board shall be Contract and Bylaws, Evaluation, Finance, Long Range Planning, Nominating, and Risk Management.

Standing Committees shall meet at least once each year unless this requirement is waived by action of the Regional Board. A committee meeting must be held on written request to the chair of the committee by one-third or more members of the committee. The president of the Regional Board appoints the chairs and members unless otherwise stipulated.

Upon completion of the term, the retiring chair should bring all file documents and materials to the newly appointed chair at the July board meeting.

CONTRACT AND BYLAWS COMMITTEE: The Contract and Bylaws Committee reviews the DBRL contract, bylaws, and other rules at least annually, and submits recommendations to the Regional Board for approval.

EVALUATION COMMITTEE: The Evaluation Committee conducts the Library Director's evaluation at least once annually. The committee then presents its findings and makes recommendations to the Regional Board regarding the Director's evaluation and compensation. Each year the Regional Board president will attempt to retain one-third to one-half of the membership of the previous year's committee.

FINANCE COMMITTEE: The Finance Committee recommends an auditing firm and reviews the reports and performance of the audit. The committee works with the Director to prepare the annual budget, which is then presented to the Regional Board for approval. For required membership see Daniel Boone Regional Library Contract, paragraph 10.

LONG RANGE PLANNING COMMITTEE: The Long Range Planning Committee acts as a steering committee for the library's planning process and makes recommendations to the Regional Board.

NOMINATING COMMITTEE: The Nominating Committee recommends a slate of officers for the Regional Board, normally at the May meeting.

RISK MANAGEMENT COMMITTEE: The Risk Management Committee addresses health, safety, property, legal, and casualty issues of the Daniel Boone Regional Library and makes recommendations to the Regional Board as needed.

AD HOC COMMITTEES: The Regional Board or its president shall establish and dissolve Ad Hoc Committees as needed. Such committees serve until they present their final reports to the Regional Board, at which time they cease to exist.

Article VIII FISCAL YEAR: The fiscal year is from January 1 through December 31.

Article IX BUDGET: The Finance Committee prepares an annual budget and submits it for approval at the regular November board meeting. Final approval of the annual budget and any budget amendments requires the concurrence of a simple majority of the membership of each of the member boards.

Article X APPOINTMENT OF DIRECTOR: The Regional Board shall employ and appoint a Library Director who shall be employed under such terms and conditions as are prescribed by the Regional Board. Any initial appointment of a director or termination of a director shall require a 2/3 vote of the total Regional Board membership. The director's salary adjustment shall require a simple majority vote of the total membership of the Regional Board. Continued employment of the director is automatic unless the board votes to terminate the appointment.

Article XI PARLIAMENTARY AUTHORITY: The rules contained in the current edition of Robert's Rules of Order Newly Revised govern the Regional Board in all cases in which they are applicable and in which they are not inconsistent with the contract, these bylaws, or any other special rules of order that may be adopted. In keeping with open records laws and board preference, board, committee and district minutes may include more information than required by said rules.

Article XII AMENDMENT OF BYLAWS: These bylaws may be amended at any regular meeting by a two-thirds vote of the total membership, provided the amendment has been submitted in writing in substantially final form at the previous regular meeting. Any amendment becomes effective when adopted.