

II. BYLAWS

ARTICLE I NAME

This organization shall be known as the DOUGLAS COUNTY LIBRARIES (the “District”), organized under and by virtue of the Colorado Library Law, Title 24, Article 90 C.R.S., and established by the County of Douglas, on 20 November 1990, with Board of County Commissioner Resolution No. 149 as Douglas Public Library District. On June 26, 2003, the Board of Trustees moved to change the name from Douglas Public Library District to Douglas County Libraries.

ARTICLE II PURPOSE

The purpose of the District shall be the provision of publicly supported free library service to all residents of Douglas County.

ARTICLE III BOARD OF TRUSTEES

Section 1. Trustees. The management and control of the District shall be vested in a board of seven (7) trustees appointed in accordance with Colorado statutes. (Colorado Library Law can be found as Appendix I.)

Section 2. Compensation. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the public library fund. During their tenure a Trustee shall not be assessed library overdue fines. Trustees are however, still subject to damaged and lost material charges.

Section 3. Ethics. Any Trustee shall disclose to the Board of Trustees any potential conflict of interest upon appointment. If during the course of Board business, an area of potential conflict of interest develops for a Trustee, they are required at that time to make full disclosure. If such disclosure is part of an open meeting, the disclosure shall become part of the public record through the Official Meeting Minutes. If in Executive Session, the disclosure shall become part of that record and only open as required under Colorado Sunshine Law. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation. (Colorado Sunshine Law can be found as Appendix II.)

Section 4. Vacancies. Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.

Section 5. Removal. A Trustee may be removed only in accordance with Colorado Library Law, and for cause such a substantive failure to perform duties as defined in the Douglas County Libraries Trustee Orientation Manual.

Section 6. Length of Terms. Trustees are appointed for three-year terms.

Section 7. Number of Terms. The number of terms a Trustee may serve is four.

ARTICLE IV POWERS

The Board of Trustees shall have all those powers provided by statute and, in addition, shall have all those powers necessary or incidental to the specific powers granted by statute, and nothing herein shall be construed as limiting the powers of the Board of Trustees as granted by statute.

ARTICLE V OFFICERS

Section 1. Officers. The officers of the Board of Trustees shall consist of a president, a vice-president, a secretary, a treasurer and such other officers as the Board of Trustees deems necessary. These officers shall perform the duties prescribed by these Bylaws and Colorado Library Law.

Nothing herein shall prevent the Board of Trustees, at its discretion, to combine offices as long as the same individual does not hold both the office of president and secretary. The Board of Trustees reserves the right to delegate duties to the Library Director or the Library Director's designee.

Section 2. Election. All officers of the Board of Trustees shall be elected from the current membership of, and by said Board at the Annual Meeting.

Section 3. Terms of Office. Officers shall begin their terms of office at the next regular meeting immediately following the Annual Meeting, and shall serve for a term of one year or until their successors are elected.

Section 4. Vacancies. A vacancy in any office, however occurring, may be filled by the Board of Trustees for the unexpired portion of the term.

Section 5. Removal. Any officer may be removed by a majority vote of the Board of Trustees whenever in its judgment the best interest of the District will thereby be served.

Section 6. President. The president shall be the principal executive officer of the District. The president shall preside at all meetings of the Board of Trustees. The president may sign, either by manual or facsimile signature, any leases, deeds, mortgages, contracts and other instruments which the Board of Trustees has authorized to be executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Trustees from time to time.

Section 7. Vice-President. The vice-president shall assist the president and shall perform such duties as may be assigned by the president or the Board of Trustees. In the absence of the president, the vice-president shall have the powers and perform the duties of president.

Section 8. Secretary. The secretary shall review and recommend approval of the minutes of the meetings of the Board of Trustees; and perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the president or by the Board of Trustees.

Section 9. Treasurer. The Treasurer shall, in general perform all duties incident to the office of Treasurer, and such other duties as from time to time may be assigned by the Board of Trustees or by the President.

ARTICLE VI MEETINGS

Section 1. Regular Meetings. Regular meetings of the Board of Trustees shall be held at the District library facilities no less frequently than ten times per calendar year for the purpose of transacting any business that may come before the Board. Once a year, prior to the next calendar year's start, the date and location of each regular meeting, for the upcoming year, shall be determined by the Board of Trustees. All business of the Board shall be conducted only during such regular meetings or at special meetings hereinafter provided for, and all such regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session.

Section 2. Special Meetings. Special meetings may be called by any three Trustees by informing all the other Trustees of the date, time, and place of such meeting and the purpose for which it is called at least three (3) days prior to said meeting.

If there is not sufficient time to call a special meeting because a matter required immediate attention, the president or the president's designee may take a vote by electronic means or in person, and the results of this vote will be recorded in the minutes of the next regular or special meeting.

Section 3. Annual Meeting. The regular meeting for the month of January of each year shall be designated as the Annual Meeting.

Section 4. Quorum. A majority of the total membership of the Board of Trustees shall constitute a quorum necessary for the transaction of any business to come before any regular or special meeting.

Section 5. Proxies. Voting by proxy is not allowed.

Section 6. Notice. All meetings shall be posted in accordance with Colorado Sunshine Law.

ARTICLE VII COMMITTEES

Section 1. Standing Committees. The Board of Trustees may at its discretion authorize Standing Committees.

Section 2. Special Committees. The Board at its discretion from time to time may authorize special committees for specific tasks or purposes.

Section 3. Ex-officio Members of Committees. The president of the Board of Trustees shall be an ex-officio member of all standing and special committees of the Board. The Board, at its discretion, may appoint as ex-officio, standing or special committee members who are not Trustees.

ARTICLE VIII LIBRARY DIRECTOR

Section 1. Employment. The Library Director shall be employed by contract by the Board of Trustees.

Section 2. Duties. The Library Director, under the supervision and direction of the Board of Trustees, shall perform all duties incident to the position of Library Director and such other duties as may be prescribed by the Board of Trustees.

Section 3. Removal. The Library Director may be removed by the Board of Trustees whenever, in its judgment, the best interest of the District will be served thereby, but such removal shall be without prejudice to the contract right, if any, of the person so removed. The employment of a Library Director shall not in itself create a contract right.

ARTICLE IX LIBRARY POLICIES

The Board of Trustees shall establish and adopt District Policies, which shall ensure a cost-effective and efficient provision of publicly supported free library service to District residents. Said policies will include, but not be limited to: a) equal access to information without regard to age, physical or mental health, sex, sexual orientation, race, place of residence or economic status; b) aid in the establishment and improvement of library programs; c) promote and coordinate the sharing of resources among libraries in the District and all of Colorado; d) disseminate information regarding the availability of library services; e) accept gifts and bequests of money or property; f) adopt procurement policies, and g) adopt personnel policies.

ARTICLE X ANNUAL REPORT

At the close of each year the Board of Trustees shall make a report to the Board of County Commissioners, Douglas County, in accordance with Colorado Library Law.

ARTICLE XI SEAL

The seal of the District shall be a circle with the words, "DOUGLAS COUNTY LIBRARIES" contained therein, and that the District Seal shall be affixed to all official and legal documents of the District.

ARTICLE XII FISCAL YEAR

The Fiscal year of the District shall begin on the 1st of January of each year and end on the 31st of December of such year.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in cases to which they are applicable and in which they are not inconsistent with these Bylaws, special rules of order adopted by the Trustees, or applicable Colorado statutes.

ARTICLE XIV AMENDMENTS TO BYLAWS AND POLICIES

Notice of proposed Bylaws or Policy changes must be in written form and received by all Trustees at least five (5) days prior to the first reading.

Bylaws and Policies may be added, altered, amended or repealed on first reading at any regular or special meeting of the Trustees if all members of the Board of Trustees are present and the vote is unanimous. If all members are not present or the vote is not unanimous, but the majority present favors the Bylaw or Policy amendment proposal, it will be presented at the next regular meeting of the Board of Trustees at which time it can be added, altered, amended or repealed by a simple majority of the Board of Trustees present and voting.

These Bylaws and Policies are adopted this 28th day of March 2002, restated February 19, 2004 and amended June 24, 2004 , September 23, 2004, February 3, 2005, October 19, 2006, and October 18, 2007.

David Starck
Board of Trustees, President

Mark S. Weston
Board of Trustees, Secretary

{District Seal}