

BYLAWS
RAMPART REGIONAL LIBRARY DISTRICT

Woodland Park School District RE-2, Teller County, Colorado

Article I—NAME, ORIGIN, AUTHORITY AND RESPONSIBILITIES

NAME

The name of this organization is the Rampart Regional Library District, properly constituted and governed by Article 90 of Title 24 of the Colorado Revised Statutes, as amended, and established by resolution of the Teller County Board of Commissioners on October 4, 1976, as amended by resolution dated July 25, 1983, and further amended on July 8, 2003, February 17, 2004 and December 14, 2004 exercising the powers and authority and assuming the responsibilities delegated to it under the said Colorado Statutes and Resolutions.

Article II – BOARD OF TRUSTEES

MANAGEMENT

Management and control of the Library District shall be vested in a Board of Trustees consisting of up to seven persons, who shall each serve a term of three years. A trustee may serve no more than three consecutive three-year terms. Every appointee to the Board of Trustees shall be a registered voter of Teller County School District RE-2 and shall have resided in said district for at least one year. However, no trustee need be a real property owner in Teller County School District RE-2.

NOMINATING COMMITTEE

The Board of Trustees shall serve as a nominating committee for new members, by a resolution providing for publication of notice of any vacancy and asking for letters of application, to be followed by an interview with the board at a regular meeting and majority approval. Upon resignation, removal or death of any trustee, the successor of such trustee shall be appointed to serve the remainder of such trustee's term.

ATTENDANCE

Any member of the Board of Trustees who is absent or unexcused from three consecutive regular meetings or four regular meetings in one year can, at the discretion of the board, be removed from the Board of Trustees. The Board of Trustees endorses the ALTA Ethics Statement for Library Trustees (see appendix). A trustee who fails to adhere to any of the principles of the Ethics Statement may be removed for good cause. A trustee may also be removed for good cause if their performance is inadequate or if they engage in conduct or activity that is in conflict with the interests of the Library District or otherwise not in the best interests of the Library District. Removal of a trustee shall require a majority vote of the Board.

POLICY AND BUDGET

The Board is responsible to setting policy that is responsive and appropriate for the operation of the Library District, including strategies and principles for action. The Board is responsible for reviewing and approving an annual budget and appropriating expenditures from the approved budget.

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Section 5

The Board is responsible for selecting and hiring a Director, to define the duties and responsibilities of the Director and to set the compensation and benefits of the Director. The Board will evaluate the performance of the Director at least annually.

Article III—OFFICERS

Section 1

Officers shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer, elected from among the appointed trustees at the annual meeting of the board in January of each year.

Section 2

Officers shall serve a term of one year from the annual meeting at which they are elected, or until their successors are duly elected.

Section 3

The CHAIRMAN shall preside at all meetings of the board, authorize calls for any special meetings, appoint all the 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 4

The VICE CHAIRMAN, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.

Section 5

The SECRETARY/TREASURER SHALL HAVE TWO ROLES. As SECRETARY, he/she shall keep true and accurate records of all meetings of the board, and shall perform such other duties as are generally associated with that office, including assuring the safekeeping of all important agreements, leases and other legal documents. The secretary shall record all formal matters that are acted upon and shall note the names of the persons making and seconding motions and of any persons dissenting from the majority vote on motions passed. Records shall be permanently preserved and shall be open to inspection by the public at the main branch of the library upon reasonable notice at any reasonable time.

The Library District has hired outside accountants to handle its accounts. The TREASURER shall oversee financial reports submitted by the library's accountant or director, making appropriate recommendations regarding these reports to the board. The treasurer shall, along with other designated board members and the director, be authorized to sign district checks. The Treasurer shall assure the posting of a surety bond and assure the board has a blanket bond as required by resolution of the Board of Trustees, at the expense of the Library District.

Section 6

Any officer may be removed by the Board of Trustees whenever in its judgment the best interest of the Library District will be served thereby.

Article IV—AUDITS

An annual audit of the financial records and books of accounts as maintained by the treasurer or other authorized officers shall be made and certified correct by public accountants as a cautious and prudent policy of the Board of Trustees, for the satisfaction and protection of all concerned.

Article V—MEETINGS

Section 1

Regular scheduled meetings shall be held each month at a place, date and hour to be set by the board at its annual meeting. All meetings shall be publicly scheduled according to a resolution prescribing times and locations for posting public notice of each regularly scheduled or special meeting. All meetings shall be open to the public except for executive sessions. The board may determine to hold additional meetings and study sessions; these meetings will be governed by these bylaws.

Section 2

The annual meeting, which shall be for the purpose of electing officers and conducting such other business as may come before the meeting, shall be held at the time of the regular meeting in January of each year.

Section 3

Special meetings may be called by the secretary at the direction of the chairman, or at the request of three trustees, for the transaction of business as stated in the call for the meeting

Section 4

Notice shall be given for all meetings of the Board in accordance with the requirements of the Colorado Open Meetings Law, as then in effect and applicable to the Library District. An agenda will be published for each regular meeting of the Board.

Section 5

A quorum for the transaction of business at regular or special meetings shall consist of a majority of trustees, present in person. An affirmative vote of the majority of the board present at a regular monthly, special or annual meeting shall be necessary to approve any action before the board. The chairman may vote upon and may move or second a proposal before the board.

Section 6

The order of business for regular meetings shall include but not be limited to the following items, which shall be covered as far as circumstances permit:

- a Roll call of members
- b Disposition of minutes of previous regular meeting and any intervening special meeting
- c Public presentation to or discussion with the board
- d Treasurer's report
- e Action on bills payable
- f Director's report
- g System report
- h Committee reports
- i Correspondence
- j Unfinished business
- k New business

- l Other
- m Adjournment

Section 7

Conduct of meetings; proceedings of all meetings shall be based on Robert's Rules of Order.

- a Limit presentations to five minutes in most cases and present reports in writing and in advance when possible.
- b Limit opinion statements to three minutes.
- c Be on time and stay until the end of the meeting.
- d Notify the director of an expected absence or tardiness.
- e Attend regularly.

Section 8

Executive sessions of the Board may be held as part of any Board meeting. Executive sessions shall be conducted in accordance with the provisions of the Colorado Open Meetings Law as then in effect and applicable to the Library District. Other than the recordation of the time executive session was convened and the time open session resumes there shall be no minutes taken of executive session. There shall be not decisions of the Board or actions taken by the Board during executive session unless otherwise permitted by law. Trustees are bound to maintain the confidentiality of the discussions and documents that are the part of any executive session.

Article VI—DIRECTOR AND STAFF

The Library District shall have a director who will be the executive and administrative officer of the Library District under the direction of the Board. The director shall carryout the duly established policies of the Board and shall manage the day-to-day operations of the Library District. The director shall report to the board the appointment 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 library property; for an adequate and proper selection of all library materials in keeping with the policy of the board; for the efficiency of library service to the public; and for its financial operation within the limits of the budgeted appropriations and for causing necessary reports of the Library District to be submitted to governmental authorities. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board, provided that any such appointment shall be reported to the board at its next regular meeting.

Article VII—COMMITTEES

Section 1

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

Section 2

Each committee shall make a progress report to the board of trustees at each of the board's regular meetings.

Section 3

No committee or member will have other than advisory powers unless, by suitable action of the

board, the committee or member is delegated specific power to act. Committees shall only have the responsibilities, duties and authority as is expressly set forth, in writing, by the Board at the time the committee is created. The delegation of authority to any committee shall not operate to relieve the Board of Trustees from any responsibility imposed by law.

Section 4

- a Standing committees, such as a personnel committee, shall be created by the board as necessary to carry on the work of the board. The term shall be for the remainder of the calendar year or until terminated by the vote of the board at a regular meeting.
- b Special committees may be created by the board for a specific purpose, automatically dissolving when their work is done and their final reports are accepted.

Section 5

Appropriate advance notice of meetings of committees shall be given in accordance with requirements of the Colorado Open Meetings Law then in effect and applicable to the Library District.

Article VIII—GENERAL

Section 1

The bylaws may be amended by a majority vote of all members of the board of trustees, provided written notice of the proposed amendment shall have been given to all trustees at least ten days prior to the meeting at which such action is proposed to be taken.

Section 2

These bylaws shall conform to prevailing governing statutes. Such amendments as may be necessary to effect such conformation shall be automatic.

Section 3

The Library District shall, to the fullest extent permitted by law, indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or complete action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was a trustee, officer or employee of the Library District. Any request for indemnification must be presented to and be approved by the Board.

Section 4

Members of the Board or any committee may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Participation shall constitute presence in person at the meeting.

Section 5

The Board of Trustees may require any officer or agent of the Library District to post a surety bond in favor of the Library District in such sums and with such sureties as shall be satisfactory to the Board, at the expense of the Library District.

Section 6

The invalidity of any provision of these Bylaws shall not affect the other provisions hereof and, in such event, these bylaws shall be construed in all respects as if such invalid provisions were omitted.

Trustees:

Revised by resolution of
the Board of Trustees on

Jean Baldwin Jean Baldwin, Chairman
Sylvia Moody Sylvia Moody, Vice Chairman
Sandra King Sandra King
Suzanne M. Perini Suzanne Perini, Secretary / Treasurer
Elise Tiedt Elise Tiedt

04/14/2009
(date)

Appendix

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

(Above adopted by American Library Trustee Association and Public Library Association
Board of Directors)

A trustee may not represent the board in any official capacity except as provided for in the bylaws or as such authority is granted and approved by the board at a regular or special meeting of the board.

A trustee shall not receive a salary or other compensation for services as a trustee except for travel or other expense reimbursements. Trustees may participate in library activities available to all library staff.