

CLEAR CREEK COUNTY LIBRARY DISTRICT

Bylaws

Article I – Name

The name of this organization shall be the *Clear Creek County Library District* ("Library District"), the same being organized under and by virtue of the Colorado Revised Statutes and established by the legislative bodies of the County of Clear Creek, the City of Idaho Springs, and the Town of Georgetown, as a joint library district by Resolution proposed and adopted March 3, 1980. The boundaries of this shall be identical with the boundaries and area of the County of Clear Creek, State of Colorado.

Article II – Board of Trustees

The Board of Trustees shall be vested with the management of the Library District. These Trustees shall consist of two representatives from the John Tomay Memorial Library Building Committee, two representatives from the Idaho Springs Public Library Building Committee (the "Standing Representatives"), and three at-large representatives. Two at-large representatives will be nominated and appointed by the Board of Trustees. Nominations shall be ratified by a 2/3 majority vote of the Standing Representatives except that a failure of the Standing Representatives to so act within sixty (60) days after the nominations have been received shall be considered a ratification of any such appointments.

The members of this Board shall be named to terms of office for five years. Vacancies shall be filled in the manner by which members are regularly named and shall be filled for the remainder of the unexpired term.

Current staff members may not serve on any building committee or the Clear Creek County Library District Board of Trustees, due to the inherent conflict of interest.

Trustees may serve two consecutive terms.

A trustee may be removed only by a majority vote of the Board of Trustees and only upon a showing of good cause.

Trustees shall serve without compensation. Necessary traveling and subsistence expenses incurred in this capacity may be paid from the public library fund, in accordance with the current policy governing such reimbursements.

The Board of Trustees shall have those duties and responsibilities authorized by Colorado Revised Statutes (C.R.S. 24-90-109) and any future revisions. In addition, the Board 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.

Responsibilities and powers of the Board shall include those proscribed by statute, including, but not limited to, the following:

Establishment of library policy governing the use and management of District libraries.

Preparation and administration of a District library budget covering operation of the library system.

Appointment of a qualified District Library Director.

Article III – Officers and Duties

The officers of the Board shall be a president, a vice president, a treasurer, and a secretary. The Board may name such other officers as it deems necessary.

Officers shall be elected annually at the first regular meeting of the Board in January and shall take office at the same meeting, to serve for a period of one year. An officer shall serve not more than two consecutive terms in the same office.

The president shall perform all duties incident to the office of president and shall be the principal executive officer of the Library District, subject to the direction and supervision of the Board of Trustees. The president, or the president's designee, shall preside at all meetings of the Board, sign warrants and other legal documents which the Board of Trustees has authorized to be executed, appoint members of committees and perform such other duties as are associated with the office as may be prescribed by the Board of Trustees.

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 the president, except the power to sign warrants.

The secretary shall be responsible for the minutes of the Board and shall perform such other duties incident to the office as are assigned by the president of the Board.

Article IV – Meetings

Regular meetings of the Board shall be held at the dates and times determined by the Board of Trustees at its first regular meeting of the year. Notice of these meetings shall be posted in the locations determined by the Board of Trustees by resolution at the first regular meeting of the Board.

The annual meeting of the Board in January is that held for the purpose of electing officers.

Special meetings may be held at any time when called by the president or at the request of three Board members. All Board members must be notified at least forty-eight (48) hours in advance of a special meeting and notice of such special meeting must be posted in the usual locations at least twenty-four (24) hours in advance. A telephone vote may be taken by the president if there is not sufficient time to call a special meeting, on an emergency basis only, and the results of the telephone vote shall be entered into the minutes and ratified at the next scheduled meeting.

A quorum of the Board shall consist of a majority of current seated voting members.

Article V – Committees

The Board of Trustees may function as a committee of the whole without appointment of standing committees.

The Board may establish standing committees, which shall make regular reports. Membership on a standing committee shall be for one year by appointment of the president.

Special committees may be authorized and appointed by the president for special, limited purposes and shall serve only until completion of the assignment.

Article VI – Library Director

The District Library Director shall be employed or appointed by the Board of Trustees and shall administer policies adopted by the Board, promote effective library service, recommend policies and procedures, and perform such other duties as requested and prescribed by the Board of Trustees.

Article VII – Annual Report

At the close of each fiscal year, the Board of Trustees, in cooperation with the Library Director, shall make a report to the Board of County Commissioners, Clear Creek County, and to such others as requested, showing the condition of their trust during the year, the sums of money expended and the purposes of these expenditures; the number of books and periodicals on hand, the number added during the year, the number loaned out; and such other information and suggestions as they deem of public interest. A copy of said report shall be filed with the Colorado State Library.

Article VIII – Parliamentary Authority

Robert's Rules of Order latest revision shall govern the proceedings of the Board and of its committees to the extent applicable.

Article IX – Amendments

Amendments to these bylaws may be adopted by a unanimous vote at a regular meeting subsequent to notification of the proposed change. Notice of proposed bylaws or policy changes shall be in written form and received by all Trustees at least five (5) days prior to first reading.

If all members are not present or the vote is not unanimous, but a majority present favors, the bylaw will be presented at the next regular meeting of the Board of Trustees, when it may be added to, altered, amended or repealed by a simple majority of the Board of Trustees present and voting.

ADOPTED by unanimous vote with all members present on the 30th day of June 1986.

AMENDED by the Board on April 6, 1987, and February 15, 1988. Further amended by the Board of Trustees on June 12, 1990, and March 12, 2002. Further amended by the Board of Trustees on September 14, 2004, and January 13, 2009.

Revised Edition – January 13, 2009.