

6

BY-LAWS OF THE
EAST MORGAN COUNTY LIBRARY

Article I

Principal Office

The Principal office of the Board of Trustees of the East Morgan County Library District shall be located at 500 Clayton Street, Brush, Colorado.

ARTICLE II

Board of Trustees

Section A- General

The Board of Trustees shall be responsible for all matters relating to the operation of the library. Their duties shall include those specified by the Colorado Library Laws, Section I, Article 90 of Title 24, of the Colorado Revised Statutes 1980 including, but not necessarily limited to, the following:

1. To adopt such rules and regulations as are deemed necessary.
2. To have supervision of all property of the library.
3. To employ and discharge a director and such other employees as may be necessary, prescribe their duties, and fix their compensation.
4. The board shall submit a budget annually as required by law, to the commissioners of Morgan County, Colorado.
5. The Board shall have exclusive control of the disbursement of the finances of the library. However, bookkeeping functions may be delegated to a bookkeeper; the warrants must have two signatures of the Treasurer, the President or Vice-President.
6. The Board shall authorize the purchase of library materials.
7. The Board shall have all other powers conferred by law upon said Board.

Section B – Numbers, Terms, and Qualifications

As prescribed by Colorado School Laws-Library Laws Current Revisions there will be seven members on the Board of trustees. Each member will serve for a term of three years and no more than three consecutive terms.

Section C- Regular Meetings

The regular meetings of the Board of Trustees shall be monthly, the specific day to be set by the Board at the first meeting in January of each year.

Section D-Special Meetings

Special meetings of the Board may be called by the President or any two trustees.

Section E-Quorum

A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

Section F- Board of Decisions

A majority vote of the members present shall constitute an act of the Board unless otherwise specified in the by-laws.

Section G- Vacancies

Refer to School Laws.

see attached

Section H- Removal

Any member who misses three consecutive meeting, or five meetings in a twelve month period may be removed by a majority vote of the Board.

Section I- Compensation

No member of the Board shall receive any compensation for his duties as a Trustee. However, any Trustee may be reimbursed for any actual out-of- pocket expenses incurred as a direct consequence of duties of a Trustee, or for contractual services.

ARTICLE III

Officers

Section A- Officers

Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. All officers shall be members of the Board of Trustees.

Section B- Electing and Term of Officers

1. Officers of the Board shall be elected the first meeting in January of each year.
2. The election of officers shall require for each office a majority vote of the entire board.

Section C- Removal

Any officer elected or appointed by the Board may be removed by a majority vote of the Board.

Section D- Vacancies

A vacancy in any office may be filled for the unexpired portion of the term by a majority vote of those present.

Section E – Powers and Duties

1. President: The President of the Board shall be the principal executive officer and shall exercise general supervision and control over the business and affairs of the Board. The President shall have the following specific powers, together with any other powers which may be expressly delegated to the President by the Board:
 - a. To see that all orders and resolutions are implemented.
 - b. To execute such documents, contracts, or other instruments on behalf of the Board as the board shall elect to enter into.
 - c. To preside at all meetings.
 - d. To appoint a Secretary pro tem in the absence of the Secretary.
2. Vice President: The Vice President shall have power and duties of the President in the absence of that officer.
3. Secretary: The Secretary shall be the custodian of and shall maintain the district books and transaction of the Board. The Secretary shall have the following specific powers and duties, together with any other powers which may be expressly delegated to the Secretary by the Board:
 - a. To record or see to the proper recording of the minutes and transactions of all meetings of the Trustees and to maintain such Minute Books at the principal office of the District, and to keep the same open to public inspection.
 - b. To provide to each Trustee, prior to the following meeting, a copy of the minutes of each regular and special meeting of the Board.
 - c. To keep the By-Laws and Amendments of the District at the principal office of the District, and keep them open to inspection.
 - d. To attend to giving and serving of all notices required by these By-Laws.
4. Treasurer: The Treasurer of the Board shall be its chief fiscal officer and the custodian of its funds, securities, and property. The Treasurer shall have the following specific powers and duties, together with any other powers which may be expressly delegated to the Treasurer by the Board:
 - a. To keep and maintain correct accounts of the properties and business transactions of the Board, and to keep the same open to public inspection.
 - b. To submit at each regular meeting of the Board a monthly and year-to-date report of all monies received and disbursed.
 - c. To submit to the Board at the regular March meeting an annual report of all monies received and disbursed during the previous fiscal year.
 - d. To submit annually the financial record for audit by the auditor contracted by the Board.

ARTICLE IV

Committees

The President, with the approval of the Board of Trustees, may appoint such standing committees as are needed to carry on the work of the Library. These committee members need not be Board members.

ARTICLE V

Amendment of By-Laws

1. By-Laws may be amended by a 2/3 vote of the entire Board.
2. An amendment must be presented in writing one meeting prior to any action.