

Bylaws for the Southern Chaffee County Regional Library District
Adopted 11/28/2006, Amended 2/25/14, Reviewed 2/24/15, Reviewed 12/3/2019, Revised 4/1/2020,
Amended 4/26/2022, Amended 10/28/2025.

Article 1: Name

1.1 The organization shall be known as Southern Chaffee County Regional Library District (“the District”), which also does business as Salida Regional Library. The District was established by the Chaffee County Board of Commissioners on November 19, 1974, following approval by the voters of School District R-32-J within Chaffee County. The District operates under the Colorado Library Law, Title 24, Article 90 C.R.S.

Article 2: Purpose

2.1 The purpose of the District shall be the provision of tax-supported free library service to all residents of the District.

Article 3: Board of Trustees

3.1 Trustees. The management and control of the District shall be vested in a board of no less than five (5) Trustees and no more than seven (7) appointed in accordance with Colorado statutes.

3.2 Trustees. The Trustees have been delegated the authority to recommend nominees when there are openings on the Board. The Board shall advertise for and actively seek applicants for filling any vacancy. The Board will select a nominee for each vacancy after interviews with all applicants have been performed. The Board selected nominee’s name will be provided to the Chaffee County Board of County Commissioners for their approval.

3.3 Compensation. A Trustee shall not receive a salary or other compensation for services as a Trustee; however, necessary traveling and subsistence expenses actually incurred may be paid from the library budget.

3.4 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 (3.2).

3.5 Removal. A Trustee may be removed only in accordance with Colorado Library Law. Recommendations for removal may include, but are not limited to, unexcused absence from three (3) consecutive regularly scheduled board meetings.

3.6 Length of terms. Trustees are appointed for five-year terms.

3.7 Number of terms. The number of terms shall be determined by the Chaffee County Board of County Commissioners.

Article 4: 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 5: Officers

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

5.2 Election. Officers shall be elected by the Board of Trustees from the current membership at the January meeting or as necessary.

5.3 Terms of Office. Officers shall begin their terms at the next meeting following the election and shall serve until the next annual election.

5.4 Vacancies. A vacancy in any office may be filled by the Board of Trustees for the unexpired portion of the term.

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

5.6 President. The president shall be the principal governing officer of the District. The president shall preside at all meetings of the Board of Trustees. The president may sign, either by manual, facsimile, or electronic 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.

5.7 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 the president.

5.8 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 the Board of Trustees.

5.9 Treasurer. The treasurer shall perform all duties incident to the office of treasurer and such duties as from time to time may be assigned by the president or the Board of Trustees.

Article 6: Meetings

6.1 Meeting participation under Colorado Open Meetings Law section, 24-6-402 (1)(b), C.R.S. meetings may be convened for the purpose of conducting public business in person, by telephone, electronically or by other means of communication. Although most Board meetings are held with participating Trustees physically present, Trustees may attend meetings, establish quorum and vote via these alternative means in case of either regular or special meetings of the Board.

6.2 Regular Meetings. Regular meetings of the Board of Trustees shall be held monthly at the library and/or as stipulated in section 6.1. Exceptions may include the month of December and months where circumstances prevent the assembly of a quorum. Notice of the regular meeting shall be posted publicly in the library.

6.3 Special Meetings. Special meetings may be called by the president or any three Trustees by informing all other Trustees of the date, time, and place of such meeting and the purpose for which it was called at least 3 days prior to said meeting. If there is not sufficient time to call a special meeting because a matter requires immediate attention, the president or president's designee may take a vote by telephone or in person, and the results of this vote will be recorded in the minutes of the next meeting. Notice of special meetings shall be posted at the library.

6.4 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.

6.5 Voting. Voting by visual/electronic platform, telephone or in person is allowed. Voting by proxy is not allowed.

6.6 Public Participation

All meetings of the Board of Trustees shall be open to the public except as provided by law. There will be an agenda item at each meeting for citizens to address the Board of Trustees. Citizens may be asked to sign up and speaking time may be limited to three minutes. The President, upon request and with the consent of the Board of Trustees, may act to interpret this rule for the most effective conduct of the meeting.

Article 7: Committees

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

7.2 Special Committees. The Board of Trustees may at its discretion authorize special committees for specific tasks or purposes.

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

Article 8: Library Director and Staff

8.1 Employment. The Board of Trustees shall employ a Library Director to serve as chief executive officer of the District. Selection and removal of the Library Director shall require the affirmative vote of a majority of the entire Board of Trustees.

8.2 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.

8.3 Staff. All other library employees shall be hired by the Library Director in accordance with approved personnel policies and budgeted staffing plans.

Article 9: Policies

The Board of Trustees may adopt and revise at any regular meeting governing policies to set forth additional guidelines and values for the Board's own conduct and to govern the Library Director in operating the District.

Article 10: Fiscal Year

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

Article 11: Parliamentary Authority

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

Article 12: Amendments to Bylaws

The Bylaws may be amended by the majority vote of all members of the Board of Trustees at a meeting following the meeting at which the amendments are first proposed.