



Garland Public Library

Board Bylaws

Approved 3 November 2016

Page 1 of 3

Article I

Identification

This organization is the Board of Trustees of the Garland Public Library, located in Garland, Utah established by the Garland City municipality of Box Elder County, and exercising the powers and assuming the duties granted to it under said statute.

Article II

Membership

Section 1. Appointments and Terms of Office. Members of the Board shall be appointed by the city council and serve terms of office as designated by UCA §9-7-204.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III

Officers

Section 1. The officers shall be a chairman, a vice chairman, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The vice chairman, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 4. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Article IV

Meetings

Section 1. Regular Meetings. Date and hour to be set by the Board at its meetings. Meetings of the Garland public library board of trustees shall be held at least 6 times per year or more often as needed, at the library, and in conformance with Utah's open public meetings statutes. Non-fiduciary decisions can be made and/or approved by email including minutes.



Garland Public Library

Board Bylaws

Approved 3 November 2016

Page 2 of 3

Section 2. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 3. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be kept at the desk.

Section 4. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of Board members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of half plus one of the members of the Board present in person.

Section 6. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Utah's open meetings law .

Section 7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Garland Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, and or suggest candidates for director to city council and supervise a properly certified and competent library director.

Section 3. The Board shall approve the budget and make suggestions to be approved by city council.

Section 4. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 5. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 6. The Board shall approve the required annual report to be submitted to the city council.



Garland Public Library

Board Bylaws

Approved 3 November 2016

Page 3 of 3

Article VI

Library Director

The library director shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VII

Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Garland Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX

General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. Garland City residents can serve on the Garland Public Library Board.

Section 4. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library on the
_____ day of _____.

The new highlighted Yellow wording was approved.
Revisal on 11-3-2016).