

BOARD OF TRUSTEES
BYLAWS

MEETINGS:

Regular monthly meetings of the Library Board shall be held on a day to be established by the board. Meetings shall be held at the Administrative Service Center in Tumwater unless another meeting place is specified.

The annual meeting shall be held at the time of the regular monthly meeting for the month of December.

Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the call of meeting.

Meetings postponed because of adverse weather conditions or lack of a quorum on the day set for the meetings may be continued by the President to a certain day. If a quorum cannot be present on that certain day, the President may continue the meeting to another certain day until a quorum can be present.

Pursuant to Resolution 99-05, adopted on December 15, 1999, the Board of Trustees may participate by teleconference or videoconference in any meeting of the Board of Trustees subject to reasonable technical availability at the meeting location. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

Meetings are conducted under the general guidelines of the current Roberts Rules of Order.

OFFICERS:

The offices of the board shall be that of President and President-Elect. The President-Elect shall preside in the absence of the President. The Executive Director shall serve as the Secretary to the board.

At the regular annual meeting of the board the then serving President-Elect shall become the President and the Trustee with the most years of service as a Trustee shall be appointed as the President-Elect if that senior Trustee has not served as President during his/her current term and he/she is willing to serve as President-Elect.

If all of the Trustees have served as President, if there is any question regarding a Trustee's years of service, if a trustee is unwilling to hold office, if a majority of the members of the board oppose the appointment of the senior trustee as President-Elect or if an office is vacant for any reason, nominations will be open for the office that needs to be filled. Any such office shall be filled upon a majority vote of the Trustees at the first regular meeting after there is a need for such nominations.

The President of the board shall preside at all meetings, appoint all committees, certify all bills

approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The President-Elect shall preside in the absence of the President.

The Secretary to the board shall keep a true and accurate account of all proceedings of the board meetings and present all bills and financial statements to the board.

COMMITTEES:

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

QUORUM:

A quorum for the transaction of business shall consist of a majority of the members of the board, except that a quorum for the annual meeting and the meeting at which the annual budget is adopted shall consist of one member from each of four counties.

EXECUTIVE DIRECTOR:

The Executive Director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings.

AMENDMENTS:

These Bylaws may be amended at any regular meeting of the board with the same quorum requirement as the annual meeting and the budget approval meeting with a unanimous vote of the members present, provided that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting.

Approved by the TRL Board of Trustees 3/20/69

Revised and approved by the TRL Board of Trustees 11/19/70

Revised and approved by the TRL Board of Trustees 11/20/84

Revised and approved by the TRL Board of Trustees 6/20/90

Revised and approved by the TRL Board of Trustees 4/21/10

Revised and approved by the TRL Board of Trustees 3/27/2013