

BOARD OF TRUSTEES OF THE MISSOULA PUBLIC LIBRARY  
BYLAWS

(revised 5-29-91)  
(revised 7-1994)  
(revised 10-21-2010)

ARTICLE I GENERAL

Section 1 Scope of the Organization

- A. The name of this organization shall be the Missoula Public Library Board of Trustees.
- B. The Board of Trustees is established under *Montana Code Annotated 22-1-308* through 317 and by the Inter-local Agreement between the City of Missoula and the County of Missoula, amended July 22, 1985.

ARTICLE II BOARD OF TRUSTEES

Section 1 Appointment

In accordance with the Inter-local Agreement between the City of Missoula and the County of Missoula, the Board of Trustees shall be appointed as follows:

- A. One member residing within the City shall be appointed by the Mayor, with the advice and consent of the City Council.
- B. Four members shall be appointed by the Board of County Commissioners. At least one of the appointments made by the County Commissioners shall be a resident of the City of Missoula.

Section 2 Alternate

- A. One alternate member shall be appointed by the Board of County Commissioners.
- B. Alternate status was suggested by the Board of County Commissioners to assist in the orderly replacement of a member in the event of a Board vacancy by providing a pool of citizens familiar with Board business and responsibilities.
- C. Alternate status was established in the July, 1994, revision of these Bylaws on a provisional basis. (See Article VII, Section 2)
- D. The alternate member shall not advance to full Trustee status until appointed to the Board by the County Commissioners, pursuant to Section 1 of this Article.
- E. The alternate is expected to attend all meetings, participating full in discussion with no voting rights.

Section 3 Number

The Board, as specified above, shall consist of no more than five (5) Trustees and one (1) alternate member.

Section 4 Tenure

- A. Trustees and the alternate shall hold their offices for five (5) years from the date of appointment and shall serve until their successors have been appointed, with each term expiring on June 31<sup>st</sup> of the expiring year. The terms of the trustees holding office as of the date of this amendment to the bylaws (3 year terms) shall each be extended for a period of 18 months, with each new term after the date of the amendment being five year terms.
- B. Vacancies of Board positions, whether by resignation, expiration of term, removal for cause, or otherwise, shall be filled by appointment of the County Commissioners or by



the Mayor, depending on which agency appointed the trustee whose position becomes vacant.

C. Trustees and the alternate shall serve no more than two (2) full terms of five years' length in succession.

D. A trustee or alternate being appointed to fill the unexpired position of a term created by a vacancy is eligible to fill the unexpired portion and be reappointed for two (2) terms.

### **ARTICLE III MEMBERSHIP**

#### **Section 1 Officers**

The elected officers of the Board shall be Chair and Vice-Chair.

#### **Section 2 Election and Term of Office**

The elected officers of the Board shall be elected by simple majority annually by the Board at its regular meeting held in the month of July each year. In the absence of a quorum at the January meeting, the election will be held at the next regularly scheduled meeting. Their term of office for all elected officers shall be one (1) calendar year.

#### **Section 3 Removal**

A. Any officers elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Library would thus be served. Such removal of any officer will be effectuated by a unanimous vote of the other four (4) members of the Board.

B. A Board member will be recommended for removal by the appointed body for cause and/or having in excess of three (3) absences per calendar year without giving prior notification to the Board's Secretary (Library Director) of the intention to be absent. Recommendation for removal will also be made if a Board member misses in excess of six (6) regular meetings whether these absences are Excused or Unexcused during a calendar year.

#### **Section 4 Vacancies**

A vacancy in any elected office may be filled by simple majority vote at the next regular meeting of the Board for the unexpired portion of the term.

#### **Section 5 Secretary**

The Library Director (Chief Librarian) shall serve as Secretary of the Board with no voting privileges.

#### **Section 6 Duties of Chair**

The Chair shall preside at all meetings, shall appoint all standing and special committees and shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board from time to time. The Chair shall be an ex-officio member of all committees.

#### **Section 7 Duties of Vice Chair**

In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair, and, when so acting, shall have the powers of and be subject to all restrictions upon the Chair. In the absence of both the Chair and the Vice-Chair, a Board member designated by the Board shall exercise the Chair's functions.

#### **Section 8 Duties of the Secretary**

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notice of all regular and special meetings, and shall have custody of the minutes and other records of the Board.

## ARTICLE IV MEETINGS

- Section 1 Regular**  
The Board shall hold monthly meetings at a time and place agreed upon by the Trustees, to be re-established in July.
- Section 2 Special**  
Special meetings of the Board may be called by the Secretary upon the discretion of the Chair, or upon the written request to the Chair by a majority of the members of the Board.
- Section 3 Order of Business**  
The Order of business at all regular meetings of the Board shall be as follows:  
Roll Call  
Disposition of minutes of previous meeting  
Citizen Comments  
Claims approval  
Statistical report  
Report of Library Director (Head Librarian)  
Old Business  
New and miscellaneous business  
Adjournment  
\*The order of agenda items maybe changed at the discretion of the Chair
- Section 4 Quorum**  
The presence of a majority of the Board shall constitute a quorum for the transaction of business.
- Section 5 Attendance**
- A. Members of the Board of Trustees are expected to attend all meetings, both regular and special.
  - B. Members unable to attend a meeting shall give prior notification to the Board's Secretary. The minutes shall record this member's absence as Excused. If no prior notification is provided to the Board's Secretary, a member's absence shall be recorded in the Minutes as Unexcused.
- Section 6 Finances**
- A. The Board shall review and approve bills for Library expenses and shall assist in the preparation of the annual budget for presentation to the County Commissioners for the following fiscal year.
  - B. The Board shall require a quarterly report on year-to-date expenditures.
- Section 7 Annual Report**  
The Board shall prepare an annual report of Library conditions and operations following the September meeting of the Library Trustees.
- Section 8 Parliamentary Rules**
- A. Robert's Rules of Order shall govern in the parliamentary procedure of the Board of Trustees.
  - B. The Board will abide by the Montana Open Meeting Laws

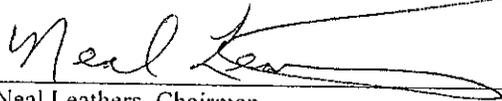
**ARTICLE V. LIBRARY POLICIES**

**Section 1 Establishment of Library Policies**

The Library Board of Trustees shall be the policy-making body of the Library, having control over expenditures of the public library fund, of construction or leasing of the Library building, and of the operations and care of the Library.

The Chief Librarian or Library Director shall be hired by the Board of Trustees and serve at the pleasure of the Library Board.

Approved by Missoula Public Library Board of Trustees 10-21-2010



Neal Leathers, Chairman

10-21-10

Date