

BYLAWS OF THE
Camas Public Library
BOARD OF TRUSTEES



ARTICLE I - PURPOSE

The Board of Trustees of the Camas Public Library exists by virtue of the provisions of Chapter 27.12 of the Revised Code of Washington and Chapter 2.44 of the Camas Municipal Code, and exercises the authority and assumes the responsibilities delegated to it by said statutes.

ARTICLE II - MEMBERSHIP

Section 1. In accordance with the statutes cited above, there shall be five Trustees appointed by the Mayor with approval of the City Council. The term of office shall be five years, and no Trustee shall hold appointment for more than two full consecutive terms.

Section 2. Trustees shall serve without pay. However, upon approval of the Board a Trustee may be reimbursed from Library funds for necessary expenses incurred in the performance of official duties.

ARTICLE III - OFFICERS

Section 1. The officers shall be Chair, Vice-Chair, and Secretary, elected from among the appointed Trustees at the annual meeting of the Board.

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

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office. No Trustee shall serve as Chair for more than two consecutive years during a five-year term.

Section 4. The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary, in the event of the absence of the Chair and Vice-Chair, shall assume and perform the duties and functions of the Chair.

The Secretary shall prepare Trustee correspondence at the request of the Chair, Vice-chair, or the Board. He/she shall answer written inquiries from the public; he/she may provide such answers without seeking Board approval. The Secretary shall bring other correspondence to the Board or the Chair for advice and consent.

Section 6. Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

ARTICLE IV - COMMITTEES

Section 1. The Chair may appoint special committees for the study and investigation of special issues. Such committees are to serve until the work is complete.

Section 2. The Chair shall appoint the following standing committees for one year coinciding with the calendar year:

- Advocacy
- Policy Review and Planning
- Personnel
- Finance

Each committee shall consist of two members.

Section 3. The following groups shall have one Trustee appointed as an affiliate to act as liaison between the Board of Trustees and the following organizations:

- Friends and Foundation of the Camas Library
- Second Story Gallery Society.

ARTICLE V - MEETINGS

Section 1. The Board shall hold regular meetings monthly. The Board will schedule the date, hour and location at the previous meeting and post it publicly.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. A quorum for the transaction of business shall consist of a majority of members of the Board. If a quorum is not present at a meeting, then two Trustees shall sign the vouchers, but they shall conduct no other business.

Section 4. The Chair may call special meetings upon the request of any two Trustees for the transaction only of business stated in the call.

Section 5. The order of business for regular meetings shall include, but not be limited to, the following items:

- (1) Call to order
- (2) Approval of expenditures
- (3) Disposition of minutes of previous meeting
- (4) Public comment on agenda items
- (5) Reports of Committees
- (6) Communications
- (7) Unfinished business
- (8) New business
- (9) Public comments
- (10) Report of Director
- (11) Adjournment

Section 6. All meetings are subject to the requirements of Washington State Law, as outlined in the Open Meetings Act. All Trustees familiarize themselves with and understand the legalities therein.

ARTICLE VI - LIBRARY DIRECTOR AND STAFF

The Board shall select and appoint a competent and qualified Library director who shall be the manager of Library operations. The Director is 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 Director shall present to the Board at the regular monthly meeting a report of the activities of the Library, including a financial report and statistics of operation.

ARTICLE VII. TRUSTEE EMERITUS

Section 1. The mayor or any Trustee may, to recognize meritorious past service and to provide counsel to the current Board of Trustees, nominate a former Trustee for the position of Trustee Emeritus. Any nominee must have served at least one full term as a Trustee and must be approved by a majority vote of the entire Board of Trustees.

Section 2. A Trustee Emeritus serves at the pleasure of the Board.


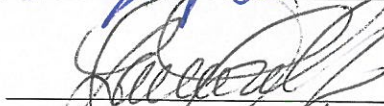
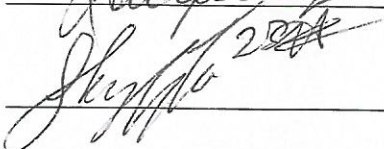

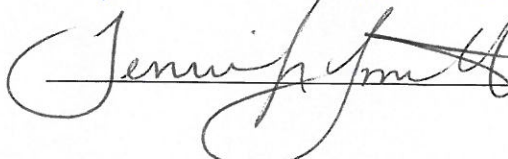
Section 3. Election and acceptance of the position qualifies a Trustee Emeritus for all privileges to which members of the Board of Trustees are entitled except two: a Trustee Emeritus shall not be entitled to vote and shall not be counted in determining whether a quorum is present.

ARTICLE VIII - AMENDMENTS

These by-laws may be amended at any regular meeting of the Board with a quorum present, with the unanimous vote of all members present, providing that the proposed amendment shall have been presented for action at a previous meeting and stated in the call for the current meeting.

Approved and adopted at the regular meeting of the Board of Trustees April 12, 2018.

Board members present:

	_____	Chair
	_____	Vice-Chair
	_____	Secretary
	_____	Trustee
	_____	Trustee

Originally adopted August 29, 1972		
Revised May 27, 1981	January 12, 1988	March 6, 1997
May 6, 1999	December 6, 2001	March 7, 2008
Revised and signed April 12, 2018		