BY-LAWS
of
THE BOARD OF TRUSTEES OF THE BOZEMAN PUBLIC LIBRARY

To comply with Section 22-1-101, Et Seq. Of the Montana Code Annotated and Section 2.56.101 of the Bozeman Municipal Code, the following by-laws are adopted.

ARTICLE I – Officers

Section 1. The regular officers of the Board shall be the Chair, the Vice Chair, and the Secretary. The Board may select other officers if they deem it appropriate.

Section 2. Elections and terms of office. Board officers shall be elected at the first regular meeting of the Board following July 1 of each year. The Chair and the Vice Chair shall be appointed members of the Board and shall hold office for one year or until their successors are named. The Library Director shall serve at the pleasure of the Board as Secretary.

Section 3. Vacancies. A vacancy in the office of Chair, Vice Chair, or Secretary prior to the expiration of an office holder’s terms may be filled by the Board at any regular or special meeting of the Board by appointment in case of Chair or Vice Chair from the remaining Board members of the duly appointed Board or, in case of the Secretary, by appointing the Library Director. Said appointee shall hold office for the remaining portion of said current term.

Section 4. Duties. The Chair, or in his/her absence the Vice Chair, shall preside at all meetings. The presiding officer and any Board meeting may vote upon and may move or second a proposal before the Board.

The Secretary shall keep, or cause to be kept, accurate minutes of the Board meetings, and upon request, make them available to the public, except when decisions are unanimous, the record shall show how each Board member voted on motions put before it.
ARTICLE II – Meetings of the Board

Section 1. Regular Meetings. The Board shall meet monthly in the Bozeman Public Library. Dates and times of such meetings are set quarterly.

Section 2. Special Meetings. Special meetings may be called by the Chair or upon the request of any two members of the Board for the transaction of business as stated in the call for the meeting.

Section 3. Notice. The Secretary shall issue to all Board members written notice of all regular and special meetings. Such notice shall be no less than three days nor more than fifteen days before the meeting and shall include the proposed agenda. Notice to the public shall be made by publishing in a newspaper of general circulation within the area, either as a news item or paid advertisement sufficiently prior to said meeting to permit public comment. Said notice shall specify the time, date, place and subject matter of the meeting.

Section 4. Quorum. A quorum shall consist of three or more members of the Board, once of whom shall be the Chair or the Vice Chair, and shall be empowered to take official action for the Board.

Section 5. Procedure. Board meetings shall be conducted according to Robert’s Rules of Order, except when they conflict with these By-Laws or the ordinances of the City of Bozeman. When this happens, the latter shall prevail.

ARTICLE III – Library Director

Section 1. The Board of Trustees shall appoint and set the compensation of the Library Director who shall serve at the pleasure of the Board.
Section 2. Accountability. In carrying out his/her duties, the Library Director shall be responsible to both the City Manager in administrative matters and to the Board of Trustees, which sets library policy.

Section 3. Reports. The Library Director shall submit periodic reports to the Board not less than monthly on such matters as the condition of the Library, the circulation, budget standing, relations with other agencies and libraries, and shall make such recommendations as he/she deems appropriate to implement Board policies.

ARTICLE IV – Membership

Section 1. The Board of Trustees of the public library of the city shall be under the Department of Public Welfare. The Board shall be composed of five persons, and shall be appointed by the Mayor with the advice and consent of the commission and shall serve without pay. The Trustees shall hold their office for the term of five years, and one Trustee shall be appointed annually at the beginning of each fiscal year for the term of five years, and until his/her successor is appointed and qualifies. Trustees shall serve no more than two full terms in succession. The power and duties of the Board shall be those prescribed by the laws of the state and the ordinances of the city.

Section 2. When a member fails to attend three successive regularly scheduled meetings or fulfill Board responsibilities without reasonable excuse or explanation, the Chair of the Board of Trustees, in consultation with the remaining Board members, shall advise the Mayor and request prompt appointment of a replacement. The replaced Trustee shall receive written notification of such replacement from the Clerk of the City Commission.
Section 3. Vacancies. A vacancy on the Board of Trustees prior to the expiration of his/her term shall be filled by the Mayor with advice and consent of the City Commission.

ARTICLE V – Amendments

Section 1. These By-Laws may be altered, amended, or repealed by a majority vote of all members of the Board provided that written notice of such intended action shall have been mailed to all members at least 10 days prior to the meeting at which such vote is to be taken. A current copy of the By-Laws shall be filed with the Clerk of the City Commission.