

**LIBRARIES OF STEVENS COUNTY
BOARD OF TRUSTEES BYLAWS**

ARTICLE I. POWERS, PURPOSE, AND RESPONSIBILITIES

Section 1.1

Name. The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be Stevens County Rural Library District, hereinafter referred to as the District. The District is a 170(c)(1) recognized organization under the Internal Revenue Code.

Section 1.2

Legal Basis. By and in the corporate name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to; and shall be subject to all the duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.

ARTICLE II. GOVERNING BOARD, BOARD COMPOSITION

Section 2.1

Board Composition. The governing body of the Stevens County Rural Library District shall be a Board of Trustees, hereinafter referred to as the Board, which shall consist of five members. Trustees must be residents of Stevens County.

Section 2.2

Term. One Trustee shall be appointed annually to serve a five (5) year term. No Trustee may serve more than two consecutive terms.

Section 2.3

Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced.

Section 2.4

Compensation. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

Section 2.5

Removal. A Trustee may be removed for just cause by the Stevens County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

Section 2.6

Employment with the District. A Trustee shall neither apply for employment with nor be employed by the Library District.

ARTICLE III. OFFICERS

Section 3.1

Election. At its regular December meeting, the Board shall elect from its members a Chair and Vice-Chair, who shall be voting members. These officers shall serve a one-year term; January 1 through December 31, of the year following their election, or until successors are duly elected. Officers may serve for more than one consecutive term.

Section 3.2

Duties of the Chair and Vice Chair.

a. The Chair or the Chair's designated facilitator, shall preside at all meetings of the Board. The Chair shall, in consultation with the Library Director, establish each meeting agenda: authorize special meetings; appoint committees, execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities. The Chair may appoint another Board member to act as representative in specific instances. Any representative of the Board shall at all times comply with Article V, Section 5.10 (Board acting as a body).

b. In the event of the Chair's absence or inability to act, the Vice Chair shall assume the Chair's duties.

Section 3.3

Vacancies. Vacancies in either office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

Section 3.4

Secretary of the Board. The Library Director or their designee, as provided for in Article V, shall serve as secretary to the Board. The secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

ARTICLE IV. DUTIES OF THE BOARD

Section 4.1

Duties of the Board. The Board of the District shall provide the policy and legislative direction for the District and its Library Director.

Pursuant to RCW 27.12.210, the Board shall:

- a. Adopt such bylaws, rules, and regulations, for its own guidance and for the government of the District as it deems expedient.
- b. Have the supervision, care, and custody of all property.
- c. Hire and evaluate the Library Director.
- d. Annually submit a budget to the Board of County Commissioners in ample time for it to make the tax levies for District purposes.

- e. Have exclusive control of District finances.
- f. Accept such gifts of money or property for District purposes as it deems expedient.
- g. Lease or purchase land for library buildings.
- h. Lease, purchase, or erect buildings for library purposes, and acquire such other property as may be needed for that purpose.
- i. Purchase library materials, equipment, and supplies for the District.
- j. Plan for the future of the library and evaluate the effectiveness of the library.
- k. Ensure that records of board meetings are accurate and meetings are open to the public.
- l. Advocate for the library.
- m. Know the needs of the community and keep abreast of library trends and standards.
- n. Do all other acts necessary for the orderly and efficient management and control of the District.

Section 4.2

Committees. The Chair may form special committees and may appoint Trustees and others to serve on those committees. Duration, purpose, and membership shall be presented to the Board for consideration and approval.

Section 4.3

Appeals of Administrative Decisions. The Board shall serve in a quasi-judicial capacity in hearing appeals of administrative decisions and shall adopt and make available procedures governing the appeal process.

Section 4.4

Policies. The Board may adopt policies that provide direction for specific activities of the District. Policies shall be adopted or revised by the Board by a majority vote of the full Board.

ARTICLE V. MEETINGS

Section 5.1

Regular Meetings. Regular meetings shall be held monthly at a date and time, and at a place established by a resolution of the Board. At least one regular meeting shall be held each month.

Amended December 2, 1999

Section 5.2

Regular Meeting Changes. The regular meeting date and/or time may be changed to another specified date and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Meetings held on the changed date shall constitute a regular meeting of the Board and all regular business may be transacted at the meeting. If a quorum is not present for a meeting, the presiding officer may continue the meeting to another time and place specified in the order of continuance.

Section 5.3

Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.

Section 5.4

Emergency Meetings. Emergency meetings may be called as provided for in RCW 42.30.070

Section 5.5

Meeting Notification.

- a. Written notification of a special meeting, meeting continuation, or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement.
- b. Each local newspaper of general circulation and each radio and television station which has filed with the District a written request to be notified of regular or special meetings shall be notified of such meetings by a written notice delivered at least twenty-four (24) hours prior to the meeting time.

Section 5.6

Quorum and Voting. A majority of all members of the Board shall constitute a quorum for the transaction of business. A majority of those present is necessary to take action on any item coming before the Board. The Chair or Vice-Chair may introduce, vote upon, move, or second action before the Board.

Section 5.7

Agenda. The agenda for each Board meeting shall be determined by the Chair in consultation with the Library Director. With no opposition from Trustees, the facilitator may deviate from the order of business on the published meeting agenda and may add items to the agenda.

Section 5.8

Public Participation at Meetings.

- a. Requests by members of the public to place an item of business on an agenda must be made to the Chair at least one week prior to a regular meeting and may be included on the agenda at the discretion of the Chair.
- b. Members of the public may make presentations or comments to the Board at the time specified on the published agenda. The Board may, at its discretion and with a majority vote, place an issue brought forth during a public comment period on the agenda of a specified future meeting. No action will be taken at the meeting during which the issue is brought forth. Discussion or comment by the public at any other point in the meeting shall be permitted at the discretion of the Chair.
- c. At the discretion of the Chair or with a majority vote of the full Board, a public hearing on a specific issue may be held. The Board shall adopt and make available procedures governing the public hearing process.
- d. The Board shall adhere to the [Library District's Policy 0034 Public Participation at Library Board Meetings](#).

Section 5.9

Parliamentary Procedure. Unless otherwise governed by the provisions of these bylaws or laws of the State of Washington, The New Robert's Rules of Order, (latest revised edition) shall govern the conduct of all Board meetings. The Chair or their designee shall serve as Parliamentarian.

Section 5.10

Board Acting as a Body. The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.

Section 5.11

Records of Board Meetings. The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the District. The minutes shall consist primarily of a record of the action taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 5.12

Absences. It is the intention of the Board to maintain full representation of the District in all policy-making decisions; therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair in advance of the pending absence. Any Board Member shall forfeit that membership if absent for more than three (3) meetings, or 25% of the meeting, whichever is greater, in one appointment year, unless the absenteeism is for: Vacation, Illness, Family Emergency, Jury Duty or Military Active Duty. Revised March 19, 2009

Section 5.13

Open Public Meetings Act. All Board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

Article VI. LIBRARY DIRECTOR

Section 6.1

Appointment and Removal of Library Director. The Board shall appoint a qualified Library Director. The Library Director shall serve at the pleasure of the Board.

Section 6.2

Duties. The Library Director shall be considered the executive officer of the Board and shall administer all District operations on behalf of the Board under its review and direction, including employment and direction of all staff. As provided for in Article IV, the Library Director shall also serve as Board Secretary and shall attend all Board and committee meetings, except those at which performance and salary are discussed. The Board shall specify the Library Director's responsibilities in a written position description.

Section 6.3

Acting Director. During a short-term absence, thirty (30) days or less, the Library Director may appoint a qualified staff member to carry out the duties of the position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Director.

ARTICLE VII. SEVERABILITY

If any provision of these bylaws, or its application to any person or circumstance is held invalid, the remainder of these bylaws, or the application of the provisions to other persons or circumstances, is not affected.

ARTICLE VIII. AMENDMENTS

These bylaws may be revised or amended at any Regular or Special meeting of the Board upon approval of three-fifths of its total membership, provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Adopted by the Stevens County Rural Library District Board of Trustees; May 11, 2000.

Updated by the Stevens County Rural Library District Board of Trustees; September 11, 2024.