

Section 3. Administrative Policies

Subsection 2. Bylaws of the Board of Library Trustees, Camden County Library District

Article I. Name

The name of this organization will be the Camden County Library District.

Article II. Governance and Powers

The Board of Library Trustees of the Camden County Library District exists under Chapter 182 of the Missouri Revised Statutes enacted by the State Legislature and signed by the Governor. The Board of Library Trustees (the Board) is authorized to exercise the powers and assume its responsibilities under said statute (Chapter 182.070 Missouri Revised Statutes).

The Library's mission is to make its resources available and beneficial to the people of Camden County. The Library will provide the community with quality staff, resources, programs, and services.

The Board of Library Trustees shall govern the Camden County Library District and act as its principal policy-making body.

Article III. Board Membership

The following qualifications are encoded in Chapter 182.050 Missouri Revised Statutes.

Section 1. Number The Board of Library Trustees shall consist of five (5) members.

Section 2. Qualifications Trustees shall be Camden County, Missouri residents and shall not be an elected county official.

Section 3. Appointment Trustees are reappointed or appointed by the Camden County Commission on the first day of July of each year.

Section 4. Term of Office Trustees will serve for four (4) years and may serve additional terms.

Section 5. Voting Each Trustee is entitled to cast one (1) vote on each matter submitted to the board's vote. Proxies are not honored.

Section 6. Removal Any Trustee may be removed from office with or without cause by a 3/5 majority of the board. Trustees who miss, without excuse, three consecutive or five regular board meetings in a year may be removed from the Board.

Section 7. Vacancies Vacancies in the Board occasioned by removals, resignations, or otherwise shall be reported to the county commission and shall be filled in like manner as original appointments, except that if the vacancy is in an unexpired term, the appointment shall be made only for the unexpired portion of that term.

Section 8. Limitations

1. No member of the Board shall receive compensation.
2. No person shall be employed by the Board or by the Director who is related within the third degree by blood or marriage to any Trustee.
3. A conflict of interest exists with respect to a given matter if a member has a financial or fiduciary interest in an organization or person that would be affected by the action of the Board. A Board member is required to declare to the rest of the board immediately upon discovery of any conflict of interest as herein described. Board members are subject to Missouri Revised Statutes Chapter 105.452 regarding conflict of interest issues.

Article IV. Meetings

Section 1. Regular meetings Regular meetings shall be held monthly at a date, time, and place indicated by the Trustees unless the Board decides otherwise.

Section 2. Special Meetings Special Meetings may be called by the Board President, or upon the request of a majority of a quorum of Trustees, for the transaction of business stated in the meeting. The Library Director shall be requested to issue all calls for special meetings.

Section 3. Annual Meeting The Annual Meeting shall be held in August to set the tax levy for the following year.

Section 4. Quorum At any duly called meeting of the Board of Trustees, three (3) Trustees shall constitute a quorum. If there is no quorum, the members present can adjourn the meeting until a quorum is present.

Article V. Officers

Section 1. Determination of Officers The Board of Trustees will elect officers for the coming year at its August meeting. At this meeting, the Board will elect the President, Vice-President, and Secretary/Treasurer. New officers are seated immediately.

Section 2. Election and Term of Office Officers will be elected from members of the Board. All officers will serve for a term of one (1) year or until their successor assumes the duties of the office.

Section 3. Removal Any officer or agent elected or appointed by the Board may be removed by the Board by 3/5ths vote of the Trustees whenever in its judgment, the organization's best interests would be served thereby.

Section 4. Vacancies A vacancy in any office may be filled for the remainder of the respective term as the Board may decide.

Article VI. Duties of Officers

Section 1. President The President will:

1. Call meetings.
2. Preside at all meetings when present.
3. Certify payments to be made by the treasurer. Certification shall specify the amount to be paid, to whom, and the purpose of the payment. (182.073.2 RSMo.)
4. Sign written contracts for the Board.
5. Appoint all committees.
6. Perform all other duties applicable to this office.

Section 2. Vice-President The Vice-President will:

1. Call meetings in the absence of the President.
2. Perform all functions of the Office of President when the President is absent.

Section 3. Secretary/Treasurer The Secretary/Treasurer will appoint a designee to:

1. Keep a true and accurate record of all meetings of the Board, which will be kept on file at the main library.
2. Receive and be the custodian of all money belonging to the district. (182.073.1 RSMo.)
3. Be the custodian of all bonds and securities belonging to the library district. (182.073.1 RSMo.)

4. Submit to the Board an accounting reflecting receipt and disbursement of funds at each regularly scheduled meeting. (182.073.4 RSMo.)

The Secretary/Treasurer will:

1. Authorize the Library Director to deposit all monies belonging to the district in the depositories selected by the Board (182.073.1 RSMo.)
The Treasurer, Library Director, and other employees designated by the Board before entering upon duties shall enter into a bond with a corporate surety approved by the Board, the premiums which will be paid by the Board. (182.075.1 RSMo.)
2. Perform all other duties applicable to this office in accordance with Chapter 182.073
3. Missouri Revised Statutes.

Article VII. Committees

Section 1. Appointment The President shall appoint committees and their chair.

Section 2. Reporting All committees shall make a progress report to the Board at each meeting.

Section 3. Discharge A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Article VIII. Library Director

Section 1. Appointment The Board will appoint a Library Director who shall be the chief executive officer and the chief administrative officer of the Library on behalf of the Board and under its review and direction.

Section 2. Compensation The Director shall serve at the pleasure of the Board, and the Board shall fix the compensation.

Section 3. Duties The duties of the Director are outlined in the Library Director's Job Description found in the Camden County Library Policy Manual.

Article IX. Finances

Section 1. Fiscal Year The fiscal year will begin on January 1st and end on December 31st of each year.

Section 2. Budget The Budget for the coming year will be set and approved at the annual Budget and Tax Hearing in August. The Board may entertain amendments to the Budget at its convenience.

Section 3. Expenditures Protocols for expenditures in accordance with Chapter 182.073 RSMo. is outlined in the Camden County Library District Policy Manual.

Article X. Parliamentary Procedure

The current edition of Roberts Rules of Order, Newly Revised, will be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with these Bylaws.

In call cases, the President or Board member presiding at the Board meeting and the Board member presiding at a committee meeting shall be entitled to vote on all issues.

Article XI. Amendments

These bylaws may be amended by a majority vote of the Board of Trustees at any regular Board meeting, providing a statement of changes was read at a previous regular Board meeting.

Article XII. Activities and Dissolution

Section 1. Notwithstanding any other provision of these articles, the Camden County Library District is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the providing of facilities or equipment) or for the prevention of cruelty to children or animals, as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section 2. No substantial part of the activities of the Camden County Library District shall be carrying on propaganda or otherwise attempting to influence legislation (except otherwise provided by Internal Revenue Code Section 501 (h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Section 3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or shall be distributed to the federal government, or a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such an organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIII. Board Member Conduct

Section 1. Reports to the Director Criticisms of the library service, the Director, or the library staff which are brought to the attention of board members shall be immediately and directly reported to the Director.

Section 2. Board, Director, and Relations Board members, Director, and staff shall at all times support each other in all their relations with the public.

Section 3. Public Communications No Board member shall release to the public, orally or in writing, information about the library not previously agreed upon at board meetings. No Board member shall make individual decisions or take action on library matters.

Section 4. Staff complaints Individual members of the Board shall not entertain complaints from library staff members. Complaints from staff members should be submitted in writing to the Director, with a copy sent to the President of the Board of Trustees. If the staff member wishes, he/she may request a formal hearing before the entire Board at its regular meeting.

Article XIV. Annual Report

On or before the first day of April, the Director shall make an annual report to the Board of Trustees. Following a review of the report, copies shall be sent to the County Commission, the Missouri State Library, and the Missouri State Auditor.