

## Deborah Rawson Memorial Library

## Jericho Underhill Library District

**By-Laws****Section I PURPOSE**

The purpose of the Jericho Underhill Library District Board of Trustees is to establish, develop, maintain and manage public library services and facilities to serve the residents of its Member communities in accordance with the laws of the State of Vermont.

**Section II MEMBERSHIP**

The Board of Trustees shall consist of nine members, four from Underhill and five from Jericho. Each trustee shall serve for a term of four years or until his or her successor is duly elected, whichever occurs later, and no trustee may be elected for more than two consecutive terms. In the event of a vacancy, the Board shall make the appointment of an individual from the town (Jericho or Underhill) of the resigning member to serve the remainder of the term. Elections will be held at the time of town elections. The Library Director shall be the ex-officio member of the Board and all committees.

**Section III OFFICERS****Election**

At its first regularly scheduled meeting following the annual town meeting, the Board of Trustees shall elect from among its members a chair, vice chair, secretary and treasurer, and such other officers as it deems appropriate for the conduct of its business. The same person may hold the offices of secretary and treasurer.

**Chair**

The chair shall preside at all meetings of the Board of Trustees and at the annual meeting of the District. The chair shall also perform all duties incident to the position and office.

**Vice Chair**

During the absence of or inability of the chair to perform his or her duties, the vice chair shall perform such duties.

**Secretary**

The secretary shall have the custody of the public records of the District and shall record all votes and proceedings of the District including meetings of the District and meetings of the Board of Trustees. The secretary shall also prepare and warn all meetings of the District and Board of Trustees in accordance with Vermont law and shall cause the annual report approved by the Board of Trustees and the minutes of the meetings of the Board of Trustees to be distributed to the legislative bodies of the member municipalities. The secretary shall also perform all the duties and functions incident to the office of a secretary or clerk of a municipal corporation.

## **Treasurer**

The treasurer shall have the custody of the funds of the District and shall be the disbursing officer of the District. The treasurer shall recommend the annual budget to the Board. Upon voter approval of the annual budget, the Deborah Rawson Memorial Library Director is authorized to accept monies and disburse funds in compliance with that budget. The treasurer will monitor the financial activities of the District and report at least quarterly to the Board. The treasurer will manage bank accounts, investments and financial reports by the District. The treasurer will develop financial policies and procedures for Board approval. When authorized by the Board of Trustees, the treasurer may sign, make or endorse in the name of the District all checks and orders for the payment of monies and pay out and disburse the same. All expenditures exceeding \$300 (Three Hundred dollars), other than normal operating costs, shall require the approval of the Board of Trustees. The treasurer shall perform all of the duties and functions incident to the office of treasurer of a municipal corporation.

## **Section IV MEETINGS**

### **Annual Meeting of the District**

The annual meeting of the District will take place the third Thursday in January, the time and place to be announced in the warning. The purpose of the meeting will be to hear reports of the officers and committees and to adopt a budget.

### **Meetings of the Board of Trustees**

Meetings of the Trustees will be held monthly on a day and time to be set by the trustees. Meetings will be duly warned in compliance with the Vermont Open Meeting law.

Special meetings may be called for any purpose at other times.

A quorum shall be necessary for the transaction of any business and shall consist of a majority of the trustees. Action shall be by a majority of the trustees' votes cast on a question, and each trustee shall be deemed to have one vote.

## **Section V COMMITTEES**

The Board shall create such standing and ad hoc committees as it deems appropriate and the Chair shall appoint such members of the Board or others to the committees as the Chair sees fit.

## **Section VI AGENDA**

The agenda for regular meetings shall be set by the Chair and include the following:

- Concerns from the public
- Reports of officers and committees
- Review of unfinished business
- New business
- Adjournment

## **Section VII BUDGETARY PROCEDURES**

The fiscal year of the District shall begin the first day of July and end the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year for the District.

On or before December first of each year, the Board of Trustees shall prepare a budget for the District for the next fiscal year. The budget shall be in such form as deemed desirable by the Board of Trustees. On or before January second of each year, a hearing will be held to present the proposed budget and invite discussion thereon. The legislative body of each member municipality shall be sent a copy of the notice and a copy of the proposed budget.

Approval of the District's budget shall require an affirmative vote by a majority of the registered voters of the member municipalities present and voting at an annual meeting of the District which shall be duly warned in accordance with existing law. If a proposed budget fails to get a majority vote, the trustees may submit an amended budget for approval, to be voted upon at a special meeting called for that purpose which shall be duly warned thirty days in advance.

## **Section VIII MEMBERSHIP IN ASSOCIATIONS**

The Jericho Underhill Library District will affiliate with the Vermont Library Association and with the Vermont Library Trustees Association.

## **Section IX RULES OF ORDER**

The Chair shall decide on all rules of order, and if there be any doubt or argument, Robert's Rules of Order shall apply.

## **Section X AMENDMENTS**

These by-laws may be altered, amended, added to or repealed at any meeting of the Trustees by a vote of a two-thirds majority of all the trustees, present or by proxy, provided that the change is warned one meeting prior to that at which the vote is taken.