

Bylaws of the Scappoose Public Library District

Board of Directors

Name: The name of this board shall be the Board of Directors of the Scappoose Public Library District, hereafter called the Board.

Purpose and Function: The Board shall govern the Scappoose Public Library District including the public library facilities in conformance with Oregon State Library Law, ORS Chapter 357, and strive to serve the needs of the community as a center for informational, educational and recreational materials.

Members: Elections shall be held for directors pursuant to ORS 255.325, et seq. There shall be five members of the Board elected by the voters of the district. The directors shall serve four-year terms. Unexpired terms or vacancies may be filled by appointment by the Board President, subject to confirmation by the Board members.

Meetings: Regular meetings of the Board shall be held the third Thursday of each month at 7:00 p.m. Three members shall constitute a quorum. Proceedings of all meetings shall be governed by Roberts Rules of Order.

Special meetings may be called by the President as necessary or upon the request of three members. Notice of special meetings shall be posted 24 hours prior to the meeting and shall state the purpose of the meeting.

The regular meeting in November shall be designated the annual meeting, at which time officers shall be elected and shall assume office at the January meeting.

Officers and Duties: The officers chosen at the annual meeting shall be as follows: President, Vice-President and District Librarian. The Office of President and Vice-President shall not be held by the same members for more than two consecutive

one-year terms. The officers shall be chosen by the Board at the organizational meeting (now annual meeting) and serve until the annual meeting.

The President shall preside at all meetings, appoint all committees and call special meetings.

The Vice-President shall assume the above duties in the absence of the President.

The District Librarian shall be the secretary of the Board and shall keep a true and accurate account of all proceedings of the Board meetings and provide copies of the minutes of the meetings for all Board members one week prior to the following meeting. The secretary shall be the primary custodian of all Board proceedings and records.

The District Librarian shall be the treasurer and shall receive and disburse funds in accordance with the Oregon State Statutes and within the limits of the Scappoose Public Library District budget. Expenditures shall be paid by check countersigned by the President or a designated alternate. The treasurer shall report monthly on the status of the library's financial condition.

The District Librarian shall be the executive and administrative officer of the library district as well as secretary-treasurer. The librarian shall carry out the policies of the Board and shall be responsible for the employment and direction of the staff at the discretion of the Board; the efficiency of the library's service to the public and the operation of the library under the financial conditions and limits set forth in the annual budget. The librarian shall attend all Library Board meetings and shall present a status report of the library in addition to the treasurer's report.

All expenditures, as appropriate, shall be approved at the monthly Board meetings prior to payment.

Amendments: Amendments to these bylaws may be introduced at any regular meeting of the Board with a quorum present; and adopted at a subsequent regular meeting of the Board. The amendments must be adopted by the full five-member Board on a unanimous vote. If a special meeting is called for the purpose of amending bylaws, a unanimous vote of the five Board members is required to amend the bylaws.

These Bylaws were passed the 12th day of November, 1986; amended the 8th day of March 1990 to modify Librarian's duties and move regular Board meeting to second Thursday of each month; amended the 13th day of August, 1991 to move regular meeting to third Thursday of each month; amended 18th day of November, 1999 to designate regular meeting in June annual meeting to elect officers who assume duties in July; amended 18th day of November, 2004 to designate regular meeting in November annual meeting to elect officers who assume duties in January; and last amended the 19th day of March, 2009 to remove references to specific terms of office of initially elected directors and to clarify that that organizational meeting is now the annual meeting; by the directors of the Scappoose Public Library District.
