

Bylaws of the Board of Trustees of the Christian County Library

Article I: Meetings

Section I.

The regular monthly meeting of the Christian County Library Board of Trustees shall be held the last Monday of each month at 1:00 p.m. in the library in Ozark. There may be instances when the monthly meeting is on the third or fourth Monday because of holidays or scheduling conflicts.

The Director, or in Director's absence the Assistant Director, shall notify each member one week in advance of each meeting. No change in meeting time is permitted unless approved at a previous meeting. In accordance with Missouri law, announcement of meetings shall be posted in public area in the library at least twenty-four hours before each meeting.

Section II.

Special meetings may be called by the chairman or president of the Christian County Library Board, or upon request of any four members, for the transaction of business stated in the call for meeting. The library director shall be requested to issue three days' notice for all special meetings.

Section III.

The Director, or in Director's absence the Assistant Director, shall be present at all board meetings except at those times when his or her status or salary is to be a matter of business, in which case the action is taken by the board.

Section IV.

Except as otherwise stated by law, all Christian County Library Board of Trustees meetings shall be open to the to the public, all public records of the Board of Trustees shall be open to the public for inspection and copying at the Christian County Library, 1005 North Fourth Avenue, Ozark, Missouri, and all public votes of the Board of Trustees shall be recorded. With regard to meeting notifications, maintenance of public records, etc., the Board of Trustees adheres to the instructions contained in Chapter 610 of the Revised Statutes of Missouri.

Article II: Officers

Section I.

Officers of the Christian County Library Board of Trustees shall be elected at for the following year at the end of each December meeting [date changed 17 Feb 1998]. Such officers shall be: President, Vice-President, Secretary, and Treasurer.

Section II.

President of the Christian County Library Board of Trustees shall preside at all meetings, appoint special committees as needed and authorize calls for any special meetings.

Section III.

Vice-President of the Christian County Library Board of Trustees shall assume the duties of the President in the latter's absence. Section IV. In the absence of both the President and the Vice-President, the members present shall select a President Pro tempore.

Section V.

The Secretary of the Christian County Library Board of Trustees shall keep a true and accurate account of all board meeting proceedings and shall have the custody of the minutes of the board.

Section VI.

The Treasurer of the Christian County Library Board of Trustees shall be the official custodian of all monies of the library district. The Treasurer, Director and Bookkeeper shall be bonded by a corporate surety. The Treasurer shall sign checks in advance of the Director's final signature.

Section VII.

The Christian County Library Board of Trustees shall make recommendations to the Christian County Court, the governing body, for appointment and re-appointment of members to the library board. To fairly represent all county residents, the board shall review names of potential members for interests and area of residence before presenting names to the County Court.

Section VIII.

Trustees shall be registered Christian County voters. Newly appointed Trustees shall reside in the district from which the vacancy occurs. Districts shall be set by political township: 1) West - West Polk, East Polk and Lincoln Townships 2) Nixa Area - Union Chapel, Rosedale, Northview and Garden Grove Townships 3) Southwest - North Galloway, South Galloway, North Linn and South Linn Townships 4) Ozark Area - Cassidy, Riverside, West Finley, East Finley, Linden and McCracken Townships 5) East - West Benton, East Benton, Sparta, Bruner, Oldfield, Lead Hill, Chadwick, Garrison and Seneca Townships. Districts will be adjusted to cover all of Christian County when a change occurs in names or territories of townships.

Article III: Quorum

Section I.

A quorum for the transaction of library board business shall consist of a simple majority of the board.

Section II.

Failure to attend three consecutive meetings (unless absence is excused) will result in that member no longer being considered a member of the board.

Article IV; Committees

Section I.

Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to the Christian County Library Board of Trustees, at which time the committee passes out of existence, provided that all committees must make a progress report to the library board at each of its meetings.

Section II.

An annual budget committee, appointed by the President, shall meet with the Director to produce a budget proposal for approval of the entire Board of Trustees.

Article V: Order OF Business

Section I.

The Director, or in Director's absence the Assistant Director, shall be held responsible for preparing an agenda of business for each meeting of the library board and include it with the notice of meeting sent to each member prior to each meeting. In preparing the agenda, the Director shall have the consultation of the President of the Board of Trustees.

Section II.

The agenda of business shall always include the following items in this order: Roll Call of Members Minutes of Last Meeting Approval of Adjustments to Last Month's Bills Approval of Anticipated Bills for Current Month Financial Report (at end of each quarter) Director's Report Visitor Comments Old Business New Business Adjournment

Article VI: Amendment of Bylaws

Section I.

These Bylaws can be amended at any regular meeting of the Christian County Library Board of Trustees by a two-thirds vote of the entire board, provided that the amendment has been submitted in writing at the previous regular meeting.

Article VII: Rules of Order

Section I.

Robert's Rules of Order shall apply where they are not inconsistent with ByLaws.