

LACEY LIBRARY BOARD BY-LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing Committees

The following committees: by-laws committee shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility

policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.

Minor modifications to these bylaws were approved at a meeting of the Lacey Library Board by unanimous vote on November 13, 2019.



Scott T. Robinson – Board Chair
November 13, 2019