



Board of Trustees Bylaws

ARTICLE I: LEGAL BASIS AND PURPOSE

The Board of Trustees of the Fort Vancouver Regional Library District exists by virtue of the provisions of Title 27, Chapter 12, of the Laws of the State of Washington. The Board exercises the authority and assumes the responsibility delegated to it by said Statute for the provision of free public library service to the residents of Clark, Skamania, and Klickitat Counties, annexed cities and to the residents of cities and municipalities that contract for service. The Board will enact policies appropriate to its Mission.

ARTICLE II: BOARD MEMBERS

Section 1. Appointment and Terms of Office

A board of seven (7) trustees shall be appointed by joint action of the Boards of County Commissioners of Clark, Skamania and Klickitat Counties. Two positions shall be recommended by the City of Vancouver.

A trustee shall be appointed annually to serve for seven years. Trustees shall hold office until expiration of their term and until their successor is duly appointed. Trustees must reside within the District boundaries and in the county from which they were appointed at all times during their tenure.

No person shall be appointed for more than two consecutive terms.

Position Number	Term Expiration / every seven years thereafter	Residential Qualification
1	31-Dec-75	Clark County, excluding the incorporated area of the City of Vancouver
2	31-Dec-76	City of Vancouver
3	31-Dec-77	Skamania County
4	31-Dec-80	Clark County, excluding the incorporated area of the City of Vancouver

5	31-Dec-81	City of Vancouver
6	31-Dec-78	Klickitat County
7	31-Dec-79	Clark County, excluding the incorporated area of the City of Vancouver

Section 2. Vacancies

Vacancies shall be filled for unexpired terms as soon as possible in accordance with the process described in Section 1.

Section 3. Compensation

A library trustee shall not receive a salary or other compensation for services as a trustee, but necessary expenses actually incurred shall be paid from the library funds.

Section 4. Removal

A trustee may be removed by the joint action of the Boards of County Commissioners according to RCW 27.12.

ARTICLE III: OFFICERS

Section 1. Election

The officers shall be a Chair, a Vice-Chair, and a Secretary elected from among the appointed trustees no later than January of the year of appointment.

Section 2. Terms

Officers shall serve a term of one year, from January through December.

Section 3. Duties

The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and perform all other duties associated with that office.

The Vice-Chair, in the event of the absence of the Chair, shall assume and perform the duties and functions of the Chair.

The Secretary shall assure that a true and accurate record is maintained of all meetings of the Board and in the absence of the Chair and Vice-Chair, shall preside at a meeting of the Board.

Section 4. Vacancies

Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

ARTICLE IV: MEETINGS

Section 1. Type of meeting

Meetings shall be scheduled, held, and conducted in accordance with the provisions of the Open Public Meetings Act. RCW Chapter 42.30.

Section 2. Frequency, Time and Place

Meetings shall be held monthly. The date, hour, and location shall be set by the Board.

A tentative schedule for the year will be set no later than the January meeting.

If possible, one meeting a year will be held in or near each community library.

Section 3. Quorum

A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 4. Absences

It is the intention of the Board to maintain full representation of the district in all policy-making decisions. Therefore, regular attendance is encouraged.

If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or designee in advance of a pending absence.

ARTICLE V: RESPONSIBILITIES OF THE DIRECTOR

The Board shall select and appoint a competent, qualified Executive Director who shall be the manager of library operations on behalf of the Board and under its review and direction.

The Executive Director shall be responsible for the administration of and planning for all library programs in the system. This shall include staff and organizational structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in patron service, community relations and optimum circulation of library materials within the budget appropriations.

ARTICLE VI: GENERAL

Section 1.

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action of the Board. The Chair may introduce, vote upon, move, or second a proposal before the Board.

Section 2.

The Bylaws may be amended by a majority vote of the Board, provided written notice of such amendment is sent to all members at least ten days prior to the regular meeting at which such action is to be taken.

Section 3.

Should any article or section of these Bylaws be in conflict with the laws of the State of Washington, the balance of these Bylaws shall remain in effect. The article or section held invalid shall be amended as required by law in accordance with Article VI, Section 2, of these Bylaws.

POLICY HISTORY

Approved and adopted by the FVRL Board of Trustees:

- Adopted April 8, 1976
- Revised 11/20/79
- Adopted 12/18/79
- Revised 1/18/86
- Revised 7/18/88
- Revised 2/9/04
- Revised & Adopted 3/22/04
- Revised & Reviewed 2/13/12; Revisions adopted 3/13/12