



# **BYLAWS**

## **Lake Agassiz Regional Library**

Revised January 15, 2015

# **LAKE AGASSIZ REGIONAL LIBRARY**

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### **ARTICLE I Identification**

The name of the organization shall be the Lake Agassiz Regional Library. Membership in the regional library is provided to all seven counties within the LARL region and any tax supported public library within the region that, by appropriate action of its governing body, elects to join the regional library in accordance with Minnesota Statute, and 471.59 joint powers legislation, and the Lake Agassiz Regional Library Agreement.

### **ARTICLE II LARL's Mission Statement**

The Lake Agassiz Regional Library (LARL) provides library resources to meet the changing personal, professional, educational, and recreational information needs of all service area residents. For this reason, LARL cooperates with other libraries, community agencies and governmental organizations. LARL is committed to the importance of reading, the permanent value of its collection, and the freedom of information.

### **ARTICLE III Board of Trustees**

#### **SECTION 1. NUMBER OF QUALIFICATIONS OF MEMBERS.**

The governing body of the regional library shall be the Board of Trustees. This board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest U.S. census. In accordance with the 2010 census the Board of Trustees shall be composed of two members from Becker County, one member from the City of Breckenridge, one member from Clay County, one member from the Clearwater County, one member from the City of Crookston, one member from the City of Detroit Lakes, one member from Mahnommen County, one member from the City of Mahnommen, three members from the City of Moorhead, one member from Norman County, one member from Polk County, and one member from Wilkin County. Members shall be appointed by their respective county board of commissioners or their respective mayor and city council. Members shall be residents of the political subdivision of the governing body making the appointment.

**SECTION 2. TERM OF OFFICE.**

The term of office for members of the Board of Trustees shall be three years. No member shall serve more than three full consecutive terms. A former board member may be reappointed after a lapse of one year. Terms commence on the first day of January and terminate on the thirty-first of December, and each member shall serve until his/her successor is appointed. When a member is appointed prior to June 30 of a year, his/her term will begin retroactive to January 1 of that year. When a member is appointed from July 1 through December 31, this period will not be considered part of the three year term. When a member is appointed to fill the vacancy of another board member whose term is incomplete, the new member will begin his/her own three year term in accordance with the criteria stated above. This section will apply to all current and future members of the LARL Board of Trustees.

**SECTION 3. DISQUALIFICATIONS.**

Any member who moves out of the political subdivision s/he represents shall be responsible for notifying the Regional Library Director and/or the Board President. Upon receipt of such notification, the position shall be declared vacant. The Board of Trustees may also declare vacant the position of any member who misses more than one-half of the meetings of the Board within a twelve month board.

**SECTION 4. OFFICERS.**

Officers of the Board of Trustees shall be a president, vice-president, and treasurer.

The president shall preside at all meetings and perform such other duties as custom and law provides. S/he shall be an ex-officio member of all standing committees.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The treasurer shall be the Finance Committee chair. S/he shall be responsible for the accounting of library receipts and expenditures. Her/his signature, in conjunction with the Regional Library Directors shall be placed on all vouchers through the use of a check signer. S/he shall be bonded. S/he shall assume the duties of the president in the event of the absence or disability of the president and vice-president. S/he shall preside at all Finance Committee meetings.

The Regional Library Director shall serve as ex-officio non-voting Secretary to the Board.

**ARTICLE IV Executive Committee**

The Executive Committee has full powers of the Board as a whole, except the power to elect officers and to amend the by-laws. The Executive Committee shall consist of a president, vice-president, treasurer, and two members-at-large. The members of the Executive Committee shall be elected from among the membership of the full Board of Trustees at the November meeting of

the full Board. Executive Committee members shall serve for a term of one year, commencing on January 1 of the following year. An Executive Committee member may succeed himself/herself, provided s/he shall not serve more than five consecutive terms. Vacancies on the Executive Committee shall be filled by a vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Each member of the Executive Committee shall serve as liaison to one of the LARL standing committees, not necessarily as Chair. The president shall appoint the chairperson of each standing committee, except for the Finance Committee.

Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate(s) no more than twice in a term. Alternates shall have full rights and responsibilities, including voting. The Board of Trustees may declare any position on the Executive Committee vacant if the member misses more than one-third of the meetings of the Executive Committee and full Board of Trustees within a twelve month period.

## **ARTICLE V Meetings**

### **SECTION 1. BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE.**

At its January meeting, the Board of Trustees shall approve the full Board of Trustees meeting schedule for the current year.

### **SECTION 2. SPECIAL MEETINGS.**

Special meetings of the Board of Trustees or Executive Committee may be called by the president, or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each member of the Board of Trustees or Executive Committee at least five business days in advance of the meeting.

### **SECTION 3. QUORUM.**

A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.

### **SECTION 4. PARLIAMENTARY AUTHORITY.**

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings. Except that committee chairs may vote.

## **ARTICLE VI Committees**

### **SECTION 1. STANDING COMMITTEES.**

Standing committees shall be appointed by the president to serve until the next calendar year. Membership on each committee shall be a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President shall appoint the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the full Board.

The standing committees shall be Finance, Personnel, Nominations, and Northern Lights Library Network.

### **SECTION 2. DUTIES OF THE STANDING COMMITTEES.**

The Finance Committee will oversee LARL's fiscal responsibilities; will review the preliminary and final drafts of the budget; will elect from its membership no more than two persons to act as labor negotiators on LARL's behalf; and will oversee the endowment fund accounts.

The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and will conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team.

The Nominations Committee will present, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

The Northern Lights Library Network Committee members are members of the Northern Lights Library Network Governing Board, a regional multi-type library system.

### **SECTION 3. AD HOC COMMITTEES.**

Ad Hoc committees for the study of special concerns shall be appointed by the president to serve until the final report of the work for which they were appointed has been received and accepted by the Board of Trustees.

## **ARTICLE VII Executive Officer**

The Regional Library Director shall be the executive officer for the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all meetings of the Board of Trustees and Executive Committee, unless excused by the LARL Board of Trustees president.

## **ARTICLE VIII Approval of Bills**

The Board of Trustees delegates responsibility for approval and payment of bills to the Regional Library Director. Lists of paid bills will be made available to the Board.

## **ARTICLE IX Amendments**

These by-laws may be amended at any meeting of the Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least thirty days prior to the meeting.

Adopted, Board of Trustees:	July 17, 1974
Amended, Board of Trustees:	July 16, 1975; September 17, 1975; November 20, 1976; March 17, 1979; March 15, 1981; July 15, 1981; November 17, 1990; September 18, 1993; September 17, 1994; November 18, 1995; September 21, 1996; March 21, 1998; January 15, 2015