BY-LAWS OF THE BOARD OF TRUSTEES OF CEDAR COUNTY LIBRARY DISTRICT

Article I - Organization

This organization shall be called, “The Board of Trustees of Cedar County Library District,” existing by the provisions of Section 182.070 RSMo. and exercising the powers and duties as provided by Sections 182.070 and 182.073 RSMo.

Article II - Members and Officers

The Board as provided for in Section 182.050 RSMo. shall consist of five members appointed by the Cedar County Commissioners to staggered four-year terms.

Section 1. The officers shall be a president, a secretary, and a treasurer elected from among the appointed trustees at the July annual election of the board.

Section 2. The president shall appoint a Nominating Committee at the April regular meeting two months before the July annual election. The Nominating Committee will prepare a slate of officers for the July annual election; additional nominations may be made from the floor at the July annual election.

Section 3. Officers serve a term of one year from the time they are elected until the new officer is elected to that office at the next July annual election. Resignations between terms may be filled by the Board as needed.

Section 4. The president shall preside at all meetings of the Board, authorize a call for any special meetings, appoint all committees, sign documents for the treasurer (if the treasurer is unable to do so), serve as an ex-officio voting member of all committees, and perform all duties associated with that office. In the absence of the president, the treasurer shall serve as the presiding officer of the meeting, and in the absence of the treasurer, the Board shall appoint a presiding officer for the meeting.

Section 5. The secretary or designee shall keep a true and accurate record of all meetings of the board, issue notices of meetings, and perform other duties as associated with that office. In the absence of the secretary, the president shall appoint a member of the Board to act in that capacity.

Section 6. The treasurer shall be the disbursing officer of the Board, co-sign all checks, and perform other duties as associated with the office. He shall be bonded in an amount as may be required by the Board (Section 182.073). In the absence or inability of the treasurer, another designated member of the Board shall perform his duties.

Article III - Meetings

Section 1. Regular meetings shall be held every month as designated by the Board.

Section 2. The July regular meeting shall include the election of new officers.

Section 3. The order of business for the regular meetings shall include but not be limited to the following items:

1. Call to order
2. Roll call
3. Reading and approval of previous minutes
4. Treasurer’s report
5. Public presentation to and discussion with the Board
6. Director’s report
7. Committee reports
8. Correspondence
9. Old business
10. New business
11. Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the president or at a request of three members (a quorum) for the transaction of business as stated in the call for the meeting.

Section 5. The public is welcome to attend Board meetings at any time, except when the Board is in Executive Session, as defined by state law. Any visitor who wishes to address the Board is to notify the Library Director seven (7) days before the scheduled meeting. Remarks by visitors are limited to five (5) minutes in length, not including questions from the Board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. Exceptions to these rules may be made at the discretion of the presiding officer. Visitors who cause a disturbance may be asked to leave the meeting.

Section 6. Robert’s Rules of Order, Newly Revised, subject to the Revised Statutes of Missouri, shall govern the proceedings of all meetings.

Article IV - Library Director and Staff

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer on behalf of the Board and under the direction and review of the Board. The Director shall recommend to the Board the appointment and specific duties of other employees. The Director shall be held responsible for the proper direction and supervision of the staff, the care and maintenance of library property, provide for an adequate and proper selection of materials under the guidelines in the approved Collection Development Policy, be responsible for efficient library service to the public, and the library’s financial operation.

Article V - Committees

Section 1. The president shall appoint ad hoc committees of one or more members for each specific purpose as the business of the Board may require from time to time. The ad hoc committee is discharged from its duties with a final report to the Board.

Section 2. All committees shall make a progress report to the Board at each regular meeting.

Section 3. Committees shall have advisory powers only.

Article VI - General

Section 1. An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.

Section2. The by-laws may be amended by a majority vote of all members of the Board present provided written notice of proposed amendment has been mailed to all members at least 10 days prior to the meeting.

Date reviewed and approved April 22, 2021