



LIBRARY BOARD OF TRUSTEES BYLAWS AND POLICIES

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Adopted by the Las Vegas-Clark County Library District Board of Trustees on July 14, 1994. Amended and effective as of March 12, 1998; amended and effective as of January 8, 2004; amended and effective as of April 10, 2008; amended and effective as of September 8, 2011; amended and effective as of June 11, 2015.

Article 1

Pursuant to the requirements of the Nevada Library Laws, the Board of Library Trustees of the Las Vegas -Clark County Library District shall consist of ten members; five appointed by the Clark County Commission and five appointed by the Las Vegas City Council.

Article 2

Regular meetings shall be held on the second Thursday and may additionally be held on a fourth Thursday of each calendar month at 6:00 p.m. in the library or such other time and place as the Board may designate.

- (a) The Library Board Chair shall establish the Library Board Meeting Agenda for each meeting;
- (b) Any one (1) trustee may place an item on the Agenda with ten (10) days notice to the Board Chair;
- (c) The Secretary to the Board shall post the Agenda according to the Nevada Open Meeting Law;
- (d) Members of the Board of Trustees have a duty to attend all published meetings. In accordance with NRS 379.0222.5 (b) in the event that a board member is absent from three successive meetings of the trustees then, in that event, the Executive Committee of the Board of Trustees shall be so notified by the Secretary, or if absent, by the Chair. The Executive Committee shall review the absences and if appropriate make a recommendation or present a report to the Board of Trustees.

Article 3

Special meetings may be held at any time at the call of the Chair or Vice Chair or at the call of any two members of the Board, provided that public notice thereof be given to all trustees three (3) working days in advance of the meeting.

Article 4

A minimum of six (6) members (or a majority of those holding valid appointments) must be present to constitute an official meeting.

Article 5

The officers of the Board shall be a Chair, a Vice Chair, Secretary, and Treasurer. Their terms of office shall be one (1) year coinciding with the fiscal year.

At the first regularly scheduled meeting in May, the Chair shall call for nominations to a Nominating Committee consisting of at least one officer of the Board and any other two Board members and shall designate one of their members to act as the chair of the Committee. The Nominating Committee shall prepare a recommended slate of proposed officers for the next term of office consisting of one candidate each for the office of Chair, Vice Chair, Secretary and Treasurer.

At the first regularly scheduled meeting in June, the Chair of the Nominating Committee shall present the Committee's recommended slate of officers to the Board. After the slate has been presented, the Chair shall ask for additional nominations, if any, from members of the Board. Additional nominations may be made by individual Board members in their own name or by nominating another Board member; however, a Board member may be nominated to run for only one office at a time. Elections for the officers of the Board shall be held immediately subsequent to the close of nominations at the June meeting. Elections shall be in the following order:

Chair
Vice Chair
Secretary
Treasurer

A Board member cannot be elected to any office more than two consecutive terms. The Chair is not prohibited from voting. The duties of all officers shall be such as by custom and law.

Article 6

The Chair shall appoint trustees to serve on designated Standing Committees and to such Special Committees that may be required from time to time and shall designate one of their members to act as the Chair of said Committees. In the event a Committee chair is not designated, the Committee shall elect a chair from its members at its first meeting. Appointment to said Committees shall be for one (1) year or portion thereof coinciding with the fiscal year providing that the members shall continue to serve after the conclusion of the fiscal year until such time as new Committee members have been appointed or their term of appointment as trustees has expired.

Standing Committees

(a) Executive Committee

- 1) The Chair shall act as the presiding officer of the Executive Committee which shall additionally consist of Board officers including the Vice Chair, Secretary and Treasurer.
- 2) The Executive Committee shall have those duties and responsibilities as delegated to it by the Board of Trustees not in conflict with the Nevada Revised Statutes.
- 3) The Executive Committee shall meet periodically to consider and propose future agenda topics for the Board of Trustees' consideration.

(b) Finance and Audit Committee

- 1) The Finance and Audit Committee shall oversee the accounting and financial reporting processes of the District, District audits and related oversight of financial matters and make such recommendations to the Board as required for action.
- 2) The Committee shall review and recommend with the District Administration the proposed annual budget which is to be presented at a public hearing and subsequently approved by the Board.

- 3) All actions of the Committee shall be reported to the Board of Trustees at the next regularly scheduled meeting following such Committee action for review and auditing purposes by the Board, if necessary.

(c) Risk Management Committee

- 1) The Risk Management Committee shall review all insurance proposals with the assistance of staff, investigate said proposals and make appropriate recommendations to the Board of Trustees for action.

(d) Bylaws Committee

- 1) The Bylaws Committee shall receive and review, and if necessary, originate proposed amendments to the bylaws. The Committee may make recommendations regarding the approval or disapproval of each proposed amendment to the Board of Trustees for their action.

Article 7

The order of business at all regular meetings of the Board shall be as follows:

Call to Order

Public Comment – Topics raised under this item must be limited to matters on the Agenda. Persons wishing to speak during public comment must sign in on the appropriate paperwork before this item is addressed as stipulated by the Board's Public Comment Policy.

Adoption of the Agenda

Approval of Minutes of previous meeting

Consent Agenda

Financial/Library Reports

Unfinished Business

New Business

Announcements

Public Comment- There will be a period of public comment on any matter that is not specifically included on the agenda after Announcements and prior to Adjournment. Topics raised under this second period of public comment cannot be discussed by the Board or acted upon until notice provisions of the open meeting law have met. Persons wishing to speak during public comment must sign in on the appropriate paperwork before this item is addressed as stipulated by the Board's Public Comment Policy.

Adjournment

Any item on this agenda may be taken out of order, either at the discretion of the chair or by vote of the Board.

Article 8

Except in those instances that conflict with Nevada Revised Statutes, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article 9

The Executive Director shall be designated the fiscal agent of the Library District. The Director's duties are those established by NRS 379.027, "The librarian of any consolidated, county, district, or town library shall administer all functions of the

library, employ assistants, and carry out the policies established by the trustees of the library, and may recommend policies to the trustees."

Article 10

The signature of the Library Board Treasurer and the Library District's Chief Financial Officer shall be affixed to all checks issued by the Library District.

In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees shall perform all the duties of Treasurer, including, but not limited to, signing all checks issued by the Library District.

In the absence of the Chief Financial Officer of the Library District for any reason, the Assistant Finance Director of the Library District shall sign all checks issued by the Library District.

Article 11

Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting.