

CROMAINE DISTRICT LIBRARY
BOARD OF TRUSTEES OPERATING PROCEDURES

Conduct of Library Board Meetings

Purpose

The board recognizes a need to provide structure to its board meetings and thus has adopted the following procedures to establish the orderly operation of library board meetings.

Scope

This procedure addresses operations of the Board of Trustees meetings regarding voting, minutes, public participation at meetings, and procedures for the public to address the board.

Description

Quorum - A quorum shall consist of a majority (a minimum of four) of the board members. A new call for meeting may be issued if a quorum fails to appear within thirty minutes after the time specified for the meeting.

Majority Vote - No action of the board shall be valid unless an affirmative vote of the majority of the members present is cast and a proper record made of the vote.

Rules of Order - The board shall observe *Robert's Rules of Order Revised*, unless such rules are in conflict with statutory provisions or constitutional rights of members of the board.

Voting Method - Voting shall be by ayes and nays. Roll call votes may be called for at the discretion of the Board President or may be requested by any member. Any vote for the purpose of calling a closed session or approving a resolution shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting.

Voting Duty - No member will abstain from voting unless that member states his/her conflict of interest. Conflict of interest will be the only reason to abstain from voting. The board will determine by majority vote of the remaining members if the member will be allowed to abstain.

Minutes - The Secretary for the Board shall keep minutes of every meeting of the board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings, the purpose or purposes for which closed sessions are called, all roll call votes, and references to reports

presented and items discussed when no action is taken. Proposed and approved minutes of an open meeting of the board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they are approved.

Public Participation in Meetings - The Board of Trustees' meetings are held for the purpose of transacting the business of the library district. In its deliberations, the board is interested in the opinions of the public and pledges courteous attention to those who wish to be heard and who follow the rules of the board governing public participation in its meetings. The board requests members of the audience to refrain from loud talking and other distractions during the meeting. Persons who disrupt the meeting will be cleared from the meeting room.

Closed Sessions – The board may meet in a closed session following specific guidelines of the Open Meetings Act. These guidelines include complaints against a board member or library employee, but only at the request of the member or employee about whom the complaint is registered and with the member or employee present. The board may also meet in executive, closed session to discuss litigation pending or threatened against the board and/or library or to discuss terms of property settlement or other business the negotiations of which could damage the library's position in negotiations, if public.