

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Organizational Meeting

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Number 8005  
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Date approved:  
3/18/10; 4/21/11; 4/15/21  
Date revised: 4/5/11;  
4/1/21;3/21/24  
Date reviewed:  
8/5/21;3/20/25;3/19/26

The annual organizational meeting will be the first regular meeting of the calendar year. (See *Board By-laws, Article VII, Section 2*)

#### **Purpose**

In order to facilitate an organizational board meeting, the board establishes the following procedures.

#### **Scope**

The order of business will be for the Library Director to open the meeting and conduct the election of the Board President. Once a Board President is elected, he or she will conduct the remainder of the meeting and the election of the Vice-President, Secretary, and Treasurer. As warranted, the bank designations, check signing responsibilities, appointment of legal counsel, designation of newspaper of record, and other routine matters will follow election of officers. The board will entertain a motion to delegate the duties of the Secretary and Treasurer to the Library Director as provided for in the *Board By-laws, Article V, Sections 3 and 4*.

#### **Description**

Board committee appointments will be determined by the Board President with the consent of the members appointed. Each committee consists of two or three trustees, the Library Director, and no more than two representatives from the community, and no more than two representatives from the library staff. The committees to be filled are:

1. Community Relations & Strategic Planning
2. Finance & Property
3. Personnel

*Ad hoc* committees may be created at any time throughout the year without a change in board by-laws. *Ad hoc* committees are created to complete short-term investigation and projects as the board determines the need. The addition of standing board committees requires a change in board by-laws.