

Nampa Public Library  
**Bylaws and Rules of  
The Board of Trustees**

Approved by the Board of Trustees September 1990, revised May 9, 2005

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Article I—Name

This organization shall be called “The Board of Trustees of the Nampa Public Library” existing by virtue of the provision of Title 33, Chapter 26 of the Laws of the State of Idaho, and Title II, Chapter 6 of the Nampa City Code, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.

Article II—Membership

Section 1. Members of the Board of Trustees shall be appointed in accordance with Idaho Code 33-2603 and Nampa City Code 2-6-1. Board members are appointed by the Mayor and confirmed by the Council.

Section 2. A vacancy shall be reported to the City Council within five days whenever a member dies, resigns, moves out of the city limits, or fails to attend, without an excuse acceptable to the board, two (2) consecutive regular meetings or 4 during a calendar year.

Article III—Officers

Section 1. The officers shall be a chairperson and a vice chairperson, elected from among the appointed trustees at the annual meeting of the board. The library director shall act as the secretary and treasurer.

Section 2. A nominating committee shall be appointed by the chairperson one month prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The vice chairperson, in the event of the absence or disability of the chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

Section 6. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The director shall serve as secretary, except that a delegated recording secretary may take the minutes.

Section 7. The treasurer shall be the financial officer of the Board. After approval by the Board of Trustees, the treasurer will sign all vouchers for bills to be paid by the city. The treasurer will receive and verify all financial reports from the city, and will perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, these duties shall be performed by such other person or persons as the Board may designate.

#### Article IV—Meetings

Section 1. The regular meetings shall be held on a uniform day each month, the day and hour to be set by the Board at its annual meeting, unless otherwise ordered by the Board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in October of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.

- Roll Call
- Approval of the Agenda
- City Council Liaison Report
- Approval of Minutes
- Approval of Bills
- Director's Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

Section 4. Special meetings may be called by the secretary at the direction of the chairperson, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board present in person.

Section 6. Conduct of meetings: proceedings of all meetings shall be governed by Robert's Rules of Order, except as otherwise provided in this document.

#### Article V—Library Director and Staff

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The library director shall also act as secretary and treasurer of the Board. The director shall appoint other employees, shall specify the duties of other employees, shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

#### Article VI—Committees

Section 1. The chairperson may appoint standing committees. Members of standing committees are appointed at the annual meeting, and serve for one year.

Section 2. The chairperson may appoint committees of one or more members each for such specific purposes as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 3. Committees may make a progress report to the library Board at each of its meetings.

Section 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Article VII—Amendments

These bylaws may be amended by a simple majority vote of all members of the Board at any meeting that has a quorum, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least 7 days prior to the meeting at which such action is proposed to be taken.

#### Article VIII—General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The chairperson may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least three members of the Board shall be present and three of those present shall so approve.

Idaho Code:

Public Libraries. Title 33, Chapter 26 <http://www3.state.id.us/idstat/TOC/33026KTOC.html>

Open Meeting Law. Title 67, 2340 through 2345 <http://www3.state.id.us/idstat/TOC/67023KTOC.html>

Nampa City code: <http://www.sterlingcodifiers.com/ID/Nampa/index.htm>