



Vermont Board of Libraries Bylaws

Article I: General

Pursuant to [22 V.S.A. § 602](#), the Vermont Board of Libraries (“the board”) acts in an advisory capacity to the State Librarian, who is the administrative head of the Department of Libraries. The board also is the designated state agency for geographic names, pursuant to [10 V.S.A. § 152](#). Other duties and functions of the board include those set forth by law.

Article II: Membership of Board

Membership on the board including appointment, terms and vacancies is governed by [22 V.S.A. § 602](#). The State Librarian shall not be a member of the board.

Article III: Officers, Duties, and Election

Section 1 - Officers and election. The officers of the board shall consist of a chair, vice-chair, and secretary. The chair and vice-chair shall be elected by the

board from its members at its Annual Meeting. Any member may nominate candidates and may demand a written ballot. Nominations do not require a second. In the case of a vacancy in the office of either chair or vice-chair, the board shall elect a member to fill the vacant office to serve until the next Annual Meeting. This election may take place at any regular meeting provided that the election of the officer has been properly warned.

Section 2 - Terms of Office. The terms of office for the chair and vice-chair shall be for one year from the election at the Annual Meeting or until a successor is elected. No officer shall be elected to the same office for more than three (3) successive full terms.

Section 3 - Chair. The chair shall preside over all meetings of the board, call such meetings of the board as are authorized or required by the bylaws, adopt and sign records on its behalf, appoint special committees, and perform such other duties as are incidental to the office.

Section 4 - Vice-chair. The vice-chair shall act for the chair in the chair's absence and perform such other acts as the chair may direct.

Section 5 - Secretary. The secretary shall provide the notices and agenda, record the votes and proceedings, and keep all records of the board. The secretary shall submit minutes of all meetings for approval by the board, whereupon the minutes shall become official records of the board. **The State Librarian shall serve as secretary to the board.**

Article IV: Meetings, Notice and Committees

Section 1 - Regular meetings. The regular meetings of the board shall be held quarterly on the second Tuesday of January, April, July, and October at 10:00 a.m. Regular meetings of the board shall be held online with an option to attend onsite at 60 Washington St. Suite 2, Waterbury VT 05676.

Section 2 - Annual Meeting. The Annual Meeting shall be the first regular meeting of the calendar year.

Section 3 - Special meetings. Special meetings may be called at any time by the chair, vice-chair or two (2) members of the board. Written notice of the time, place and purpose of the meeting shall be mailed to the members by the secretary at least 24 hours before the special meeting is to be held. Notice may be waived by unanimous consent of the members, but such waiver shall not excuse compliance with applicable law regarding notice to the public.

Section 4 – Agenda. The agenda for regular board meetings shall be prepared by the State Librarian after consultation with the chair. Members of the board may add agenda items by request.

Section 5 - Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order* shall govern the board in all cases to which they apply and in which they are not inconsistent with these bylaws and the Statutes of the State of Vermont.

Section 6 - Appointment of committees. The board or the chair may appoint members to special committees from time to time. The chair shall be *ex-officio* member of all committees.

Article V: Amendment of Bylaws

These bylaws can be amended at any regular meeting of the board by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting and included in the warning for the meeting at which action is to be taken.

Article VI: Separability

If any provision of these bylaws, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of these bylaws, and the application of such provision to persons or circumstances other than those as to which such provision is held invalid, shall not be affected.

Bylaws Adopted December 10, 1996

Revised June 2011

Revised September 20, 2011

Revised May 13, 2014

Draft Revision July 9, 2024