

VERMONT BOARD OF LIBRARIES

BY-LAWS

Article I - General

The Vermont Board of Libraries has as its general purpose the supervision and control of the Vermont Department of Libraries. The Board shall perform the specific duties and functions as stated in 22 VSA 601 et seq and may perform any and all other acts as the Vermont statutes permit.

Article II - Membership of Board

Membership on the Board i.e., appointment, terms and vacancies is set out in 22 VSA 601.

Article III - Officers

Section 1 - Officers

The officers of the Board shall consist of a Chairperson, Vice-Chairperson and Secretary. The Chairperson and Vice-Chairperson shall be elected from their number by the Board at its annual meeting. The Secretary of the Board shall be the State Librarian.

Section 2 - Terms of Office

The term of office for the Chairperson and Vice-Chairperson shall be for one year from September 1 until August 30 or until a successor is elected. No officer shall be elected to the same office for more than two (2) successive terms.

Section 3 - Officers Election

Election of the Chairperson and the Vice-Chairperson shall take place at the regular Board meeting which most closely precedes September 1. The election slate shall be mailed to members at least ten (10) days prior to the election meeting. Nominations from the floor will be accepted during the election

meeting and prior to the vote. Voting for nominees shall be by written ballot with each member casting one vote for each office. Absentee ballots must be received by the Secretary by 10 a.m. on the day of the election meeting.

Section 4 - Chairperson

The Chairperson shall preside over all meetings of the Board, call such meetings of the Board as are authorized or required by the By-laws, execute all instruments on its behalf, appoint special committees and perform such other duties as usually inhere in such office.

Section 5 - Vice-Chairperson

The Vice-Chairperson shall act for the Chairperson in his/her absence and perform such other acts as the Chairperson may direct.

Section 6 - Secretary

The Secretary shall record the votes and proceedings of the Board, keep all records of the Board and perform such other acts as the Chairperson, Board or these By-laws may direct.

Article IV - Meetings and Notice

Section 1 - Regular Meetings

The regular meetings of the Board of Libraries shall be held bi-monthly on the third Tuesday of the even numbered months at 10:30 a.m. at the State Librarian's Office. The time and place of regular meetings may be changed by majority vote of the Board either at a previous regular meeting or when polled by the Chairperson or Secretary at least three (3) days in advance of the meeting.

Section 2 - Special Meetings

Special meetings may be called at any time by the Chairperson, Vice-Chairperson 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 seven (7) days before the special meeting is to be held.

Section 3 - Agenda

The agenda of the Board meetings shall be prepared by the State Librarian or his/her designee after consultation with the Chairperson. Members of the Board may add items by request. The agenda shall be distributed as close to ten (10) days prior to a regular meetings as practical.

Section 4 - Voting and Quorum

Each member of the Board shall possess one vote. At any meeting of the Board the presence of a majority of the members shall constitute a quorum.

Section 5 - Rules of Order

"Robert's Rules of Order" shall govern the conduct of Board meetings.

Article V - Committees

Section 1 - Appointment

The Chairperson shall appoint members to both standing and special committees. The Chairperson shall be an ex-officio member of all committees.

Section 2 - Standing Committees

The standing committees shall be:

A) Nominating Committee:

- a) The Nominating Committee shall consist of two (2) members of the Board. The Chairperson shall appoint this committee at least two (2) months prior to the election meeting.
- b) The Nominating Committee shall nominate members for the offices of Chairperson and Vice-Chairperson. Such nominees shall accept the nomination in writing prior to their names being placed on the election slate.

B) Policies, Procedures and By-Laws Committee:

- a) The Policies, Procedures and By-Laws Committee shall consist of two (2) members of the Board.
- b) The Policies, Procedures and By-Laws Committee shall be responsible for analyzing and drafting proposed policies, procedures and by-laws as referred to them by the Chairperson for the consideration of all members.

Article VI - Waiver and Ratification

Section 1 - Waivers

All requirements of notice under these By-laws may be waived for any particular meeting if all the members execute a written waiver of notice.

Section 2 - Ratification

Any Board action consented to in writing by each and every member shall be as valid as if adopted by the Board at a duly held meeting thereof, provided that such written consent is noted in the minute book.

Article VII - Amendment of By-laws

These By-laws may be amended by a majority of those members present at a duly called meeting in which a quorum is present after the substance of the amendment has been submitted in writing to the members for their consideration prior to voting.

Article VII - Separability

If any provision of these By-laws, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of these By-laws, 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 thereby.

Adopted February 15, 1983
Article III, Sections 2
and 3 revised October 18,
1983.