

By-Laws of the Great Falls Public Library Board of Trustees

The following By-Laws shall govern the Board of Trustees of the Great Falls Public Library (hereafter called the "Board") until amended or replaced by the Board.

Article I. Purpose

The Board oversees library policy and operations, including materials, policies and service to the city and Cascade County.

Article II. Members

Section 1. Make-up of the Board and Length of Terms

In accordance with MCA 22-1-307, the Board shall consist of five (5) regular members appointed by the Great Falls City Commission (hereafter called the "City Commission") on staggered terms of five years each. No member may serve more than two (2) consecutive five-year terms. If a member is appointed to fill out the term of another Board member, that time shall not be considered as part of the total time of term allotted to Board members.

Section 2. Ex-Officio Members

The Board may include ex-officio members who may participate in discussion but have no voting authority. Ex-Officio members may include a representative of the City Commission and a representative of the Commissioners of Cascade County (hereafter called the "County Commission"), each representative selected and appointed to a term set by each Commission. Other ex-officio members may be appointed as deemed necessary by the Board.

Section 3. Quorum

A quorum of the Board shall consist of three voting (3) Board members. If less than a quorum is present, the members may adjourn the meeting without further notice.

Section 4. Manner of Acting

The votes of a Quorum of the Board shall be necessary for the adoption of any official Board action, unless a greater proportion is required by law or by these By-Laws.

Section 5. Library Director

The library director shall execute and administer the policies adopted by the Board, and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The library director shall submit periodic reports to the Board, but not less than monthly, of the condition and finances of the library and shall make recommendations to the Board of such policies and procedures as will promote the efficiency of the library and its service to the people it serves. The library director will annually propose a budget for the Board's consideration.

The library director is hereby authorized to pay vendors, personnel and other expenses of the library in a timely manner, and all such payments must be reported to the Board for confirmation at the next meeting.

Article III. Officers

Section 1. Officers

The officers of the Board shall be Chair and Vice-Chair, empowered to have the authority and to perform the duties herein described. The Board may elect additional officers, as it may deem necessary.

Section 2. Election and Term of Office

The officers of the Board shall be elected annually by the Board at its July regular meeting. If no meeting is held in July, the Board will elect officers at the first meeting after the start of the fiscal year. Each officer so elected shall take office immediately and shall hold office until his or her successor shall have been elected and shall have qualified. New offices may be created at any meeting of the Board. The term of each office shall be for one year or until the date of the next election.

Section 3. Attendance

Board members are expected to attend all regularly scheduled meetings and special sessions. In the event of a foreseeable absence, board members shall give prior notice of an absence by notifying the board Chair or the library Director.

The Board shall follow attendance requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. A board member who misses more than one third of the regular meetings in a calendar year without a health or medical excuse, shall lose his or her status as a board member. In addition, a valid, excused absence may be accepted by the board.

The Board shall follow removal requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. The City Commission shall appoint replacements to the Board to fill out the unexpired terms of Board members so removed.

Section 4. Vacancies

With the exception of a vacancy in the representation of the County Commission, which shall be filled by the County Commission, a vacancy in any office or of the Board because of death, health, resignation, removal, disqualification, or otherwise, may be filled by appointment by the Great Falls City Commission for the unexpired portion of the term. Such service will not be counted as part of the term limitations of the Board member or officer.

Section 5. Chair

The Chair shall preside at all meetings, shall appoint all standing and special committees, shall set the agenda of meetings, and shall perform all duties incidental to the office of Chair, and other such duties as prescribed by the Board from time to time.

Section 6. Vice-Chair

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-chair shall perform all duties of the Chair, and when so acting, shall have all the powers of the Chair, and be subject to all of the restrictions placed upon the Chair. The Vice-Chair will perform other duties from time to time as may be assigned to him or her by the Chair.

Section 7. Secretary

The Secretary to the Board shall be the Director of the Library, who may delegate the actual performance of that duty with the approval of the Board. The Secretary shall keep minutes of the meetings; shall see that all notices are duly given in accordance to these By-Laws; shall be the custodian of the records of the Board; and shall perform such other duties as the Board may prescribe.

Article IV. Meetings of the Board of Trustees

Section 1. Regular Meetings

The regular meeting of the Board shall be the fourth Tuesday of each month at 4:30 p.m.

Section 2. Special Meetings

Special meetings may be called at any time by the Chair or by any two members of the Board.

Section 3. Place of Meetings

All regular meetings shall be held in the Great Falls Public Library, or at such places as may be designated by the Board.


Section 4. Notice of Meetings

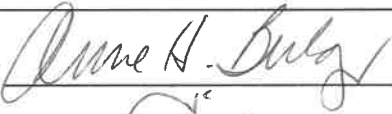
Written notice stating the place, day and time of all regular and special meetings shall be delivered personally or by mail, or by other means, to all members of the Board, to the City Commission and to the interested media no less than three (3) days, nor more than fifteen (15) days prior to the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.

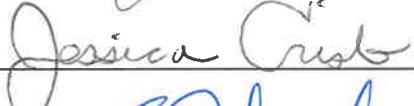
Article V. Amendments to Bylaws


These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least three days' written notice is given of the intention to alter, amend, or repeal, or to adopt new bylaws at such meeting.

Originally adopted on January 22, 2001
Reviewed and amended on June 16, 2014
Reviewed and amended on April 19, 2016
Reviewed and amended on January 17, 2017
Reviewed and amended on November 27, 2018
Reviewed and amended on October 27, 2020
Reviewed and amended on November 28, 2023

Whitney Olson, Chair 

Anne Bulger, Vice-chair 

Jessica Crist 

Samantha DeForest 

Noelle Johnson 