

**BYLAWS OF THE
CONRAD PUBLIC LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 NAME

Section 1 The name of this organization shall be the Conrad Public Library Board of Trustees.

ARTICLE 2 OBJECT

Section 1 The Board of Trustees is established under [Montana Code Annotated 22-1-308](#) and the [City Code of Conrad, MT 2-1-1](#).

ARTICLE 3 THE BOARD OF TRUSTEES

Section 1 The Board of Trustees shall consist of five (5) voting members to be appointed by the Mayor of Conrad, with the advice and consent of the Conrad City Council ([MCA § 22-1-308](#)). All Trustees must be residents of Pondera County.

Section 2 Trustees shall hold their office for five (5) years from the date of appointment and until successors are appointed. The full term for trustees shall be five (5) years, with terms expiring on June 30. Trustees shall serve no more than two (2) full terms in succession ([MCA § 22-1-308](#)).

Section 3 A trustee may be removed from the Board by unanimous vote of the other four (4) members, whenever, in its judgment, the best interests of the library would be served.

Section 4 Trustee vacancies, due to death, resignation, or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

Section 5 The power and duties of the Board of Trustees is derived from [MCA § 22-1-309](#) and the [City Code of Conrad, MT 2-1-2](#). No action of the Board will be inconsistent with law.

Section 6 The Mayor, or a member of the Conrad City Council, along with the Library Director shall serve as ex-officio non-voting members ([City Code of Conrad, MT 2-1-1](#)).

ARTICLE 4 OFFICERS

Section 1 The officers of the Board shall be the Chair and Vice-Chair, and will be elected annually by the Board at its regular meeting in July, or the first regular meeting of the fiscal year. The term of office for all officers is one (1) year ([MCA § 22-1-308](#)). The officers shall be elected by a simple majority vote of the Board.

Section 2 The Chair shall preside at all meetings, appoint all representatives and committees, represent the public voice of the collective Board, and otherwise perform all duties incident to the office.

Section 3 The Vice-Chair shall perform all duties of the Chair in his/her absence.

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Section 4 An elected officer may be removed from office by a unanimous vote of the other four (4) members, whenever, in its judgment, the best interests of the library would be served.

Section 5 Officer vacancies, due to death, resignation, removal, or otherwise, shall be filled for the unexpired term in the same manner as annual elections.

Section 6 The Secretary to the Board shall be the Library Director ([MCA § 22-1-310](#)). The Secretary shall keep an accurate account of all proceedings of the Board meetings, issue notices of all regular and special meetings, submit periodic reports, and have custody of the minutes and other records of the Board. The Library Director shall be the executive director of the policies adopted by the Board.

ARTICLE 5 MEETINGS

Section 1 The Board shall hold regular monthly meetings, or at least six (6) meetings a year with no gap between greater than 90 days, at times and places convenient and open to the public ([MCA § 2-3-202](#); [MCA § 2-3-203](#))

Section 2 Special meetings of the Board may be called upon by the discretion of the Chair or upon request of three (3) trustees.

Section 3 The presence of a simple majority of the Board shall constitute a quorum for the transaction of business.

ARTICLE 6 PARLIAMENTARY AUTHORITY

Section 1 The Board uses standard principles of parliamentary procedure to complete its business.

ARTICLE 7 REPRESENTATION

Section 1 One (1) member of the Board shall be appointed as a representative on the Pathfinder Federation Advisory Board ([MCA § 22-1-404](#)). Appointment and term of this representative shall coincide with the officers of the Board.

Section 2 One (1) member of the Board shall be appointed as a representative on the Conrad Public Library Foundation Board. Appointment and term of this representative shall coincide with the officers of the Board.

Section 3 Two (2) members of the Board shall be appointed to the Pondera County Library Collaboration Committee. Appointment and term of these representatives shall coincide with the officers of the Board.

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ARTICLE 8 AMENDMENTS

Section 1 Amendments to these bylaws may be proposed, in writing, at any regular Board meeting. Then, at the next scheduled regular Board meeting, the proposed amendments may be adopted by a simple majority vote of the Board.

Section 2 Every four (4) years, the Board shall review and update these bylaws as necessary ([ARM § 10.102.1158](#))

Approved by the Conrad Public Library Board of Trustees: August 20, 2020

Amended: June 20, 2024

**CONRAD PUBLIC LIBRARY
BOARD OF TRUSTEES: CODE OF ETHICS**

The Conrad Public Library Board of Trustees is accountable for the governance of the Library and shall represent the best interests of the community. Each Trustee makes a personal commitment to contribute the time and energy required to carry out duties and responsibilities effectively, with honor and integrity.

- Trustees shall comply with the laws, rules, and regulations that apply to them and to the Library
- Trustees shall adhere to the Code of Ethics mandated by the Constitution of Montana ([MCA § 2-2-101 through 2-2-145](#)) that prohibits conflict of interest between public and private duties
- Trustees shall not act in any way that would reasonably create an impression of violating public trust
- Trustees shall recognize authority is vested in the Board, when in legal meeting, not with individuals
- Trustees shall not be swayed by partisan interests or fear of criticism while executing responsibilities
- Trustees shall not make promises regarding how they will vote on an undecided Board issue
- Trustees shall respect the opinions of their colleagues, even when they disagree or oppose a viewpoint
- Trustees shall fully disclose to the Board any situation that may be perceived as a conflict of interest and shall be disqualified whenever a vote occurs on those issues
- Trustees shall respect confidential proceedings and will not discuss details outside of a closed meeting
- Trustees shall uphold patron rights to privacy and shall not engage in discrimination of any kind
- Trustees shall not use their position to gain unwarranted privileges or personal advantages
- Trustees shall not interfere with or undermine the management responsibilities of the Library Director
- Trustees shall continue to learn about their duties and how to perform them to the best of their abilities

To preserve and uphold the Conrad Public Library Board of Trustees' reputation as one of unimpeachable integrity, Trustees agree to this Code of Ethics during their tenured service.

Approved by the Conrad Public Library Board of Trustees: December 17, 2020
Amended: March 20, 2025