

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

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 22-1-301 through 22-1-317](#), and by the Interlocal Agreement between the City of Conrad and Pondera County, dated February 4, 2002.

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 ([MCA § 22-1-308](#)). 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.

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

Section 4 Trustee vacancies, due to death, resignation, removal, or otherwise, shall be filled for the unexpired term in the same manner as original appointments ([MCA § 22-1-308](#)).

Section 5 The power and duties of the Board of Trustees is derived from [MCA § 22-1-309](#) and no action of the Board will be inconsistent with law.

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

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Section 2 The Chair shall preside at all meetings, appoint all committees, and perform all duties incident to the office. The Chair shall be an ex-officio member of all committees.

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

Section 4 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.

Section 5 An elected officer may be removed from office by a unanimous vote of the other four (4) members, whenever, in its judgement, the best interests of the library would be served.

Section 6 Officer vacancies, due to death, resignation, removal, or otherwise, shall be filled for the unexpired term in the same manner as annual elections.

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](#); [ARM § 10.102.1150A](#)).

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 PARLIMENTARY 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 elected as a representative on the Pathfinder Federation Advisory Board ([Pathfinder Federation Advisory Board By-Laws Article III](#)). Election and term of this representative shall coincide with the officers of the Board.

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

Section 3 One (1) member of the Board shall be elected as a representative of the Friends of the Conrad Library. Election and term of this representative shall coincide with the officers of the Board.

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 three (3) years, the Board shall review and update these bylaws as necessary ([ARM § 10.102.1150B](#)).

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Reviewed by the Conrad Public Library Board of Trustees on: December 16, 2021
Amended by the Conrad Public Library Board of Trustees on: August 20, 2020