

BYLAWS
CLARK COUNTY LAW LIBRARY

ARTICLE I
NAME

The name of this organization shall be "Clark County Law Library." The name of the board is "The Clark County Law Library Board of Trustees," existing by virtue of the provisions of Chapter 27.24 of the Revised Code of Washington, and exercising the power and authority and assuming the responsibilities delegated to it under the said statutes.

ARTICLE II
PURPOSE

The purpose of the Clark County Law Library ("Library") is to provide services consistent with Chapter 27.24 RCW. The purpose of the Board of Trustees ("Board") is to govern the operation of the Library, making and enforcing rules for their own procedure and for the care and use of the Library and for the guidance of employees; and to promote the best possible use of adequate resources for the legal information needs of the county, including the judges, county officials, members of the bar, and other county residents.

ARTICLE III
BOARD MEMBERSHIP

Section 1. Composition. Pursuant to RCW 27.24.020(1), the Board shall consist of five members constituted as follows:

1. two judges of the Clark County Superior Court who shall be chosen by the judges, and
2. two members of the Clark County Bar Association who shall be chosen by the Bar Association in the manner prescribed in its bylaws or as selected by its board, and
3. the chair of the Clark County legislative authority, who is an ex officio trustee.

The chair of the Clark County legislative authority may delegate this responsibility by appointing a designee who is also an elected member of the Clark County legislative authority.

Section 2. Terms. Pursuant to RCW 27.24.020(5):

1. the term of office of a member who is a judge is for as long as he or she continues to be a judge.
2. the term of office of a member who is from the bar is four years. The Board may choose to stagger the terms of attorney members for the sake of continuity. Attorney members may serve consecutive terms.
3. the term of office of the member who is chair of the Clark County legislative authority is for as long as he or she continues to be chair.

Section 3. General. Board members shall be without salary or other compensation.

Section 4. Vacancies. Any vacancy on the Board caused by death, resignation or any other cause, shall be filled as prescribed in section 1 of his article. Terms shall begin on the date of appointment or election.

Section 5. Resignation. Any trustee may resign at any time upon notice to the Secretary.

ARTICLE IV OFFICERS

Section 1. General Provisions. The officers shall be a President elected from among the trustees at the annual meeting of the Board. Officers shall serve a term of four years from the annual meeting at which they were elected and until their successors are duly elected.

The elected officers shall be without salary or other compensation.

Other officers or committees may be appointed by the Board, to hold office for such period as is appropriate. Committees, task forces, and other advisory bodies that advance the mission of the Library may be established by the Board as necessary and may include non-Board members.

The librarian shall act as Secretary to the Board.

Section 2. President. The President or his or her designee shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.

Section 3. Secretary. The Secretary shall act as the staff of the Board and shall issue notice of all regular meetings and special meetings, prepare and distribute agenda matters, keep appropriate records of meetings, and shall also have such additional powers and duties as assigned or directed by these bylaws, by the Board, or by the President.

Section 4. Vacancies. A vacancy in any office due to any reason shall be filled at the next regularly scheduled meeting or within two months after the vacancy occurs at a special meeting called for that purpose, whichever event occurs first. The person filling the vacant office shall serve for the unexpired portion of the term.

Section 5. Resignation. Any officer may resign at any time upon notice to the Secretary, except that the Secretary may resign at any time upon notice to the President.

ARTICLE V FISCAL YEAR

The fiscal year of the Library shall begin on the first day of January and end the last of December of each year.

ARTICLE VI BOARD MEETINGS

Section 1. Place of Meeting. Unless otherwise determined by the Board, meetings shall be held at the Clark County Courthouse, in a room sufficient to accommodate the Board, staff, and any members of the public. The specific room for any meeting shall be posted in the Library and/or on the county calendar prior to the commencement of any meeting.

Section 2. Regular Meetings. The regular meetings shall be held at dates and hours to be set by the Secretary.

Section 3. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, the adoption of the budget, and for the transaction of such other business as shall come before the Board, shall be held as scheduled by the Board in the fourth quarter of the fiscal year.

Section 4. Special Meetings. The Board shall hold such other special meetings as are necessary to conduct its business.

Section 5. Notice of Meetings. Each trustee shall be given no less than twenty-four hours notice of each meeting, except no notice shall be required of a meeting held at a time and place fixed by the bylaws or by resolution of the Board. Notice to trustees may be by email or other reasonable method. Additionally, notice of all meetings shall be posted in the Library and/or on the county calendar.

Section 6. Procedure. All meetings shall be called to order by the President and shall be conducted in substantial accordance with *Robert's Rules of Order*. All meetings shall comply with the requirements of the Open Public Meetings Act. An affirmative vote of a majority of the members present shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 7. Quorum. Three or more members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VII DUTIES AND POWERS OF THE BOARD

Pursuant to RCW 27.24.030 the Board shall have power:

1. to make and enforce rules for their own procedure and for the government, care and use of the Library, and for the guidance of employees.
2. to remove any trustee for neglect to attend the meetings of the Board, except an ex officio trustee. A vote to remove a trustee will require an affirmative vote of at least three members of the Board.
3. to employ a librarian and assistants and to prescribe their duties, fix their compensation and remove them at will.

4. to authorize the purchase of books, periodicals, and other property suitable for the Library and to accept gifts and bequests of money and property for the Library, and to sell property which is unsuitable or not needed for the library.
5. to examine and approve for payment claims and demands payable out of the county law library fund.

ARTICLE VIII STAFF

Section 1. Librarian. The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Librarian shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of materials in keeping with the policy of the Board, for the efficiency of the Library service and for the financial operation of the Library within the limitations of the budget.

Section 2. Other Staff. The Librarian shall appoint, specify, and supervise the duties of all other employees of the Library in accordance with the personnel complement approved by the Board.

ARTICLE IX AMENDMENTS

These bylaws may be amended, repealed or altered in whole or in part by a majority vote of all members of the Board provided that written notice of the proposed amendment shall have been emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted 2/26/18
Clark County Law Library Board of Trustees