Board of Trustees Meeting By-Laws

Open Meeting Law
All meetings are public and shall be held in accordance with Open Meeting Law (Appendix A).

Election of Officers
Election of officers will occur at the first meeting of the Board after the Town’s April election.

Meeting Schedule
Time, day and location of Board meetings shall be established on an annual basis beginning with the Board’s first meeting following the town election in April. This schedule shall be posted at the Town Clerk’s Office and in the library. Any variation to this schedule shall be posted in both locations at least two full business days, prior to the meeting. Notice of a Trustees’ expected absence or excessive tardiness or early departure should be given to the Chair of the Board. It is incumbent upon members to do all in their power to attend every meeting. If change in circumstance makes it necessary for a member to be absent frequently, that member should consider vacating their position in order to maintain the integrity of the Board and its function at the highest possible level.

Meeting Cancellation
After the Chair receives notice that three board members will be absent, quorum cannot be met, other board members and the Director will be notified of cancellation.

Agenda
The Chair of the Board or the recording clerk shall be responsible for establishing an agenda for each meeting. All items for the agenda shall be submitted in a timely manner so that the Board can adequately obtain pertinent information from the Library Director or other sources, and allow the public enough notice of said agenda (two full business days)

Rules of Debate
All meetings shall be conducted in accordance with “Roberts Rules of Order (Revised)”, except where noted herein (1).

Quorum
A simple majority of trustees will constitute a quorum.

Absence of Chair
In the event the Board Chair is absent, the Vice-Chair shall conduct the meeting. If both the Chair and the Vice-Chair are absent, and a quorum exists, the Board’s recording clerk shall call the meeting to order and preside over the meeting until a chair pro-tem is selected.
Meeting Minutes
In recording minutes, the recording clerk shall:

- Be specific
- Follow the agenda: Items discussed, announcements and reports.
- Be sure that all motions are recorded as well as the name of the person making the motion and that of the person seconding the motion.
- Record the decisions/actions/assignments/resolutions: What, when, who, number of votes if appropriate. All members shall be put “on record” for or against a decision.
- Copies of unapproved minutes shall be distributed within two weeks to all board members for approval at the next meeting. Copies of approved minutes shall be kept loose-leaf-bound, along with that meeting’s agenda and written director’s report in the trustees meeting area for referral. A copy shall be posted in the library and copies available to all who request them.

Conduct
Meetings will be conducted to allow all members, after being recognized by the chair, an opportunity to speak in an unencumbered and uninterrupted manner. Before any member is allowed to speak on the same issue again, it will be the chair’s responsibility to allow guests to have the floor, in similar fashion. The chair retains the right to enforce the rules of conduct and may ask forewarned guest of unruly behavior to leave the meeting if it interferes with the orderly conduct of business.

Motions
All members of the Board, except the chair, shall be allowed to make and second motions. All motions of a complicated nature should be written. However, a stated motion, which is clear and concise in both detail and intent, shall be viable. The recording clerk may be asked to restate the motion for clarity before the vote is taken.

Note: (1) Chair Votes – The chair has been authorized the option to vote.
(2) Chair Seconds – The chair has been authorized the option to second motions.

Appendix A
Open Meeting Law

Appendix B
Code of Ethics
Witness the execution and ratification hereof as of the day and year noted below:

<table>
<thead>
<tr>
<th>BOARD OF TRUSTEES (Meeting By-Laws)</th>
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