

## **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

### **BYLAWS OF THE BOARD OF LIBRARY TRUSTEES**

#### **Article I. Name**

The name of this organization shall be Board of Library Trustees of the West Chicago Public Library District, Du Page County, Illinois.

#### **Article II. Purpose**

The purpose of the West Chicago Public Library District is to provide and maintain a local public institution for the general education, information needs, and personal enrichment of the residents and taxpayers of the library district.

#### **Article III. Trustees**

##### **Section 1**

The West Chicago Public Library District shall be governed by a seven-person Board of Trustees elected at large. All Trustees shall have one vote on the Board of the West Chicago Public Library District.

Trustees must be qualified to serve consistent with 75 ILCS 16/30-et seq.

The Board shall be elected at large in a regularly scheduled election by all voters residing in the District and their terms shall be staggered, such that, in accordance with the election code, three or four trustees are elected in each odd numbered year on the date specified by the State Election Laws.

Nomination of candidates for election as Trustees shall be by petition, signed by the required number of voters as prescribed by election law, residing within the District and filed with the Secretary of the Library Board within the time provided by the election code. Terms of office begin on or after the third Monday of the next month following the election. The oath of office may be administered by the Secretary of the Board or a notary public.

##### **Section 2**

Term length of Board members shall be four years. Trustees shall remain in office until their successors are elected. If a Trustee declines, fails, or is unable to serve the four year term, a vacancy shall be declared by the Board.

In the case of the resignation of a majority of Trustees, it may be necessary to vary the term length of some Trustees standing for election. With the permission of the Board of Elections, in order to reestablish Trustee election rotation, three or four Trustees may run for two year terms.

### **Section 3**

Using the powers granted by Illinois law, in order to accomplish the purpose of the West Chicago Public Library District, the Board of Trustees of the West Chicago Public Library District has the duty and responsibility to:

- Levy, budget, and invest funds for the maintenance of the library and library services
- Acquire, maintain, and improve library property
- Appoint, set the compensation for and the responsibilities of the Library Director
- Set library policies
- Participate in associations for the benefit of the library district
- Exercise other powers granted to it by law when necessary

### **Section 4**

Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until the next Trustee election as provided by law. Interested persons submit a letter of application to the President of the Board. Potential candidates are interviewed by the Board as a whole. The selected candidate is sworn in at the following regular Board meeting.

### **Section 5**

It is the responsibility of the Library Trustees to adhere absolutely to ethical standards in the performance of their duties.

### **Section 6**

The Board shall remove a Trustee for just cause and declare a vacancy as provided by law.

## **Article IV. Oath of Office/Election of Board Officers**

### **Section 1**

Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board. The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. Terms of office shall be for one year or until a successor is elected.

Oath of Office:

Do you \_\_\_\_\_, solemnly swear or affirm that you will support the Constitution of the United States, and the Constitution of the State of Illinois, and that you will faithfully discharge the duties of the Office of Trustee of The West Chicago Public Library District to the best of your ability.

### **Section 2**

The president is the presiding officer of the Board of Library Trustees. The vice president is empowered to serve in the absence or disability of the president. The secretary keeps the official records of Board actions. The Treasurer keeps and maintains financial accounts and

records. A Parliamentarian assists the President and the Board on questions of parliamentary procedure.

The President shall preside at all meetings, serve as executive officer of the Board, be an ex-officio member of all committees, and serve as official spokesperson for the Board. The President shall appoint members of committees. The President shall appoint the parliamentarian. The President shall have the right to vote on all questions before the Board. The President shall not have or exercise veto powers. The President or his/her designee shall have the sole authority to consult with the Board attorney.

The Vice-President shall preside in the absence of the President and shall also serve as chairman of the Policy Committee.

The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain permanent minutes of the Board's proceedings including the date, time and place of the meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of each member upon every question, or if absent or failing to vote, indicating the fact.) The Secretary may administer the oath of office.

Within sixty days after the organization of the Board, the secretary shall file with the clerk of the county and with the Illinois State Librarian, the names and addresses of the trustees and officers and their respective terms of office. The Secretary shall report a vacancy to the County Clerk and the State Librarian within sixty days after it occurs, and shall report the filling of a vacancy within sixty days after it is filled.

The Treasurer shall be responsible for the maintenance of accounts and records of the Library District including a record of all receipts, disbursements, and the balance of any funds. The Treasurer is responsible for the receipt and accounting of all tax distributions and the investment of Library funds. The Treasurer shall present monthly and annual financial reports. The Treasurer shall, also, serve as Chair of the Finance Committee, and is the Chief Financial Officer of the district.

The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure. The presiding officer shall decide all questions of order.

Elections of officers shall be held annually. Before holding an election of officers the President may call for nominations from the floor or use a nominating committee. Once a slate of candidates has been nominated, an election will be held. An election takes effect immediately if the candidate is present and does not decline.

If a Board member who holds an office resigns that office or is removed from the Board, the President shall hold an election to fill the office for the remainder of the term of the vacant office.

## **Article V. Meetings**

### **Section 1**

The Board of Library Trustees of the West Chicago Public Library District shall meet monthly to conduct the business of the district.

### **Section 2**

The regular meetings of the Board of Library Trustees shall be held at 7:00 p.m. on the fourth Monday of each month. Any exceptions shall be listed on the calendar of meetings posted at the library.

Special meetings may be called by the President or the Secretary or by any four Trustees. Notice of the special meeting and an agenda shall be posted in the Library, on the Library's website, and delivered to any news media that has filed an annual request for such notice no later than 48 hours preceding the special meeting. The best notice possible will be given in the case of a stated emergency.

A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a quorum shall determine the passage of any motion, resolution or ordinance, unless a larger majority is required by law.

### **Section 3**

All meetings will be open to the public and conducted in accordance with the Illinois Open Meetings Act.

### **Section 4**

An agenda for each meeting of the Board of Library Trustees shall be prepared by the Library Director in cooperation with the President. Board members who wish to have items included on the published agenda for a regular meeting shall present such items to the President a week in advance of the scheduled Board meeting.

## **Article VI. Parliamentary Authority**

The latest edition of *Robert's Rules of Order* will be followed in matters of procedure not specifically covered in these By-Laws. Failure to follow *Robert's Rules of Order* shall not invalidate an otherwise valid decision.

## **Article VII. Order of Business**

The Order of Business at the regular monthly meeting shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Approval of the Minutes
- d. Recognition of the Public
- e. Public Comments
- f. Agenda – Additions/Deletions

- g. Treasurer's Report
  - a. Approval of Bills
  - b. Financial Statements
- h. Communications
- i. Reports
- j. Unfinished Business
- k. New Business
- l. (Optional) Closed Session and Reconvening in Open Session
- m. Adjournment

### **Article VIII. Roll Call Voting**

All motions of the Board which concern cash expenditures shall be voted by roll call vote. Privilege of calling for a roll call vote may be exercised by any Trustee.

### **Article IX. Committees and Appointed Representatives**

#### **Section 1**

Committees are appointed by the President. Committees have advisory powers unless granted specific power by Board action. There are two (2) standing committees of three (3) members each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-President).

The President shall appoint special committees as needed.

#### **Section 2**

The Finance Committee shall establish and review the financial practices of the Library. The Committee shall review and revise the operating budget, the Budget and Appropriation Ordinance, and the Levy Ordinance.

The Policy Committee shall establish a schedule for reviewing the By-Laws and all policies. It shall be responsible for the review and revision of By-Laws and policies subject to final approval by the Board.

### **Article X. Library Director**

The Board shall appoint and fix the compensation for a qualified Librarian to act as administrator of the district's daily operations. The Board is responsible for conducting an annual performance review and appraisal. When appropriate, the Board is responsible for the termination of the employment of an Library Director.

### **Article XI. Policies**

The Library is governed by a set of policies adopted by the Board. The Board may amend and enact policies from time to time as needed.

**Article XII. Indemnification**

The Library shall indemnify its trustees and officers for claims based on an injury allegedly arising out of an act or omission occurring within the scope of his/her duties as trustee.

**Article XIII. Severability**

If any provision of these By-Laws is held invalid after their effective date, such invalidity does not affect other provisions or applications of these provisions.

**Article XIV. Amendments**

Amendments to these By-Laws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing By-Laws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into the official record.

Reviewed by Board of Library Trustees: August 23, 2010

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