

# BYLAWS OF THE BOARD OF TRUSTEES RANGEVIEW LIBRARY DISTRICT

## Article I NAME

The name of the District is the Rangeview Library District. It is organized under and by virtue of §§24-90-101, *et seq.*, C.R.S. of the laws of the State of Colorado.

## Article II BOARD OF TRUSTEES

**Section 1. Appointment.** The management and control of the Rangeview Library District (the “District”) is vested in a Board of five (5) trustees (the “Trustees”) appointed in accordance with the Intergovernmental Agreement between the District and the Adams County Board of County Commissioners effective May 11, 2004 (the “IGA”).

**Section 2. Powers and Responsibilities.** The Board of Trustees (the “Board”) has the duties and responsibilities described in C.R.S. 24-90-101, *et seq.* (the “Library Law”) and the IGA, as revised from time to time. In addition, the Board has all powers necessary or incidental to the powers granted by statute and nothing herein shall be construed as limiting the powers of the Board unless specifically stated to be a limitation of the powers on the Board of Trustees.

**Section 3. Terms and Reappointments.** Terms of office shall be five years and shall expire on last day of the month of February<sup>1</sup>. No Trustee shall serve more than two consecutive five-year terms. Partial terms do not count toward the limitation. A Trustee who serves two consecutive terms shall be ineligible for appointment to a partial or full term for a period of three years.

**Section 4. Vacancies.** A vacancy on the Board shall be filled as soon as possible for the remainder of an unexpired term in the manner in which Trustees are regularly appointed.

**Section 5. Authorization.** Membership on the Board does not authorize a Trustee to represent or bind the Board in any official capacity whatsoever except as such authority is granted and approved in writing by a vote of the Board taken at a regular or special meeting.

**Section 6. Compensation.** A Trustee shall not receive a salary or other compensation for services performed as a Trustee; however, necessary conference, travel, and subsistence expenses actually incurred while performing official duties may be paid from library funds with Board approval. *See*, §24-90-108, C.R.S.

**Section 7. Removal.** A Trustee may be removed by a majority vote of the appointing authority after a showing of good cause at a public hearing for which the Trustee is given notice and an opportunity to be heard. Good cause shall include, but not be limited to:

a. Absence from three consecutive regularly scheduled Board meetings without prior notice to the Board as reflected in the minutes; or

- b. Absence from six regularly scheduled Board meetings in any 12 month period without prior notice to the Board as reflected in the minutes; or,
- c. Trustee's inability to hold the position due to illness; or
- d. The conviction of a felony offense while in office; or,
- e. Misappropriation of District funds or property; or,
- f. Commission of acts that offend commonly accepted principles of honesty and decency; or,
- g. Affirmative vote of four Trustees at a regular meeting of the Board, that it is in the best interest of the Library District that a Trustee be removed from his/her position for reasons stated in the motion.

### **Article III OFFICERS**

**Section 1. Designation of Officers.** The officers of the Board shall consist of a president, a vice president, a treasurer, and a secretary.

**Section 2. Date of Election.** All officers shall be elected at the annual meeting, unless an election is required to fill a vacancy.

**Section 3. Term of Office.** Officers shall serve for one (1) year terms and shall begin their terms of office at the next meeting immediately following the election.

**Section 4. Number of Terms of Officer.** A Trustee serving as an officer of the Board shall not be eligible to serve more than two consecutive terms in the same office, except by affirmative vote of all of the Trustees of the District.

**Section 5. Vacancies.** Any vacancy occurring during the regular term of any office, for any reason, shall be filled by a Trustee elected by a vote at a regular or special meeting of the Board for the remaining portion of the term of such office.

**Section 6. Removal of Officers.** Any officer may be removed by an affirmative vote of the remaining Trustees of the District taken at a regular or special meeting of the Board when in such Trustees' reasonable judgment the best interest of the District will be served thereby.

### **Article IV DUTIES OF OFFICERS**

**Section 1. President.** The president shall, subject to the direction and supervision of the Board, be the principal executive officer of the District. The president shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time, including, but not limited to the following:

- a. preside at all meetings of the Board;
- b. appoint committee members and coordinate their work;
- c. represent the District before other governmental units on matters approved by the Board;
- d. execute legal documents binding the District after approval by the Board;
- e. execute checks or other instruments as provided by Board policy or resolution.

**Section 2. Vice President.** The vice president shall assist the president and shall perform such duties as may be assigned by the president or the Board. In the absence of the president, the vice president shall have the powers and perform the duties of the president, except the power to sign checks to the extent allowed by Board policy or resolution.

**Section 3. Secretary.** The secretary shall oversee the keeping of the minutes of the meetings of the Board and shall perform all other duties as may be delegated or may be incident to the office or secretary such as the publishing of legal notices and the execution of legal documents as such may be required. The secretary shall preside at meetings of the Board of Trustees in the absence of the president and vice-president. The offices of secretary and treasurer may be combined.

**Section 4. Treasurer.** The treasurer shall be the chief financial officer of the Library District and shall be knowledgeable, with the cooperation of the Library Director, of the District's financial affairs. He/she shall:

- a. recommend an annual budget to the Board of Trustees in form and on the schedule required by the Colorado Library Law and the Board of County Commissioners of Adams County, Colorado;
- b. shall approve expenditures and execute checks or other instruments along with the President or Secretary as provided by Board policy or resolution;
- c. arrange for, review and submit an annual audit as required by law.

## **Article V MEETINGS**

**Section 1. Regular Meetings.** A regular meeting of the Board shall be held monthly at branch library locations. The schedule of meetings and locations will be established for each year at the last meeting of the preceding calendar year. All business of the Board shall be conducted only during such regular meeting or at special meetings. All regular and special meetings shall be open to the public, subject to the right of the Board to meet in executive session. Notice of regular and special meetings will be posted in a conspicuous location within all District libraries. Regular meetings will be posted no less than five (5) days prior to the holding of the meeting.

**Section 2. Special Meetings.** Special meetings may be called by any Trustee or the Library Director for any purpose, including planning and goal setting or the study and discussion of matters to come before the Board. Minutes will be taken at all special meetings and will be part of the public record. Special meetings may be called on 72 hours' notice to all Trustees and to the public. Notice to the public shall be deemed given by posting written notice of the date, time and place thereof and, when available, the agenda for the meeting, within all District libraries. Notwithstanding the foregoing, to the extent practicable, notice to the Trustees of a special meeting shall be made three (3) days in advance of the proposed special meeting; provided, however, that failure to do so shall not affect the legality of the meeting.

**Section 3. Other Meetings Disallowed.** No meetings of three or more Trustees shall be held except pursuant to the posting of notice as regular or special meeting. Meetings are defined as provided in C.R.S. 24-6-401, *et. seq.* and include communications via telephone and email among three or more Trustees.

**Section 4. Public Participation in Meetings.** Citizens attending regular meetings shall be invited to participate during a portion of the agenda set aside for this purpose. The Board shall require speakers to identify themselves, provide a mailing address and place of residence and the name of any person or group being represented. The Board President shall establish a time limit before each public comment session that will allow fair and reasonable opportunity to each person that expresses a desire to address the Board. The length of time allowed shall be solely at the discretion of the President of the Board.

**Section 5. Annual Meeting.** The regular meeting of the Board for the month of April of each year shall be designated as the annual meeting. At the annual meeting the officers shall be elected to serve for the ensuing year.

**Section 6. Quorum.** A majority of the Trustees of the District shall constitute a quorum necessary for the transaction of any business at any regular or special meeting of the Board, including votes on emergency action. The act of the majority of Trustees constituting a quorum at a regular or special meeting shall be the act of the Board.

**Section 7. Roll Call Votes.** A Trustee may call for a roll call vote at any time.

**Section 8. Parliamentary Authority.** Robert's Rules of Order Revised, most recent edition, shall govern in the proceedings of the Board in all cases where not in conflict with these bylaws.

## **Article VI COMMITTEES**

A committee may be created by the Board for any specific purpose and shall be automatically dissolved when its stated purposes have been fulfilled. For appointment to committees, see Article IV., Section 1.

## **Article VII LIBRARY DIRECTOR AND STAFF**

**Section 1. Employment of Library Director.** A Library Director shall be employed by the Board to serve as the administrative officer of the District, shall be employed by contract and shall be exempt from the general personnel policies of the District.

**Section 2. Duties of Library Director.** The Library Director, under the supervision and direction of the Board, shall perform all duties incident to the position of Library Director including those contained in the Director's contract and other duties prescribed from time to time by the Board.

**Section 3. New Positions and Staff Employment.** Upon recommendation of the Library Director, the Board shall consider and approve or disapprove the creation of a new budgeted staff or administrative position. The Board upon the recommendation of the Library Director shall employ all District staff.

## **Article VIII POLICIES AND ADMINISTRATION**

The Board shall adopt and revise administrative policies by which the Library Director shall conduct the affairs of the District. These policies shall be available to the public at each branch library facility and on the District website.

## **Article X FISCAL YEAR**

The fiscal year of the District shall begin on the first day of January of each year and shall end on the 31<sup>st</sup> day of December, of each year.

## **Article XI AMENDMENTS TO BYLAWS AND POLICIES**

**Section 1. Amendment by Vote.** Bylaws and administrative policies may be added, altered, amended or repealed on the first reading if all Trustees are present and the vote is unanimous. If all Trustees are not present or the vote is not unanimous, but a majority present favors the measure, the bylaw or policy will be presented at the next regular meeting of the Board when it can be added to, altered, amended or repealed by a simple majority of the entire Board.

**Section 2. Notice of Proposed Amendment.** Notice of proposed bylaw or policy changes must be in written form and received by all Trustees at least five (5) days prior to the first reading.

**Section 3. Automatic Amendment.** These bylaws shall at all times conform to the Library Law, as such Law may be revised from time to time. Such amendments as may be necessary to conform to the law shall be deemed made and these bylaws shall be updated from time to time by act of the Board to reflect such statutorily mandated amendments.

---

<sup>i</sup> The First Board of Trustee was appointed February 11, 2004. Each of the five Trustees was appointed for a term of 1, 2, 3, 4 or 5 years. After the expiration of the initial appointments, all terms will be five years.

**Adopted February 2005**  
**Revised November 2015**  
**Revised August 2025**