

**BYLAWS OF  
GENEVA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

Revised 3.24.16

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**BYLAWS OF  
THE GENEVA PUBLIC LIBRARY DISTRICT**

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**ARTICLE 1 – NAME AND FISCAL YEAR**

**1.1 - Name**

This organization shall be called “The Board of Library Trustees of the Geneva Public Library District, Geneva, Illinois”. The Geneva Public Library District is referred to herein as “District”, Geneva Public Library” or “Library”.

**1.2 - Fiscal Year**

The fiscal year “Fiscal Year” of the District is from July 1<sup>st</sup> of each year to June 30<sup>th</sup> of the following year.

**ARTICLE 2– MISSION AND VISION**

**2.1 - Mission**

Connecting our community to discover, inspire and grow.

**2.2 - Vision**

A valued and innovative community resource empowering residents to seek knowledge, create ideas, and achieve dreams.

**ARTICLE 3 – BOARD OF TRUSTEES**

**3.1 - Terms of Office**

The Board shall be comprised of seven (7) Trustees (also referenced herein as Board Members). [75 ILCS 16/30-10]. Board Members shall serve a term of four (4) years. Terms of office shall be staggered.

**3.2 - Duties and Powers**

The Board shall carry out the spirit and intent of the Public Library District Act of 1991<sup>1</sup> (hereinafter also referenced as “Act”) and all other applicable laws in establishing, supporting, and maintaining the Geneva Public Library for the purpose of providing library services. The Board shall have all powers provided by law described or referenced in Section 16/30-55 of the Act.

3.2.1 The Board shall appoint a qualified Library Director who will administer the policies adopted by the Board. The Library Director shall submit to the Board monthly

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<sup>1</sup> 75 ILCS 16/1-1 *et seq.*, as amended from time to time. Unless otherwise specified herein, a citation to Illinois state statute is a reference to the Public Library District Act of 1991.

reports on the operation of the Library and shall recommend to the Board such policies and procedures as in the opinion of the Library Director will promote the efficiency of the Library in its service. The Library Director shall report all new hires to the Board and shall report all termination of employees to the Board no later than the next Board meeting. Prior to terminating any employee who is a salary grade 16 or above, or who has been an employee of the Library for ten (10) or more years, the Library Director shall first notify and seek input from the Board if practicable. The Library Director shall review and revise a calendar of duties as necessary and at least annually.

### 3.3 - **Vacancies**

Vacancies in the position of Trustee shall be declared and filled as specified in the Act [75 ILCS 16/30-25] which provides in relevant part that:

16/30-25(a): Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

16/30-25(b): All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held...

The Secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled. [16/30-40(d)]

### 3.4 - **Compensation**

Board Members shall serve without compensation but shall be reimbursed from District funds for their actual and necessary expenses incurred in the performance of their duties. [75 ILCS 16/30-30]. Reimbursement of actual and necessary expenses incurred in the performance of their duties shall be subject to Board approval. In addition, Board Members may seek prior Board approval for payment or reimbursement of travel-related expenses for attending traveling to and participating in district, state or national library association functions, including training and seminars.

### 3.5 - **Review of Bylaws and Library Policies**

At the September meeting of each year the Board shall discuss whether these Bylaws should be reviewed by the Policy Committee prior to the end of the Fiscal Year. The Board shall also determine which of the Library Policies previously adopted by the Board should be reviewed prior to the end of the Fiscal Year. Pursuant to 16/30-60, the Board shall adopt, and review at least every 2 years, a resolution for the selection of library materials and the use of library

materials and facilities. Each Library Policy and the Committee responsible for its review is set forth on **Exhibit A** attached hereto and made part hereof.

### **3.6 - Strategic Planning/Review and Approval of Plans**

3.6.1 The Board shall:

- 3.6.1.1. Formulate a long-range plan for the Library.
- 3.6.1.2. Formulate the annual goals of the Library.
- 3.6.1.3. Review and prioritize annual goals for the Library every six months.
- 3.6.1.4. Review the current edition of the “Serving Our Public: Standards for Illinois Public Libraries” in addition to other guidelines and criteria as may be recommended by the Library Director as relevant to current issues affecting Library’s services.

3.6.2. The Board may, at its discretion, include one or more residents of the District from time to time, recommended by a Board Member and approved by the Board to act in an advisory, non-voting capacity for a one-year term.

## **ARTICLE 4 – OFFICERS, TERMS OF OFFICE AND VACANCIES**

### **4.1 - Officers**

The Officers of the Board shall be President, Vice-President, Secretary, and Treasurer and shall be elected from among the Board Members.

### **4.2 - Nominations and Elections of Officers**

The elections of officers will occur at the May meeting following the biennial election of Board Members. All nominations will be made from the floor.

### **4.3 - Officer Term of Office**

Officers shall serve a term of two (2) years ending the first Monday of the month following each regular election or until their successors are duly elected by the Board. A vacancy in any office shall be filled by the Board for the unexpired term.

### **4.4 - Duties of Officers**

#### **4.4.1 President.**

The President of the Board shall preside at all meetings of the Board, and shall appoint such committees as may be necessary to carry out the purposes of the Board. In the absence of the President, the Vice-President shall preside. In the Vice-President’s absence, the Treasurer shall preside. In the Treasurer’s absence, the Secretary shall conduct an election of a Chairman Pro Tem to preside. The President and Secretary shall sign the ordinances, resolutions and contracts of the Board. If the President or Secretary is unable within the required time to sign a given document, the Vice-President shall sign the document. The President is an ex-officio member of all Committees. The President

shall not have or exercise veto power. In the temporary absence of Secretary, a Secretary Pro Tem shall be appointed by the President.

#### 4.4.2 **Vice-President.**

The Vice-President shall assume the duties of the President on the death, resignation, or permanent incapacity of the President. If the President is absent from a meeting, the Vice-President shall preside. The Vice-President shall perform other duties as assigned by the President.

#### 4.4.3 **Secretary.**

The Secretary shall be the custodian of the files of the Board and the records of the District during his or her term of office.

##### 4.4.3.1 Recordings/Minutes.

Minutes and recordings of all meetings of the Board and any Committee shall be kept in accordance with the Illinois Open Meetings Act. Once approved, minutes of all meetings shall be signed by the Secretary and attested to by another Board Member.

Any regular or special meeting of the Board or any Committee may be recorded in an obvious manner using digital recorder or other medium to insure accuracy of minutes. Tapes of regular or special meetings which are open to the public will be kept for two (2) months or until minutes are approved, whichever is longer. Written minutes of open meetings will be made available for public inspection and shall be posted on the Library's website within seven (7) days of approval of such minutes.

All closed meetings of the Board or any Committee shall be recorded either by audio or video means. Recordings of closed meetings shall be kept at least eighteen (18) months after initial recording. Written minutes shall also be kept for all closed meetings. Minutes of closed meetings shall be kept in a closed file, but written minutes shall be reviewed semi-annually to determine if any of the minutes can be made public. After release of closed minutes to the open files, the written minutes become a part of the public record and must be kept permanently. Closed meeting recordings may be destroyed after the 18-month retention period upon approval by the Board.

##### 4.4.3.2 Secretary's Records - Audit /75 ILCS 16/30-65(c)(d).

The Secretary shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions, regulations, and policies adopted, and all other pertinent written matter affecting the operation of the District (hereinafter "Secretary's Records").

The Secretary's Records shall be subject to an audit by two (2) other Board Members appointed by the President. The audit shall be conducted each Fiscal Year and filed with Board not later than July 31<sup>st</sup> of each year. The audit report shall certify the accuracy and completeness of the Secretary's Records and shall list any discrepancies noted. The Board shall take whatever action is deemed necessary to cure such discrepancies. The report of the audit shall be made a part of the Secretary's Records.

An audit of the Secretary's Records shall also be conducted whenever a new individual assumes the office of Secretary.

#### 4.4.3.3 Submission of Illinois Public Library Annual Report ("IPLAR"/75 ILCS 16/30-65).

Each year the Director shall prepare, and the Board shall review, the Illinois Public Library Annual Report ("IPLAR") as required by law. The Director shall cause the approved IPLAR report to be electronically filed with the Illinois Secretary of State's Office on or before September 1<sup>st</sup> of each year. A copy of the current year's IPLAR will be made available upon request.

#### 4.4.3.4 Submission of Trustees' Names and Addresses to Kane County Clerk.

On or before July 1 of each year, the Secretary shall file a certificate with the County Clerk and Illinois State Librarian, listing the names and addresses of the Trustees and Officers and their respective terms of office.

#### 4.4.3.5 Oaths.

The Secretary may administer oaths and affirmations for the purposes of the Act.

### **4.4.4 Treasurer.**

#### 4.4.4.1 Records.

The Treasurer shall keep and maintain accounts and records of the District during the term of office, indicating therein a record of all receipts, disbursements, and balances in any funds which shall be reported monthly to the Board. Monthly written financial reports shall be signed by the Treasurer. The Treasurer shall distribute funds only upon authority of the Board.

#### 4.4.4.2 Audit.

A professional audit by an accountant authorized to practice public accounting under the laws of Illinois shall be completed within six (6) months after the close of each fiscal year. This audit shall accompany the Annual Report to the State Comptroller. Annual audit and financial report requirements shall conform with the Governmental Account Audit Act (50 ILCS 310/0.01, *et seq.*).



#### 4.4.4.3 Investment of Funds.

The Treasurer shall direct the investment of Library funds with Board approval and subject to the limitations provided by law. The Treasurer shall be the Chairman of the Finance Committee.

#### 4.5 - Additional Duties of Officers

In addition to the duties specified above, each officer shall perform such other duties as may be required by law or by the ordinances or resolutions of the Board.

#### 4.6 - Bonding

The Treasurer shall be bonded or obtain insurance in accord with the provisions of 75 ILCS 16/30-45(e). Other Board Members with signatory powers shall be bonded with approval of the Board. Cost of any surety bonds and/or insurance shall be paid by the District.

### ARTICLE 5 – COMMITTEES AND LIAISON

#### 5.1 - Standing and Other Committees

##### 5.1.1 **Appointments.**

Committee appointments shall be made at the June meeting of the Board in election years and shall be for a term of two (2) years. Additional committees may be appointed by the President as deemed necessary.

##### 5.1.2 **Advisory Capacity.**

Unless final decision-making authority on one or more items is specifically delegated to a Committee by the Board, which delegation is reflected in Board minutes, Committees shall only act in an advisory capacity to the Board. This provision does not apply to the Board when it is acting as a Committee of the Whole; a Board acting as a Committee of the Whole may take final action regarding those matters identified on the Agenda.

##### 5.1.3 **Quorum of Committees.**

A quorum is necessary for a Committee to hold a meeting. A quorum shall consist of two (2) Committee members where there are three (3) Committee members and shall consist of three (3) Committee members if there are four (4) Committee members. Board members who attend Committee meetings who are not Committee members may not be counted toward the quorum. However, if a Committee member is unavailable to attend a Committee meeting, the Board President or Vice President, if the Board President is unavailable, may appoint prior to the meeting, another Board Member as an interim Committee member whose presence may count toward the quorum.

5.1.4 The President shall appoint the following standing committees (“Committees”) composed of one or more Board Members, and shall also appoint Chairpersons for each.

- 5.1.4.1 Building & Grounds Committee
- 5.1.4.2 Personnel Committee
- 5.1.4.3 Finance Committee
- 5.1.4.4 Policy Committee

## 5.2 – **Notice of Committee Meetings**

The Library Director shall cause notice of all Committee meetings to be given in compliance with the Illinois Open Meetings Act and shall also give advance notice to all Board Members of the date, time, and location of Committee meetings so they may attend whether or not they are members of such Committee.

## 5.3 – **Committee of the Whole**

By consensus of the Board, one or more duties of the Committees listed below, and any others, may be undertaken by the Board acting as a Committee of the Whole.

## 5.4 – **Committee Duties**

The following is a summary of the duties of each standing Committee. Additional responsibilities may be assigned to any Committee as the need arises, as agreed to by the Board and directed by the Board President.

### 5.4.1 **Building & Grounds Committee.**

The Building and Grounds Committee shall:

- 5.4.1.1. Recommend steps to be taken to improve and preserve the library facility and grounds.
- 5.4.1.2. Work with architects and/or other construction professionals to provide interim working decisions to facilitate projects in process between regular meetings of the Board. The Board shall set the limits of this committee's authority for any particular project in advance of the committee's need to act.

### 5.4.2. **Personnel Committee.**

The Personnel Committee shall:

- 5.4.2.1 Initiate the Board's annual evaluation of the Library Director.
- 5.4.2.2 Recommend the annual budget figure for employee salaries, review the merit increase matrix, and recommend changes in employee benefits.
- 5.4.2.3 Review requests by the Library Director for increases in personnel.

### 5.4.3 **Finance Committee.**

The Finance Committee, chaired by the Treasurer of the Board, shall:

- 5.4.3.1 Aid the Library Director in the preparation of the annual budget.

5.4.3.2 Research means of financing various Library projects.

**5.4.4 Policy Committee.**

The Policy Committee shall:

5.4.4.1. Make recommendations to the Board, recommend policy regarding new library services as they are initiated into the Library.

**5.5 – Liaisons**

**5.5.1 Organizational Liaisons.**

Liaisons from the Board to other organizations may be created at the discretion of the Board as the need arises. Examples of liaisons include Intergovernmental meetings, meetings of the Friends of the Library, the Geneva Library Foundation, and meetings of governmental units within the City.

**5.5.2 Legislative Liaison.**

A Board Member shall be appointed by the President at the same time Committees are appointed whose responsibility it shall be to: (i) keep abreast of current legislation at the local, state, and national levels which may have an effect on libraries or related fields; and (ii) inform the Board when communication to public officials is appropriate and/or urgent, and shall provide the Board with necessary information to communicate effectively.

**ARTICLE 6 - MEETINGS**

**6.1 - Open Meetings Act**

All meetings of the Board and each Board Committee shall comply with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* Members of the public may record or videotape such meetings so long as they inform the Board President (or Committee Chair, as applicable) and the Library Director in advance that they are doing so and so long as they do not interfere with the conduct of the meeting.

As provided in Section 120/2.02 of the Open Meetings Act, the requirement of a regular meeting agenda does not preclude consideration of items not set forth on the agenda. However, no final action may be taken on any item not listed on the agenda.

**6.2 - Regular Meetings**

Regular meetings of the Board shall be held monthly with the time, day, and place established by ordinance at the Board meeting held in June of each year. A copy of the ordinance shall be posted in the Library, supplied to newspapers of general circulation in the District as provided in the Open Meetings Act, and posted on the Library's website. If necessary, the date and/or time of a regular meeting may be changed in accordance with the Illinois Open Meetings Act.

### 6.3 - **Special Meetings**

Special meetings may be called by the President, the Secretary, or by any four (4) Board Members. [75 ILCS 16/30/50(a)] Special meetings may also be called by the Chairperson of an established committee. Notice of a public meeting, including the time, place, and agenda of said meeting shall be given to all Board Members at least forty-eight (48) hours in advance of said special meeting. Notice shall be given to the public and to the media in compliance with the Open Meetings Act.

### 6.4 - **Emergency Meetings**

Emergency meetings may be called by the President, the Secretary, or by any four (4) Board Members in the event of a bona fide emergency. An agenda shall be prepared and notice shall be given as soon as practicable, at a minimum prior to the holding of such meeting, in accordance with the Illinois Open Meetings Act. A bona fide emergency shall exist when unforeseen circumstances of a significant nature arise which are time-sensitive.

### 6.5 - **Closed Sessions**

The Board may close a public meeting when deemed appropriate in accordance with the Illinois Open Meetings Act. [5 ILCS 120/1 *et seq.*] The statutorily permitted reasons for going into Closed Session shall be stated in the motion to go into Closed Session and a roll call shall be held on the motion. Board Members shall confine their comments during Closed Session to the specific topics for which the meeting was closed.

### 6.6 - **Quorum of the Board**

A quorum is necessary for the Board to conduct a Board meeting. A quorum shall consist of four (4) Board Members.

### 6.7 - **Voting**

#### **Rules Applicable to Votes**

6.7.1 Votes on any question shall be taken by ayes and nays.

6.7.2 A Board Member may abstain from voting as set forth in Article 7 below.

6.7.3 Absentees and abstentions from voting shall not be counted for or against the question being voted on.

6.7.4 The Secretary shall note the presence of a quorum of the Board when an abstention is taken. If a quorum is not present without the abstaining member, a vote shall not be taken until a quorum is present.

#### **6.7.5 Roll Call Votes.**

The names of those voting in the affirmative, those voting in the negative, those abstaining, and those absent on roll call votes shall be recorded by the Secretary.

The following actions are to be taken by roll call vote:

- 6.7.5.1 To adopt any ordinance or resolution.
- 6.7.5.2 To expend or appropriate money.
- 6.7.5.3 For employment actions.
- 6.7.5.4 To go into a closed session meeting.
- 6.7.5.5 To create liability against the Library District (e.g. entering into contracts, intergovernmental agreements, or creating or revising policies).

A roll call vote may also be used to clarify a voice vote.

Any Board Member may request that a specific vote be taken by roll call vote.

#### **6.7.6 Number of Votes Required.**

- 6.7.6.1 Except as provided in 6.7.2.2, 6.7.2.3, and 6.7.2.4, and unless otherwise required by law, a simple majority of Board Members present shall determine the vote taken on any question.
- 6.7.6.2 A two-thirds (2/3) vote of Board Members present is required to pass a motion to close debate and call the question.
- 6.7.6.3 A two-thirds (2/3) vote of Board Members present is required to pass a Motion to Reconsider.
- 6.7.6.4 A two-thirds (2/3) vote of the Board Members then in office is required to amend or temporarily suspend one or more of the Board Bylaws.

#### **6.8 - Electronic Participation**

The rules governing participation by Board Members at a meeting of the Board, or a committee meeting of the Board, are set forth in **Exhibit B**.

#### **6.9 - Geneva Public Library Board Rules of Order**

The rules of order governing the conduct of Board meetings are set forth on **Exhibit C**.

#### **6.10 - Public Participation**

The rules governing public participation at any meeting or committee meeting of the Board are established by Board approval and shall be available at each meeting and on the GPLD website.

#### **6.11 - Addition of Future Agenda Items**

In addition to the regular agenda prepared by the Library Director in conjunction with the Board President, additional agenda items for Board consideration may be placed on a future agenda in either of the following ways:

6.11.1 Any Board Member may request the Library Director to place an item on the next Board meeting agenda for consideration. The Board Member shall notify the Board President of the request.

6.11.2 During a Board meeting any Board Member may propose that an item be placed for discussion on the next agenda or on some other future agenda of the Board.

## 6.12 - **Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown unless changed by approval of the Board at a particular meeting.

### **AGENDA**

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Changes in Agenda [*Voice Vote*]
- IV. Approval of Minutes [*Voice Vote*]
- VII. Treasurer's Report
  - A. Financial Statements and Receipts [*Roll Call Vote*]
- VI. Public Comments/ Correspondence/ Publicity
- VII. Committee & Liaison Reports
- VIII. President's Report
- IX. Library Director's Report
- X. New and Unfinished Business [*Roll Call Vote if needed; See Section 6.7.5*]
- XII. Other New Business
- XII. Public and Trustee Comments
- XIII. Future Agenda Items
- XIV. Closed Session [if any] [*Roll Call Vote to go into closed session*]
- XV. Additional Agenda Item(s) if any [*Roll Call Vote if needed; See Section 6.7.5*]
- XVI. Adjournment [*Voice Vote*]

## **ARTICLE 7 – CONFLICTS OF INTEREST**

7.1 Board Members shall conduct themselves in such a manner as to avoid, where possible, any conflict of interest in their duties and responsibilities as members of the Board.

7.2 Board Members are expected to vote on all matters coming before the Board unless an abstention is appropriate due to a conflict of interest, or the appearance of impropriety based upon a perceived conflict of interest.

7.3 A Board Member shall not vote on any matter in which he or she has a conflict of interest.

7.4 A Board Member who has a conflict of interest shall disclose such interest and abstain from voting on the matter. The Board Member may leave the room during the vote at his or her discretion.

## **ARTICLE 8 – ETHICS**

8.1 Board Members shall comport themselves in accord with the State Officials and Employees Ethics Act [5 ILCS 403/1-1 *et seq.*] and with the ALA Ethics Statement for Public Library Board Members attached hereto as **Exhibit D**

8.2 Each Board Member shall file a Statement of Economic Interest in compliance with state law with the Kane County Clerk by April 30<sup>th</sup> of each year.

## **ARTICLE 9 – AMENDMENT OF BYLAWS**

9.1 Proposed amendments to these Bylaws shall be presented to the Board for consideration at a regular or special meeting preceding the regular meeting at which the vote may be taken. Amendments to the Bylaws require a two-thirds (2/3) vote of the Board Members then in office. Notwithstanding the foregoing, one or more of these Bylaws may be amended or temporarily suspended upon a two-thirds (2/3) vote of the Board Members then in office.

**EXHIBIT A - COMMITTEE REVIEW OF POLICIES**

**EXHIBIT B - ELECTRONIC PARTICIPATION**

**EXHIBIT C - GENEVA PUBLIC LIBRARY BOARD RULES OF ORDER**

**EXHIBIT D - ALA ETHICS**

**EXHIBIT A**  
**COMMITTEE REVIEW OF POLICIES**

The following Committees shall review the Library Policies identified below as provided in section 5.4 of the GPLD Bylaws. If amendments of Policies are deemed appropriate, a recommendation proposing such amendments shall be brought to the Board for consideration, and reviewed, as appropriate, by legal counsel.

**Policy Committee**

- a. Service Policies
- b. Selection Policy
- c. Identity Protection
- d. Public Comment
- e. Bloodborne Pathogens
- f. Search Warrant
- g. Surplus Material Disposal
- h. FOIA Policy

**Finance Committee**

- a. Administrative Policy
- b. Credit Card Use
- c. Fixed Asset Capitalization
- d. Fund Balance
- e. Investment
- f. PCI Security Compliance

**Personnel Committee**

- a. Employee Handbook
- b. Volunteer Policy



**EXHIBIT B**  
**ELECTRONIC PARTICIPATION**

The following rules govern Board Member attendance at Board and Committee meetings by electronic means (“electronic” including telephone, video, or by any other available technological means):

1. A quorum of the Board or Committee must be physically present at the meeting in order for any Board Member to attend the meeting electronically. The person chairing the meeting must be physically present.
2. Board Members wishing to attend a Board or Committee meeting electronically shall notify the President and/or Library Director before the meeting (unless advance notice is impractical) so that necessary communication equipment can be arranged.
3. Board Members wishing to attend a Board or Committee meeting electronically must assert one of the following reasons why he or she is unable to physically attend the meeting:
  - (a) physical illness or disability;
  - (b) employment purposes or the business of the Library; or
  - (c) family or other emergency.
4. After establishing that a quorum is physically present at a meeting where a Board Member desires to attend a Board or Committee meeting electronically, the presiding officer shall state that (i) a request to attend the meeting electronically was received by a Board Member in accordance with these rules, and (ii) the Board Member will be deemed authorized to attend the meeting electronically unless a motion objecting to the Board Member’s electronic attendance is made, seconded, and approved by two-thirds (2/3) of the Board Members physically present at the meeting. If no such motion is made and seconded, or if any such motion fails to achieve the required vote, then the request by the Board Member to attend the meeting electronically shall be deemed approved by the Board and the presiding officer shall declare the requesting member present.
5. Minutes of all meetings shall record whether Board Members were physically present or present by electronic means.

**EXHIBIT C**  
**GENEVA PUBLIC LIBRARY BOARD RULES OF ORDER**

These Board Rules of Order (“Rules”) shall govern the parliamentary proceedings of the Board.

A. President to Preside.

The President of the Board shall preside at all meetings of the Board other than Committee meetings. In the absence of the President, the Vice President shall preside. The President shall preserve order and decorum, and shall decide on all questions of order and procedure subject to the right of appeal by a Board Member and decided by majority vote of the Board without debate.

The President may verbally summarize the item to be voted upon and may restate the question immediately prior to calling the vote. Following the vote, the President shall announce whether the question carried or was defeated.

B. Discussion/Debate.

Discussion may be had on an agenda item either after the agenda item has been introduced or after a motion and second is had. Discussion shall conclude once a vote on the question has commenced. There shall be no discussion among Board Members while a Board Member is speaking.

C. Point of Order.

A Board Member may raise a Point of Order if he or she believes that an error has been made in the application of these Rules. If necessary to preserve the issue, the Board Member raising the Point of Order may interrupt other Board Members to raise the issue. A second is not needed. After summarizing the Point of Order, the President shall rule on the matter. The President may ask for consensus of the Board on the ruling at his or her discretion. A Point of Order not promptly made shall be waived.

D. Motions.

The motions listed below may be used during any Board meeting. After a motion has been made and seconded, the Board President (or other presiding officer) shall state the names of the Board Members who made and seconded the motion before proceeding with the discussion. Motions shall be taken in the order that they are made unless the President determines otherwise.

<b>Motion</b>	<b>Purpose</b>	<b>Debatable</b>	<b>Second Required</b>	<b>Note</b>
<b>Main Motion</b>	To place an item before the Board for debate and vote.	Yes	Yes	
<b>Motion in Substitution</b>	To take place of the pending main motion.	Yes	Yes	Debate shall be limited to the Motion in Substitution. If the Motion in Substitution passes, no vote will be taken on the Main Motion. If the Motion in Substitution is defeated, debate may be had and a vote taken on the Main Motion.
<b>Motion to Amend</b>	To amend the main motion.	Yes	Yes	
<b>Motion to Close Debate and Call the Question</b>	To stop discussion on the pending motion and bring such motion to an immediate vote.	*No	Yes	Requires a 2/3 vote of Board Members present. *See note below
<b>Motion to Reconsider</b>	To permit a subsequent vote on a motion which has previously been voted upon.	**Yes	Yes	Requires a 2/3 vote of Board Members present. Debate shall be limited to the issue of whether or not the item should be reconsidered (not the merits of the item). **See notation below
<b>Motion to Table to a Specific Date or Indefinitely</b>	To postpone Board consideration of an agenda item to a specific date or indefinitely.	No	Yes	
<b>Motion to Change Vote</b>	To permit a Board member to change their vote prior to the President announcing the vote results.	No	No	
<b>Motion to Remove Item from the Agenda</b>	To remove an agenda item when no action is required by Board.	Yes	Yes	

<b>Motion</b>	<b>Purpose</b>	<b>Debatable</b>	<b>Second Required</b>	<b>Note</b>
<b>Motion to Take an Item out of Agenda order</b>	To place an agenda item in a different position upon the agenda for Board consideration.	Yes	Yes	
<b>Motion to Recess</b>	To permit an interlude in the meeting and to set a definite time for continuing the meeting.	Yes	Yes	Debate limited to the proposed duration of recess.
<b>Motion to go into Closed Session</b>	To go into closed session for purposes authorized by the Open Meetings Act.	Yes	Yes	
<b>Motion to Adjourn</b>	To terminate a meeting.	No	Yes	

**\* Motion to Close Debate and Call the Question**

A Motion to Close Debate and Call the Question must be passed by a two-thirds (2/3) vote of the Board Members present. The motion may be contested by an objection by a Board Member who desires to debate to continue. If no objection is made, debate shall cease and the vote shall be called. If an objection is made in opposition to the Motion to Close Debate and call the Question, the President shall call for a roll call vote on the objection. In the event that the objection is sustained by a majority vote of the Board Members present, debate shall continue. If the objection fails, debate shall cease and the question shall be called.

**\*\*Motion to Reconsider**

1. A Motion to Reconsider must be made by a member who voted on the prevailing side, seconded, and passed by two-thirds (2/3) vote of the Board Members present.
2. A Motion to Reconsider may be made under “New Business and Unfinished Business” or under “Other New Business” at the same meeting that the motion was voted upon. If passed by the required vote, that item will be placed on the agenda for consideration at the next Board meeting.
3. A Motion to Reconsider may also be made under “New Business and Unfinished Business” or under “Other New Business” at the Board meeting immediately following the meeting at which the vote was taken. If passed by the required vote, the item will be placed on the agenda for consideration at the next Board meeting.
4. Once a Motion to Reconsider is made and decided in the negative, a Motion to Reconsider shall not be considered again.

**EXHIBIT D**  
**ALA ETHICS**

**PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT**  
**Official Statement from United for Libraries**

Public library Board Members are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Board Members shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Board Members shall comply with all the laws, rules and regulations that apply to them and to their library.
- Board Members, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Board Members shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Board Members must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Board Members must respect the confidential nature of library business and not disclose such information to anyone. Board Members must also be aware of and in compliance with Freedom of Information laws
- Board Members must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Board Members shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Board Members shall not interfere with the management responsibilities of the director or the supervision of library staff. Board Members shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.