

BYLAWS

ARTICLE I: NAME

This organization shall be called "The Board of Trustees of the Heartland Regional Library System."

ARTICLE II: MISSION STATEMENT

The mission of the Heartland Regional Library System is to identify those interests and needs of the service area which the library can provide; to fulfill those interests and needs by providing appropriate information, materials, and services; and to communicate to service area residents what library materials and services are available.

ARTICLE III: MEMBERSHIP

The Board of Trustees of the Heartland Regional Library System shall consist of the five (5) members of each county library board.

ARTICLE IV: OFFICERS

The officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

They shall be elected annually by the members at the first meeting in December for a term of one year. In October, the President shall appoint a Nominating Committee composed of at least one representative from each county board. This committee will present a slate of officers for consideration at the December board meeting. Additional nominations may be made from the floor. A member of the Nominating Committee may not be nominated for an office by the Committee.

The President shall preside at all meetings of the regional board, authorize calls for any specific meetings, and generally perform the duties of the presiding officer. The President shall serve as an ex-officio member of each committee and shall appoint all committees except the Budget Committee which is defined in Article V.

The Vice-President shall perform the functions of the President in the President's absence.

The Secretary shall keep a true and accurate record of all meetings and perform the other duties pertaining to the office of secretary.

The Treasurer shall serve as an ex-officio member of the Budget Committee, serving as the chair without vote, and confer with the Director on matters of fiscal policy.

Vacancies in offices, however occasioned, may be filled at any time by election by the Board of Trustees from nominations from the floor for the unexpired terms of such offices.

ARTICLE V: COMMITTEES

Any regular or special committees appointed by the President shall include at least one representative from each county library board participating in the regional system. Each committee shall serve until a final report is made by the committee to the regional board at which time the committee passes out of existence. All committees shall make a progress report to the regional board at each of its meetings. Committees shall have such functions and may exercise such powers as can be lawfully delegated by the regional board and to the extent provided by the Board in creating such committees. At all meetings of a committee, a majority of the committee's current members shall constitute a quorum for the transaction of business.

The Budget Committee will be composed of the presidents of the county boards. The Regional Treasurer shall serve as committee chair without a vote. In case a county board president is unable to attend a Budget Committee meeting, that board president may authorize the county board treasurer to attend the meeting and vote.

ARTICLE VI: MEETINGS

Regular board meetings shall be held each month with the date, hour and location set by the board. Special meetings may be held on call of the President. Notice of all meetings shall be made by the Director to all board members and the general public as required by current Missouri law. A board member who is absent from three consecutive meetings without just cause shall be asked by the appropriate county board president to tender his/her resignation from the board in writing to the appropriate appointing body.

The public is invited to attend all meetings of the Heartland Regional Library Board of Trustees except those designated as executive (closed) session. Visitors as outlined in RSMO 610, the Heartland Regional Library Board of Trustees shall permit any interested person to observe any open meeting of

the Board or a Committee of the Board either in person or online and as close to in real time as possible.

Residents of the Heartland Regional Library District may address the Board on any subject germane to the operation of Heartland Regional Library. Those wishing to address the Board shall notify the Heartland Business Office Manager at least ten (10) days in advance of the meeting. The Heartland Business Office Manager shall use a form to manage public comments. This form shall include (but not limited to) the speaker's name, subject matter, home address, and telephone number. The item "Public Comments" is included on every agenda and is an opportunity for members of the public to speak. Whether the person chooses to speak or not, all public comment forms will be added to the public record and will be distributed to all Board members.

The Board President shall allocate no more than thirty (30) minutes to this part of the agenda. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state his or her name and address before commenting. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious, derogatory of persons, businesses, or organizations, or which include language or behavior that is unlawful.

ARTICLE VII: QUORUMS

At any regular monthly board meeting, a quorum shall consist of a majority (three fifths) of the authorized membership of the Regional Board. If a quorum is not present at any regular monthly meeting, those board members present may approve payment of monthly bills within the authorization of the approved annual budget and ratify, for inclusion in the minutes, any previous business conducted by any form of ballot or polling.

ARTICLE VIII: DIRECTOR AND STAFF

Appointment of the Director of the Heartland Regional Library System shall be made upon approval by two-thirds of the Regional Board. The Staff shall be hired by the Director with the approval of the Regional Board. Grade placements of Staff shall be determined by the most recent salary schedule adopted by the Board of Trustees, provided the total of all salaries is within the budget approved by the Board. Additional staff may be employed by the Director as long as such action will not cause the total of all salaries, including those of the additional Staff, to exceed the amount budgeted for all salaries.

It shall be the duty of the Director to make reports to the Board at each monthly meeting providing the Board with statistical and other pertinent information and to conduct the business of the Regional Library System according to the regulations for audit.

ARTICLE IX: BUDGET

The Director shall draft a suggested budget which will be submitted to the Budget Committee and shall render such assistance as deemed necessary by the committee. The annual budget shall be prepared on or before the first of November and shall be submitted for approval as soon thereafter as possible. Final approval of the budget shall require the conference of a simple majority of each county board's membership. The same procedure for approval shall be followed for expenditure of funds not budgeted, or for transfer of funds budgeted but not expended for their budgeted purpose.

ARTICLE X: CONDUCT OF MEETING

Unless otherwise delineated in these Bylaws, proceedings of all meetings shall be governed by a current edition of Robert's Rules of Order.

ARTICLE XI: ORDER OF BUSINESS

In consultation with the Regional Board President, the Director shall prepare an agenda for each meeting of the Library Board.

ARTICLE XII: ADOPTION OF BYLAWS

All new, amended, revised Bylaws, policies, and procedures must be introduced one Board meeting prior to the Board meeting at which they are to be voted upon. Any above amendments and revisions shall be approved for adoption by the Board and be effective as of the date of their adoption.

ARTICLE XIII: BONDING OF STAFF

The Director and such other employees as the Board may designate shall enter into a bond or bonds with corporate surety, to be approved and in such amounts as may be fixed by the Board, conditioned that the Director and other designated employees will render faithful and just account of all money that comes into their hands and otherwise perform the duties of their offices according to law, and shall ensure that a copy of such bond or bonds is filed with the warrant officer.

ARTICLE XIV: SIGNING OF DOCUMENTS

Any member of a county library board may be authorized to sign documents for the county district at the direction of the county district president and/or the library system director. These documents may include but are not limited to items from the Missouri State Library, the Secretary of State's Office, and the State Auditor's Office.

Likewise, any member of the regional library system board may be authorized to sign documents for the regional system at the direction of the regional board president and/or the library system director. Such documents may include but are not limited to items from the Missouri State Library, the Secretary of State's Office, the State Auditor's Office, and MOREnet.

ARTICLE XV: OVERRIDE

The Regional Board shall have the power to override the provisions of these Bylaws by a vote greater than two-thirds of the Regional Board except where they are in conflict with the Heartland Contract or state law.