

## **Bylaws of the Sauk County Library Board**

### **Article I – Name**

This organization shall be called the “Sauk County Library Board,” existing by virtue of the provisions of Chapter 43 of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **Article II – Members**

Section 1. Members must be residents of Sauk County and are appointed by the Chair of the Sauk County Board of Supervisors with the approval of the Sauk County Board. The Library Board shall consist of seven (7) members, each of whom serve three-year terms. The term of office shall begin in the month of January. As set forth in ss. 43.57 (4) the board shall include at least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee, and one or 2 county board supervisors. Board membership should reflect an equitable geographical distribution. In the case of resignation, the County Board Chair, with the approval of the Sauk County Board, shall appoint a new member to fill the unexpired term.

Section 2. The Sauk County Library Board shall recommend prospective members to the Sauk County Board Chair as the need arises.

Section 3. Any member who moves out of the county shall be responsible for notifying the Secretary of the Library Board. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the Library Board Chair to notify the County Board Chair of the vacancy, and, by direction of the Library Board, suggest to the County Board Chair the names of persons who may qualify to fill the position.

Section 4. When any trustee fails to attend three consecutive meetings of the Board, the Chair of the Library Board may notify the appointing authority, request the disqualification of the trustee, and suggest other prospective persons qualified to fill the position.

### **Article III – Officers**

Section 1. The officers shall be the Chair, Vice-Chair, and Secretary. All officers shall be elected from among the appointed members at the first Board meeting of the calendar year. Vacancies shall be filled by election at the next regularly scheduled meeting after the vacancy occurs.

Section 2. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. Elected officers may serve a maximum of three (3) consecutive terms in their respective office.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve

as an ex officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-Chair shall, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, submit a copy of the minutes of each Board meeting to the Clerk of Sauk County as well as to a representative of the South Central Library System in a timely manner, preside over meetings in the absence of the Chair and Vice-Chair, and perform other duties generally associated with that office.

#### **Article IV – Duties**

Section 1. The Board shall prepare an annual budget for support of County Library services and present it to the Sauk County Board.

Section 2. The Board shall recommend to the Sauk County Board Chair prospective representatives to serve on the South Central Library System Board.

Section 3. The Board shall, in addition, have all the other powers and duties as set forth in ss. 43.57 (5) and (6) and 43.58, Wisconsin Statutes.

#### **Article V – Meetings**

Section 1. Regular meetings shall be held four (4) times a year or as deemed necessary by the Chair or as requested by another Board member.

Section 2. The meeting place of the Board shall consist of the participating libraries or a handicap accessible site in the community (Baraboo, LaValle, North Freedom, Plain, Prairie du Sac, Reedsburg, Rock Springs, Sauk City, Spring Green, Wisconsin Dells). Date and meeting time shall be determined by the Board at the previous meeting.

Section 3. The annual meeting shall be held at the time of the first regular meeting of the calendar year.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown whenever possible:

- a. Call to order and verification of compliance with Open Meetings Law
- b. Adoption of agenda
- c. Adoption of minutes
- d. Reports
- e. Unfinished business (itemize)
- f. New business (itemize)
- g. Next meeting and adjournment

Section 5. The presence of four (4) members of the Board constitutes a quorum for the transaction of business.

Section 6. Anyone who wishes to address the Board must notify the Board Chair twenty-four (24) hours prior to the meeting.

#### **Article VI – Committee**

Section 1. The Chair shall appoint ad hoc committees of one or more members each for such specific purpose as the business of the Board may require. The committees shall be considered discharged upon completion of the purpose for which they were appointed and after a final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each meeting.

Section 3. A committee shall have only advisory powers unless, by vote of the Board, it is granted specific power to act.

#### **Article VII – Mileage and Compensation**

Section 1. Board members shall be reimbursed for actual mileage to attend Library Board meetings and other meetings authorized by the County Library Board at the current rate approved by the Sauk County Board.

Section 2. Board members shall be compensated on a per diem basis for each Library Board meeting attended at the current rate approved by the Sauk County Board.

#### **Article VIII – General**

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon, and may move, or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board. Discussion of such change will take place at as many meetings as may be necessary. Final vote to ratify the change will be delayed to the subsequent meeting.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of the attending shall approve.

These bylaws will be in force upon adoption by the Sauk County Library Board on the 26<sup>th</sup> day of January, 2021.