

Idaho Springs Public Library
Bylaws for the Building Advisory Committee
Revised and Accepted April 2007

Clear Creek County District Library Board policies require the Building Advisory Committee (BAC) of the Idaho Springs Public Library to adopt bylaws as a legal document guiding the BAC in its building focused role.

Article 1: Name

The name of this organization is the Idaho Springs Public Library (ISPL), which services the residents of Idaho Springs, Colorado, and the surrounding area. ISPL is governed by the District Library Board (DLB). The DLB established a BAC for the ISPL which shall have those powers and duties as authorized by the Clear Creek County District Library Board.

Article 2: Board of Trustees Membership and Duties

1. The Building Advisory Committee, hereafter referred to as “the BAC,” is comprised of six (6) members and one (1) alternate recommended by the BAC and approved by the Clear Creek County District Library Board (the “Appointing Authority”).
2. If the Appointing Authority has not filled a vacant BAC position at the expiration of the BAC Member’s term, the BAC member may remain on the BAC until such time as the Appointing Authority appoints a successor to the vacant position.
3. Terms of office on the BAC are three years. A member who reaches the end of his or her term may be re-appointed for an addition three-year term, with no member serving more than two consecutive terms.
4. BAC members are expected to attend meetings over the course of a calendar year. BAC members should inform the BAC President or the library director if he or she is unable to attend a meeting. BAC members shall be subject to removal of their appointment if they fail to attend more than three (3) consecutive regular meeting, or fail to attend at least sixty (60) percent of the regularly schedule meetings within a six-month period.

5. A BAC member can be removed only by as majority vote of the Appointing Authority and only upon a showing of good cause. Good cause will exist if a Board member's performance and/or attendance are inadequate or if a BAc member has engaged in any conduct or outside activity which might or does, in any manner, conflict with the ISPL's interests. Upon a vote, the majority of the BAC may make a recommendation to the Appointing Authority regarding the removal of a Board member.
6. A BAC member may not vote on any decision or other BAC action, which will provide that member with personal or professional benefit. Furthermore, any BAC member who stands to benefit personally or professionally from a BAC decision or action shall notify the BAC of this situation.
7. The BAC is responsible for building focused items pertaining to the ISPL.
8. Among its other powers and duties as provided by law, the board is responsible for reviewing and recommending approving the annual ISPL budget and submitting it to the Clear Creek County District Library Board. Budget recommendation shall require a quorum of the BAC.
9. BAC members are encouraged to be informed about and involved in the activities of the Colorado Library Association and the American Library, to attend local library functions, and may be responsible for serving on committees as needed.

Article III: Officers and Duties;

1. The officers of the BAC shall be president, vice-president and secretary. The BAC may name such other officers as it deems necessary. Officers shall be selected at the BAC meeting in January of each year.
2. Officers are elected for one-year terms, and may not serve in one office longer than two consecutive terms. However, officers who have reached the end of the current terms may be elected to a different office.
3. Prior to the election of officers each year, BAC member's membership terms will be reviewed.

4. The president shall preside at meetings of the BAC, appoint members to committees, and perform such other duties as are associated with the office of president.
5. The vice-president shall assume the president's duties in the absence of the president.
6. The secretary shall take minutes of the BAC meetings and serve as the custodian of records for the BAC and be responsible to perform such other duties as are assigned by the president or the BAC. The secretary shall provide a true and accurate record of all meetings of the BAC and perform such duties as are generally associated with that office.

Article IV: Meetings

1. Regular meetings of the BAC shall be held when the BAC deems necessary or as requested by the DLB.
2. Notice shall be given for all meetings of the BAC in compliance with the requirements of Colorado law regarding open meetings and notifications.
3. At all meetings of the BAC, minutes will be taken and become part of the record of the BAC.
4. An agenda shall be posted for each meeting of the BAC at the Library
5. A quorum of the Board shall consist of three (3) members.
6. Unless otherwise stated in these bylaws or required by statute, an affirmative vote of the quorum shall be necessary to approve any action before the BAC.

Article V: Committees

1. Permanent committees may be established and authorized by the BAC if the BAC deems them necessary.
2. Special committees may be authorized and appointed by the president or by a quorum of the BAC and

shall serve only until completion of the assignment.

Article VI: Indemnification

The ISPL shall, to the fullest extent permitted by the law, indemnify any person who was or is a party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action by reason of the fact that he or she is or was a trustee, officer, director, or employee of the ISPL. (Item for Discussion: Do we need this in the bylaws? What affect is there if the Article is removed? What affect is there if the Article remains?)

Article VII: Amendments

1. Amendments to these bylaws or to any policy of the BAC may be adopted by a vote of the BAC at any meeting subsequent to notification of the proposed change(s). Those BAC members voting to approve such action must constitute at least a quorum of the BAC.
2. Any rule or resolution of the BAC, 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 a quorum of the BAC is present.

Acronyms

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| 1. BAC | Building Advisory Committee |
| 2. ISPL | Idaho Springs Public Library |
| 3. DLB | Clear Creek County District Library Board |
| 4. Appointing Authority | Clear Creek County District Library Board |