

SUGGESTIONS FOR BYLAWS FOR MONTANA LIBRARY BOARDS

Recommendations from *Roberts' Rules of Order* 11th edition:

Article I. Name. – What is the official name of the board?

Article II. Object –What is the purpose of the board?

Article III. Members – Who can be a part of the board? This is the place to indicate if all members are at large or if you have X number of city members, X number of county members, X number of school district board members or some combination. How are board members appointed? How many members does the board need at a meeting in order to have a quorum? What procedure must be followed if a member wants to resign from the board? What procedure should a member follow if s/he has a grievance with the board? This is the section where board members can address attendance requirements. For example if a board member misses X number of meetings are they asked to resign.

Article IV. Officers – Who are the officers of the board? How are they nominated? How are they elected? When are they elected? What are their duties? How long are the terms of office? What happens if there is a vacancy? Can the chair vote? The bylaws should indicate whether or not the chair can vote every time or only when his/her vote is needed to break a tie.

Article V. Meetings – When are board meetings? Where are they? How often does the board meet? What is the procedure for calling a special meeting? It may also be appropriate to discuss proxies. Generally speaking proxies are probably not a good idea for such a small board. Please contact the state library if you have questions about proxies.

Article VI. Executive Board – Because library boards are so small it's unlikely that you would have an executive board. If you have questions about this please contact the state library and/or review this section in *Robert's Rules of Order* 11th edition.

Article VII. Committees – Does the board have standing committees? If so what are they? What are the duties of the committee? How are members selected for the committee?

Article VIII. Parliamentary Authority – Does the board use a parliamentary authority like Robert's Rules of Order? If so this is the section to state what edition is followed. It may be wiser to simply state that the board uses standard parliamentary authority to complete its business if it does not normally follow Robert's Rules of Order.

Article IX. Amendment of the Bylaws – How are bylaws amended? At what frequency should bylaws be reviewed? What procedures does a bylaws committee need to follow to suggest bylaw amendments? What kind of notice will be given to members? How many votes will it take to pass bylaw changes? Note: many organizations require a 2/3 majority in order to pass bylaw changes. What procedures does the board follow for an emergency suspension of the bylaws? Will the board allow an emergency suspension?