

Article I: Name and Authority

This body shall be known as the “State Library Board” within the Utah State Library Division, Department of Heritage and Arts pursuant to [UCA §9-7-101](#) et seq. The Board shall assume the responsibilities delegated to it by these statutes.

Article II: Mission

The mission of the Utah State Library is to develop, advance, and promote library services and access to information and library resources to all Utah residents.

Article III: Purposes

The Board shall work with the director to carry out the duties of [UCA §9-7-205](#) and to improve the quality of Utah’s library services by advising the State Library Director and staff, by reviewing and confirming the State Library’s service and grant policies, and, in general, by representing the interests of Utah’s citizens and libraries.

Article IV: Membership

Section 1. Members of the Board shall be appointed and serve terms of office as designated by [UCA §9-7-204](#).

Section 2. Members of the Board shall serve without compensation, but each member may receive per diem and expenses as defined in [UCA §9-7-204 \(9\)\(a\)\(i\)](#).

Article V: Meetings

Section 1. The board shall meet at least quarterly, at such time and place as set forth in meeting notices. Meetings may be held more frequently if desired.

Section 2. A quorum for the transaction of business shall consist of a majority of Board members currently appointed.

Section 3. Notices of all regular meetings shall be e-mailed by the State Library Director to all Board members at least ten days before the meeting date. Other notices shall be issued as required by the Utah Open and Public Meetings Act, [UCA §52-4-101 et seq.](#)

Section 4. Meetings shall be governed by The Standard Code of Parliamentary Procedure by Alice Sturgis latest edition, to the extent applicable.

Also 4: Doubtful this has occurred, but may be good to have in place: "Any member of the public or the Board engaged in disorderly conduct during a meeting may be required to leave the meeting room for the remainder of the meeting by the majority vote of the quorum."

Also 4: I assume the public should be able to address concerns with the library board in open meetings. I don't see deadlines to submit business for consideration by the Chair to add it to the agenda. I assume since Article 5.3 says we receive meeting notices 10 days in advance that any such business should be sent to the USL Director and Board Chair probably 14 days ahead of a meeting. If a group wishes to address the board, we may want to limit them to one spokesperson. The business must also address topics pertinent to the authority of the Board.

I agree that we should have options in case we have a quorum without either chair in attendance, but I think we can make it easier. Because I find it highly unlikely the Board would meet without either chair or the State Library Director, I suggest Daniel's wording, but some alteration - "In the absence of the Chair and Vice-Chair, the State Library Director will call the meeting to order and note their absence."

Article VI: Officers

Section 1. Officers of the Board shall be Chair and Vice-Chair. The Chair shall be appointed by the Governor as provided in [UCA §9-7-204\(7\)](#), or the Governor's designee. The Board may recommend an individual for appointment as Board Chair to the Executive Director of the Department of Cultural & Community Engagement when the current Board Chair's term of office is nearing its conclusion. The Vice-Chair shall be elected by the Board for a term of two years at the first meeting following the Chair's appointment.

Section 2. Vacancies in offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs in the same manner as first appointed.

Section 3. The State Library Director shall:

- keep a true and accurate account of all proceedings of the meetings;
- issue notices of all meetings;
- keep a copy of the minutes and other records of the Board; and
- notify the appointing body of any vacancies on the Board.

Upon consultation with the Chair, the State Library Director shall prepare the agenda for all meetings.

Section 4. The Chair of the Board shall preside at all meetings, authorize calls for meetings, and generally perform other official duties.

Section 5. In the absence of the Chair, the Vice-Chair shall exercise the Chair's functions; and may, upon the request of the Chair, take over any duties the Chair is unable to perform. In the absence of the Chair and Vice-Chair, the remaining quorum shall call the meeting to order and elect a temporary presiding officer (chair pro tempore) for the meeting by a majority vote.

Article VII: Committees

Section 1. The Board may create special committees for the study and investigation of issues and the accomplishment of specific tasks. Such committees may include Board members or may be comprised entirely of other interested parties.

Section 2. The Chair nominates appointees and chairs of special committees for approval by the Board. Members of the Board review subcommittees and chairs, and approve them by majority vote annually at a regular Board Meeting.

Section 3: No committee will have other than advisory powers unless it is granted specific power to act by the Board.

Article VIII: Amendments

Amendments to these bylaws may be adopted by a majority vote of Board members present at a regular meeting with a quorum, subsequent to notification of the proposed change.

Article IX: Ethics Requirements

When acting in their official capacity, a Board member must act in the best interest of the Board, the Division, and the Department. Additionally, Board members are bound by applicable ethics statutes, including the Utah Public Officers' and Employees' Ethics Act ("Act"). Among other things, the Act prohibits Board members from using or attempting to use their official position to further their own personal economic interest. See Utah Code 67-16-4(1)(c). Violation of this provision is a misdemeanor or a felony, depending on the dollar amount of the conflict. The voting right of each board member is one vote. In the event of a vote on an issue which would present a conflict of interest for any member, that member shall recuse themselves from voting on that particular issue.
