



Uintah County Library Board Bylaws

UCL-GEN-001

Article I. – BOARD OF DIRECTORS

Section 1. – Composition and Authority

Under the provisions of Title 9, Chapter 7 Utah Code Annotated 1953, as amended, and Title 2, Chapter 2.26 of the Uintah County Code, the Library Board of the Uintah County Library shall consist of no fewer than five (5) and no more than nine (9) board members from Uintah County. One board member shall be a current Uintah County Commissioner. The Uintah County Commissioners shall appoint the remaining board members. Each director shall serve without compensation, but any actual and necessary expenses incurred in the performance of the board members' official duties, including training, may be paid from library funds.

Section 2. – Terms and Appointments

Library Board members are to be appointed ~~to~~for a four-year term or until their successors ~~is~~are appointed. Initially, appointments shall be made for one-, two-, three-, and four-year terms, and one member of the Uintah County Commission for the term of his or her elected office. Annually thereafter, the Uintah County Commission shall, before the first day of July of each year, appoint, for a four-year term, one board member to take the place of the retiring board member. A board member may be re-appointed for 1 (one) additional consecutive term, for a maximum of two (2) consecutive terms. Board members appointed to fill an unexpired term may serve up to eleven (11) consecutive years. The Uintah County Commission may, by written notice, remove any board member for misconduct or neglect of duty. Vacancies on the board shall be filled for the unexpired terms in the same manner as original appointments. The County Commission shall endeavor to fill any vacancy within sixty (60) days of the vacancy arising, or as soon as reasonably possible. The ~~e~~County shall post notice of the vacancy on county social media and other appropriate channels and shall establish an application deadline.

Section 3. – Attendance Requirements

A board member who accumulates three (3) unexcused absences within any twelve (12) month period shall be notified in writing by the Chairperson. The Uintah County Commission may remove and replace that member upon the Chairperson's written notification. An absence is excused only if notice is provided to the Chairperson or Library Director before the meeting. Excused absences shall be recorded in the minutes.

Section 4. – Conflict of Interest

Board members shall comply with the Utah Public Officers' and Employees' Ethics Act (Utah Code Ann. § 67-16). A board member with a personal or financial interest in any matter before the Board shall disclose that interest in writing to the Chairperson and Secretary, and shall recuse themselves from all deliberation and voting on that matter. Disclosures and recusals shall be

recorded in the minutes.

Board members shall complete an annual written Conflict of Interest Disclosure Statement, in a form approved by the Board, prior to each annual organizational meeting. The Library Director shall maintain completed statements as library records. The Chairperson shall notify the Uintah County Commission of any unresolved conflict that may affect the Board's ability to fulfill its duties.

Board members shall not: (a) use their position to secure personal financial benefit not available to the general public; (b) accept gifts, gratuities, or items of more than de minimis value (currently defined as more than \$50 in aggregate per year from a single source) from any vendor, contractor, or other entity seeking to do business with the library; or (c) engage in outside employment or business activities that create a direct conflict with their library duties. Board members and the Library Director shall disclose any outside employment or business relationships that could be perceived as conflicting with their roles at the library.

Section 5. – New Member Orientation

The Chairperson, with the assistance of the Library Director, shall provide orientation to each newly appointed board member within sixty (60) days of their appointment. Orientation shall include a review of these bylaws, library policies, the current strategic plan, the Library Board's statutory duties under U.C.A. § 9-7-504, and the requirements of the Utah Open and Public Meetings Act.

Article II – OFFICERS

Section 1. – Officer Positions

Library Board officers shall consist of a Chairperson, a Vice Chairperson, and a Secretary. Officers shall be elected by a vote of all members of the Library Board attending ~~at~~ its annual organizational meeting, which shall be held in June of each year, or as close to this month as possible, and shall serve for one year from July 1st through June 30th. An officer may be re-elected to an office.

If the election of officers cannot be held at the June meeting due to a lack of quorum or other extraordinary circumstances, the current officers shall hold over until the election can be held at the next regular meeting at which a quorum is present.

Article III – OFFICERS' DUTIES

Section 1. – Chairperson

The Chairperson shall preside at all meetings, authorize calls for any special meeting, and generally perform the duties of the Presiding Officer. The Chairperson shall, with the assistance of the Library Director, arrange for library staff to take minutes of all board meetings, which staff will (under the supervision of the ~~b~~Board ~~s~~Secretary) maintain all official records of the ~~b~~Board's

actions. The Chairperson shall vote on all matters coming before the Board. ~~The Chairperson shall present an Annual Report to the County Commission by March 1 of each year.~~

Section 2. – Vice Chairperson

The Vice Chairperson shall assume all duties of the Chairperson in the Chairperson's absence. In the absence of both the Chairperson and Vice Chairperson, the Secretary shall preside. The Vice Chairperson shall assist with Board administration as directed by the Chairperson.

Section 3. – Secretary

The Secretary of the Board shall (with the assistance of library staff assigned by the Library Director) keep a true and accurate account of all proceedings of board meetings. The secretary shall keep a written copy of the minutes for Library Board records. The minutes and library policies shall be made available to the public at the Library's front desk.

Article IV – MEETINGS

Section 1. – Regular Meetings

~~The Library Board Regular board meetings~~ shall ~~be held hold~~ no fewer than four (4) meetings per calendar year. At the annual organizational meeting, the Board shall adopt a meeting schedule for the coming year specifying the date, time, and location of each regular meeting. The adopted schedule shall be published and posted in accordance with county ordinance and state statute. All regular board meetings are to be open to the public.

Section 2. – Agenda and Notice

The Library Director will create an agenda for each regular meeting. The Library Director will ensure the agenda and notice of all regular meetings are published and posted in accordance with county ordinance and state statute. Special meetings may be called at any time by the Chairperson; or upon written request of a majority of Board members, provided that written notice of the meeting is given to all Board members at least 24 hours in advance, pursuant to Utah Code Section 52-4-201.

Section 3. – Quorum and Voting

A quorum shall consist of the majority of the Board Members. All board members have equal voting rights.

Section 3a. – Supermajority Requirements

The following actions require a supermajority vote. For a Board of five (5) or six (6) seated members, at least four (4) affirmative votes are required. For a Board of seven (7) seated members, at least five (5) affirmative votes are required. For a Board of eight (8) or nine (9) seated members, at least six (6) affirmative votes are required. In no case shall a supermajority action be approved with fewer than four (4) affirmative votes:

- Amendment of these bylaws

- Removal of an officer or formal recommendation of removal of a Board member to the County Commission
- Adoption or amendment of the Library's Collection Development Policy
- Adoption or amendment of the Board's multi-year Strategic Plan
- Move into closed session

See Appendix A – Voting Threshold Reference Table for quorum and vote calculations across all authorized board configurations.

Section 4. – Public Comment

Any person or group wishing to be placed on the agenda for regular Board meetings shall give written notice to the Library Director or the Board Chairperson at least five (5) business days ~~in advance of~~ before the meeting. Groups are to be represented by one spokesperson.

Section 5. – Electronic/Telephone Participation

The following provisions govern any meeting at which one or more members of the Board appear telephonically or electronically pursuant to Utah Code Section 52-4-207. The anchor location is the physical location from which the electronic meeting originates or from which participants connect. The anchor location, unless otherwise designated in the notice, shall be at the offices of Uintah County Library in Vernal, Utah.

If one or more members of the Board participate electronically or by telephone, public notices of the meeting shall indicate as much. In addition, the notice shall specify the location of the anchor where the members of the Board who are not participating electronically or telephonically will meet and where interested persons and the public may attend and monitor the open portions of the meeting.

When notice is given of the possibility of a member of the Board appearing electronically or telephonically, any member of the Board may do so and shall be counted as present for purposes of a quorum and may fully participate and vote on any matter coming before the Board.

At the commencement of the meeting, or at such time as any member of the Board initially appears electronically or telephonically, the Chair shall identify for the record all those who are appearing telephonically or electronically. Votes by members of the Board who are not at the physical meeting location shall be confirmed by the Chair.

Section 6. – Parliamentary Procedure

All meetings shall be governed by Uintah County Code Chapter 2.01 Meeting Procedure for County Commission, which follows Robert's Rules of Order for small boards.

Section 7. – Meeting Records

Approved minutes shall be posted on the Utah Public Notice Website as required by law. Draft minutes shall be circulated to all members within fifteen (15) days of each meeting.

Section 8. – Records Management

All Library Board records shall be managed, classified, and disclosed in accordance with the Government Records Access and Management Act (GRAMA), Utah Code Ann. § 63G-2, [the Utah General Retention Schedule](#), and all applicable county and state law.

Article V – COMMITTEES

Section 1. – Administrative Delegation

Administrative responsibilities shall be delegated to the Library Director. No standing committees shall be appointed that are devoted to day-to-day library operations.

Section 2. – Finance Committee

There shall be a standing Finance Committee consisting of not fewer than two (2) Board members appointed by the Chairperson. The Finance Committee shall: review monthly and annual financial reports; meet quarterly; assist in preparing the draft annual budget in cooperation with the Library Director; and present budget recommendations to the full Board.

Section 3. – Ad Hoc Committees

The Board Chairperson may appoint Ad Hoc committees to study and investigate temporary problems, to serve until the completion of the work for which they are assigned. Public participation shall be sought for such study and investigation.

Article VI – DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The duties of the Board are enumerated in Utah Code Ann. § 9-7-504. In summary, these duties include, but are not limited to:

- Establishing policies governing the use and management of the library;
- Overseeing the fiscal affairs of the library and approving the annual budget;
- Hiring the Library Director;
- Planning for the long-term future of the library through the adoption and monitoring of a strategic plan;
- Advocating for the library and its services in the community;
- Reporting to and cooperating with the Uintah County Commission;
- Attending and actively participating in Board meetings.

Article VII – DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR

Section 1.

Serve as an Executive Officer (non-voting) to the Library Board.

Section 2.

Be solely responsible for the administration of the library under the general policies adopted by the Library Board.

Section 3.

Recommend to the Library Board policies and procedures that promote the efficient operation and administration of the library and improve services to its patrons.

Section 4.

Hire and supervise all library personnel in accordance with the county merit system, personnel policies and procedures, and compensation plans approved by the County Commission.

Section 5.

Be responsible for all library property.

Section 6.

Submit monthly and annual reports to the Library Board on the progress, activities, and finances of the library. The annual report will then be submitted to the County Commission after Library Board review.

Section 7.

When considering the disposition or deaccessioning of archival materials, historical documents, photographs, manuscripts, government records, or other items in archival collections, consult with the Historic Preservation and Museum Advisory Board in accordance with Uintah County Code Section 2.26.055 to obtain advisory recommendations, while retaining final decision-making authority under the Library Board.

Section 8. – Strategic Plan Leadership

The Library Director shall lead the development of the library's strategic plan in cooperation with the Board, present draft plans to the full Board for adoption, and report on plan progress at each regular meeting.

Article VIII – LIBRARY PERSONNEL

Section 1.

Library personnel are county employees and are subject to the county merit system, personnel policies and procedures, and compensation plans approved by the county commission.

Section 2.

All Library personnel are under the direct supervision and direction of the Library Director.

Article IX – CLOSURE SCHEDULE

Section 1.

The Library Director shall annually prepare a proposed Library hours and closure schedule for the upcoming calendar year. The Board shall review and approve or modify the proposed schedule before the end of each calendar year. The approved schedule shall be published and made available to the public.

Article X – PROPOSED BYLAWS CHANGES

Section 1. – Amendment Process

~~Written notice of any proposed changes in the bylaws must be given to the Library Board at least thirty (30) days in advance. Proposed amendments shall be~~ These bylaws may be amended by a two-thirds (2/3) affirmative vote of seated voting members present, with quorum established at any regular or special meeting, provided that: (a) the full text of the proposed amendment has been distributed in writing to all members at least fourteen (14) business days prior to the meeting, or, if the fourteen (14) business day notice requirement is not met, the amendment is approved by unanimous vote of all seated voting members present; and (b) the proposed amendment has been submitted to the Uintah County Attorney for review ~~prior to the meeting at which they will be voted upon. A two-thirds (2/3) majority of the Board must ratify the changes.~~

Article I was amended May 17, 2000

**Articles II and III were affirmed, and Article IV was amended July 19, 2000*

*Articles VII, VIII, and IX were affirmed September 20, 2000. Amended in their entirety July 27, 2005**

Article III, Section 2 and Article VI were amended July 26, 2006.

Article IV, Section 1 was amended in October 2018.

Article IV, Section 1 was amended on June 24, 2022.

Article IV, Section 1 was amended on August 30, 2023.

Article IV, Section 1 was amended on August 30, 2024.

Article IV, Section 1 was amended on November 15, 2024.

Articles VII, VIII, and IX were amended on February 17, 2026 to incorporate the Uintah County Library Regional History Center into the Library Board governance structure.

IMPLEMENTATION NOTE

These amendments to the Library Board By-Laws are proposed to align with amendments to Uintah County Code Chapters 2.25 and 2.26, which formally establish the Uintah County Library Regional History Center under Library Board governance. The amendments clarify the Library Board's authority over all Regional History Center operations while establishing appropriate consultation with the Historic Preservation and Museum Advisory Board on disposition decisions.

These by-law amendments should be adopted following approval of the corresponding ordinance amendments by the Uintah County Commission.

Articles I–X amended April 15, 2026 pursuant to comprehensive bylaws review.

These amendments to the Library Board Bylaws are proposed to align with amendments to Uintah County Code Chapters 2.25 and 2.26, which formally establish the Uintah County Library Regional History Center under Library Board governance. The amendments clarify the Library Board's authority over all Regional History Center operations while establishing appropriate consultation with the Historic Preservation and Museum Advisory Board on disposition decisions.

These bylaw amendments should be adopted following approval of the corresponding ordinance amendments by the Uintah County Commission.

These amendments should also be reviewed for consistency with the Historic Preservation and Museum Advisory Board Bylaws (working draft dated March 24, 2026) to ensure both governance documents use consistent definitions, cross-references, and standards for officer duties, quorum, conflict of interest, and amendment procedures.

Articles I §4 and X amended June 17, 2026 to add conflict of interest and refine the bylaws amendment process.

APPENDIX A – Voting Threshold Reference Table

This appendix is a non-binding operational reference. It illustrates how quorum, simple majority, and supermajority thresholds apply across all authorized board configurations (5–9 members per Uintah County Code). The governing thresholds are stated in Article IV, Section 3a.

APPENDIX A – VOTING THRESHOLD REFERENCE TABLE Uintah County Library Board of Directors					
Board size (5–9 members) is determined by the County Commission per Uintah County Code § 2.26. Supermajority minimum floor: 4 affirmative votes (5–6 member board) • 5 votes (7-member board) • 6 votes (8–9 member board). Supermajority is calculated against the full seated Board, not those present.					
Board Config.	Seated Members	Quorum Required	Simple Majority (members present)	Supermajority (full Board)	Supermajority Actions (Art. IV § 3a)
5-MEMBER BOARD					
Min. Quorum Present	5	3	2 of 3 present	4 of 5 (80%)	Bylaw amendments • Removal of officer/member • Collection Development Policy • Strategic Plan
Full Board Present	5	3	3 of 5	4 of 5 (80%)	Same as above
6-MEMBER BOARD					
Min. Quorum Present	6	4	3 of 4 present	4 of 6 (66.7%)	Bylaw amendments • Removal of officer/member • Collection Development Policy • Strategic Plan
Full Board Present	6	4	4 of 6	4 of 6 (66.7%)	Same as above
7-MEMBER BOARD					
Min. Quorum Present	7	4	3 of 4 present	5 of 7 (71.4%)	Bylaw amendments • Removal of officer/member • Collection Development Policy • Strategic Plan
Full Board Present	7	4	4 of 7	5 of 7 (71.4%)	Same as above
8-MEMBER BOARD					
Min. Quorum Present	8	5	3 of 5 present	6 of 8 (75%)	Bylaw amendments • Removal of officer/member • Collection Development Policy • Strategic Plan
Full Board Present	8	5	5 of 8	6 of 8 (75%)	Same as above
9-MEMBER BOARD					
Min. Quorum Present	9	5	3 of 5 present	6 of 9 (66.7%)	Bylaw amendments • Removal of officer/member • Collection Development Policy • Strategic Plan
Full Board Present	9	5	5 of 9	6 of 9 (66.7%)	Same as above
KEY NOTES					
- Quorum = majority of all filled (seated) board positions. Vacant positions are excluded. - Supermajority is calculated against the full seated Board — not quorum. A supermajority action cannot pass on quorum votes alone. - Minimum floor: 4 affirmative votes (5–6 member board); 5 votes (7-member); 6 votes (8–9 member). No supermajority action may pass with fewer than 4 affirmative votes. - Simple majority for routine actions = majority of members present, with quorum established. - Vacant seats do not count toward quorum or supermajority calculations until filled. <i>This table is a reference tool only. The thresholds stated in Article IV, Section 3a govern.</i>					