



By-Laws

Article 1. Officer Duties

- Section A. The chair shall preside at all board meetings, authorize calls for any special meetings (meaning non-emergency meetings not included in the annual schedule) and emergency meetings, prepare the agenda with the library director, and generally perform the duties of a presiding officer. The chair shall sign or countersign all official board documents and, where appropriate, recommend approval by the county commission. The chair is the spokesperson of the Board in all public communications. The chair may form committees in accordance with Duchesne County Code 1-8-5. The chair also annually inspects library facilities with the library director and county maintenance department head.
- Section B. The vice chair shall preside in the chair's absence and perform such other duties as requested by the chair.
- Section C. The secretary shall take minutes and maintain official records of board actions.
- Section D. In the absence of the chair and the vice chair at a board meeting, the Trustees shall designate one of their number as a temporary presiding officer (chair pro tempore) solely for that meeting by a majority vote of the quorum present.
- Section E. Should long-term vacancies occur in any of the Board offices, notice of an election of interim (pro tempore) officers to fill the remainder of the term of office shall be included in the call of the next regular Board meeting after any Trustee vacancies are filled. At the meeting the remaining presiding officer—or in the absence of all officers, some other Trustee—will call the meeting to order and the pro tempore officers will be elected by a majority vote of the Board.

Article 2. Board Meetings

- Section A. Trustees shall prepare for, attend and participate in all board meetings; including electronically if possible.

- Section B. All types of meetings, minutes, recordings, and notices, shall comply with the requirements of the Utah Open and Public Meeting Act—specifically Utah Code Annotated (UCA) § 52-4-102 [2006], 52-4-104 [2018], 52-4-201 [2006], 52-4-202 [2023], 52-4-203 [2023], 52-4-204 [2022], 52-4-205 (1) [2023], 52-4-206 [2023], 52-4-207 [2023], 52-4-208 [2006], 52-4-210 [2011], 52-4-301 [2006], & 52-4-305 [2006]--and of Duchesne County Code 1-8-4. as well as the additional specifications listed below. Particular attention should be given to the matters listed in the following Sections.
- Section C. ~~Board meetings shall be open to the public.~~ The Board shall deliberate and take action only in open public meetings. Except for the limited specific items that may be discussed in a closed meeting; board members shall not discuss library business as a quorum in any manner outside of their public meetings, including in-person, through any type of electronic text or voice messages or any other communication method.
- Section D. Board Meetings shall be held monthly or more frequently as needed except for August and December. Public notice of the annual schedule of board meetings must be given including date, time, place, and type of meeting in accordance with UCA § 52-4-202 [2023].
- Section E. Notice of all board meetings and an agenda shall also be posted no less than 24 hours in advance of the meeting at the libraries in Roosevelt and Duchesne and on the Utah Public Notice Website. At least one local media correspondent or newspaper shall also be notified.
- Section F. Final action can only be taken on topics listed in the agenda included in the public notice. Topics raised by the public, and not included in the agenda, may be discussed with no action taken in an open meeting at the discretion of the presiding board officer.
- Section G. An open meeting may be called into a closed meeting when a quorum is present, with a 2/3 majority vote, and is addressing only an approved closed meeting issue in accordance with UCA § 52-4-205 (1) (a)-(g) [2023]. No votes are made in a closed session. A recording of the closed session shall be kept in accordance with UCA § 52-4-206 [2023].
- Section H. Members of the public at large are permitted to address an issue of concern by contacting the library director at least ten (10) days prior to the meeting. Groups addressing the Board will be limited to one (1) spokesperson. Such agenda items and public comment must address topics pertinent to the authority of the Board.

- Section I. Trustees may participate by electronic means that allows for interactive dialogue to establish a quorum to conduct business following the procedure of Board Resolution ~~15-1~~ 24-1. Electronic meetings are held in accordance with UCA § 52-4-207 [2023].
- Section J. Unedited audio recordings of the complete open meetings are made publicly available within three (3) business days following the meeting. Approved written minutes are also made available three (3) days following their approval. Pending written minutes are made available within thirty (30) days of the meeting that is the subject of the minutes. Minutes shall be kept in accordance with UCA § 52-4-203 [2023]. A roll call of those Trustees present and absent, as well as members of the public that address the Board, shall be recorded. Documents presented by the public to the Board must also be included in the minutes.
- Section K. Any member of the public or Trustee 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.
- Section L. Emergency meetings may only be called in accordance with UCA § 52-4-202 (5) [2023] and must solely address matters of an unforeseen and urgent nature.
- Section M. The Board Chair ensures the Board is trained annually on the requirements of the Open and Public Meetings Act (UCA § 52-4-104 [2018]).

Article 3. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the library board in all cases to which they are applicable and are not inconsistent with the Utah Open and Public Meetings Act, other state laws, county ordinances, these bylaws, and any special rules of order the Board may adopt.

Article 4. Voting

- Section A. All Trustees shall have equal voting rights. A record of each vote, by individual member, must be taken.
- Section B. In case of a tie vote the vote of the Chair will break the tie.
- Section C. In the event of a vote on an issue which would present a conflict of interest for any Trustee, that Trustee shall recuse themselves from voting on that issue.

Article 5. Holidays

- Section A. The library system facilities will observe the same holidays observed by the Duchesne County Administration.
- Section B. The Roosevelt branch may be closed the Saturday of Uintah Basin In Celebration each year; the Duchesne branch may be closed the Saturday of the Duchesne County Fair each year. Any other closures shall be approved by the Board.
- Section C. In November of each year the Board will approve the holiday/closure schedule for the coming year.

Article 6. Changes and Review

- Section A. Written notification of any proposed changes in the by-laws should be given to Trustees 14 days in advance. Changes shall be ratified by a 2/3rds majority vote of the Board. If notice is not given 14 days in advance they must be passed by unanimous vote.
- Section B. The by-laws of the Duchesne County Library System will be reviewed no less than every 3 years or as the need arises.
- Section C. The Duchesne County Commission must also approve and review the by-laws as approved by the Board.

LAST REVIEW DATE: February 20th, 2024

Approvals:

Library System Director

Date

Library Board Chair

Date

Duchesne County Commission

Date