

## **2.01.05: COUNTY DEPARTMENTS**

The executive branch of Wasatch County shall consist of the following administrative departments: building inspection, city-county health department, engineering, information systems, legislative coordination/public lands, library, personnel, planning and zoning, public works, senior citizens, water resources, department of mental health and substance abuse, and such other administrative departments as the county manager deems necessary and appropriate, as approved by the county council.

\*Scrivener's Error: Ordinance #21-05 entering information into 2.01.05, but should be 2.01.06.

### HISTORY

*Adopted by Ord. 2002 Code § 2.01.05 on 1/1/2002*

*Amended by Ord. 2003-1 on 2/24/2003*

*Amended by Ord. 2005-1 on 2/8/2005*

*Amended by Ord. [21-05](#) on 5/5/2021*

## **2.02.07: LIBRARY BOARD**

- A. Establishment And Membership: There is hereby established a Wasatch County library board consisting of five (5) members, at least one of which shall be a member of the county legislative body, appointed by the county manager with the advice and consent of the county council. Members shall be qualified electors of Wasatch County and demonstrate an interest in library use, administration and policies. Members of the board shall serve without compensation, except for reimbursement for actual expenses incurred, upon presentation of proper receipts and vouchers.
- B. Powers And Duties: The library board shall have the powers and duties set forth in Utah Code Annotated title 9, chapter 7, part 5, as amended, including, but not limited to, the power to: 1) establish policies for collections and information resources that are consistent with state and federal law; and 2) make library rules in a manner consistent with county ordinances, policies and procedures, which rules shall take effect after approval by the county legislative body. In addition to the foregoing powers and duties, the library board shall, with the approval of the county manager and in accordance with county ordinances, policies and procedures: 1) be responsible for the expenditure of the library fund, the construction, lease, or sale of library buildings and land, and the operation and care of the library; and 2) purchase, lease or sell land, and purchase, lease, construct or sell buildings, for the benefit of the library.
- C. Term Of Office: Each member of the library board shall be appointed for a four (4) year term, except for the member of the board who is a member of the county legislative body, who shall be appointed for the term of his or her elected office. Terms of office shall be staggered as required by state law.
- D. Removal And Vacancies: The county manager may, with the advice and consent of the county legislative body, remove any member of the library board for misconduct or neglect of duty. The member who is the subject of removal shall be entitled to a public hearing if the member requests such a hearing. The manager, with the advice and consent of the county legislative body, shall fill any vacancy on the library board. The person appointed to fill the vacancy shall be appointed for the unexpired term of the member whose office is vacant; provided, that the member of the board who is a member of the county council shall be appointed for his or her elected term of office.
- E. Library Board Procedures:
1. Quorum: Three (3) members of the library board constitute a quorum. The vote of three (3) board members is necessary to render any decision or take any action.
  2. Rules, Regulations And Bylaws: The library board shall make and enforce such rules, regulations and bylaws for the government of itself, the preservation of order, and the transaction of its business. Rules, regulations and bylaws adopted by the board shall not take effect until they are submitted to and approved by the county legislative body.

### HISTORY

*Adopted by Ord. 2002 Code § 2.02.07 on 1/1/2002*

*Amended by Ord. 2003-10 on 6/10/2003*



WASATCH COUNTY LIBRARY  
465 E 1200 S  
HEBER CITY, UTAH 84002  
435-654-1511  
WWW.WASATCH.LIB.UT.US



WASATCH COUNTY LIBRARY  
WASATCHLIBRARY.ORG  
Engage • Include • Elevate

## BYLAWS

### Wasatch County Library Board of Directors

BY RESOLUTION, the Wasatch County Library Board has accepted Utah Code, Title 9, Chapter 7, Part 5, [and Wasatch County Code 2.02.07](#) as its authority to act. Therefore, the Board will not formulate a Constitution but will include in its Bylaws that which is consistent with its responsibilities. Those elements already established by law will not be included in the Wasatch County Library Bylaws.

#### ARTICLE 1

**Voting.** The five equal members of the board will have one vote each. The Executive officer (Library Director) has no vote, but will be responsible for ~~the preparation of~~[preparing](#) the agenda items and will speak to them, as will all ~~board~~[Board](#) directors.

#### ARTICLE 2

**Offices.** The County Council representative is excused from being an officer. The offices shall be Chair, Chair-elect, Secretary, and Member-[at-large](#).

The membership will revolve through the offices so that each Board member will have the responsibility of each office during their ~~four-year~~[four-year](#) tenure.

Offices begin July 1, run for one year, and end June 30. Mid-term resignation will require that offices advance to the vacated office. If the vacated office is that of a Member-[at-large](#), a new Member-[at-large](#) will be secured. At the end of the term year, the Chair returns to Member-[at-large](#) if they desire to finish the original term time or continue with a second term.

The Chair will preside at meetings; confer with the Executive Officer for agenda; oversee policy review; ask members and Executive Officer to present research information, make presentations, make contacts, prepare documents for review, discussion, modification, approval, and publishing; invite members to present views, make motions, and participate equally; and do whatever other tasks the Board deems it is their responsibility to do.

The Chair-elect will perform all of the duties of the Chair, when the Chair is not able to perform [them](#).

The Secretary will keep the minutes of Board meetings and deliver [them](#) to the Executive Officer [at least](#) one week prior to the next regular Board meeting for distribution. Minutes will be approved, corrected, or modified at the next Board meeting, ~~signed by the Secretary~~ and given to the Executive Officer to be filed in the Board's permanent files. Members will make corrections on their own copies of the minutes.

#### ARTICLE 3

**Committees.** There are no standing committees. Special Committees may be appointed as required and approved by the Board.

#### ARTICLE 4

**Meetings.** Library board meetings are held in accordance ~~to~~[with](#) the state of Utah's Open and Public Meetings Act (UCA Title 52, Chapter 4). One monthly meeting is required. ~~No meetings will be held in August and December.~~ Dates [and times](#) for these meetings will be established by the Board after consideration and discussion at the July meeting. Changes or alterations may be made to these dates

with the approval ~~by of~~ the Board. Special meetings may be called with majority approval. The agenda and public notice of meetings will be appropriately posted.

#### ARTICLE 5

**Quorum.** Three ~~or more~~ voting members will constitute a quorum. A quorum must be present at the meeting in order to conduct business. ~~Once established, a quorum shall be deemed~~~~A quorum, once established, shall be deemed to be~~ in effect until ~~such the~~ meeting is adjourned. All motions must have at least three positive votes to pass.

#### ARTICLE 6

**Fiscal year.** The fiscal year shall correspond with the fiscal year of the county.

#### ARTICLE 7

**Parliamentary procedure.** ~~Point Robert's Rules~~ of Order" shall be the standard for parliamentary procedure. It is desirable that the Board not belabor its meeting with minutia in parliamentary procedure, but with frank and honest discussion it should reach decisions that represent the mind of the majority.

#### ARTICLE 8

~~Changes to bylaws~~**Amendments.** Additions, changes, corrections, or other amendments to these bylaws may be made in any monthly meeting by a majority vote ~~of three, providing if that~~ notice of ~~such the~~ proposed amendment has been made and presented to members at a regular Board meeting immediately preceding the meeting at which the proposed amendment is to be considered. Changes to bylaws shall not take effect until they are submitted to and approved by the county legislative body.

#### ARTICLE 9

**Electronic ~~Meetings~~meetings.** Pursuant to UCA 52-4-207 Electronic meetings of the Open and Public Meetings Act, the Wasatch County Library Board of Directors hereby adopts the following rule to govern electronic meetings:

- Electronic meetings may be used to conduct Library Board business.
  - A quorum is not necessary to be present at a single anchor location in order to conduct an electronic meeting.
  - A Board member may request an electronic meeting no less than three days prior to the meeting to allow for arrangements to be made for the electronic meeting.
  - Public notice of the meeting will be done in accordance with Section 52-4-202; and written notice will be posted at the anchor location.
  - Notice of the electronic meeting will be given to Library Board members at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and a description of how the members will be connected to the electronic meeting.
  - Establish one or more anchor locations for the public meeting, one of which shall be the usual meeting place.
  - Provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting.
  - If comments from the public will be accepted during the electronic meeting, provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.
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Approved: March 31, 1999

Reviewed: April 25, 2007

Reviewed: April 10, 2020

Reviewed: April 2023???

NOTE: Per County Code 2.02.07 E-2.

[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=2.02.07: LIBRARY\\_BOARD](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=2.02.07: LIBRARY_BOARD)