

BYLAWS
for the
CHELAN COUNTY LAW LIBRARY

ARTICLE I

NAME

The name of this organization shall be "Chelan County Law Library." The name of the board is "The Board of Law Library Trustees," existing by virtue of the provisions of Chapter 27.24 of the Revised Code of Washington, and exercising the power and authority and assuming the responsibilities delegated to it under the said statutes.

ARTICLE II

PURPOSE

The purpose of the Chelan County Law Library ("Library") is to provide services consistent with Chapter 27.24 RCW. The purpose of the Board of Law Library Trustees ("Board") is to govern the operation of the Library, making and enforcing rules for their own procedure and for the care and use of the Library and for the guidance of employees; and to promote the best possible use of adequate resources for the legal information needs of the county, including the judges, county officials, members of the bar, and other county residents.

ARTICLE III

BOARD MEMBERSHIP

Section 1. Composition. Pursuant to RCW 27.24.020(2), the Board shall consist of five (5) members constituted as follows:

1. The Chair of the Chelan County Board of Commissioners, who is an ex officio trustee;
2. A judge for the Chelan County Superior Court chosen by the judges of said court; and
3. Three (3) members of the Chelan Douglas Counties Bar Association chosen by said association.

Section 2. Terms. Pursuant to RCW 27.24.020(5):

1. The term of office for a member who is a judge is for as long as he or she continues to be a judge;
2. The term of office for a member who is chosen by the Chelan Douglas Counties Bar Association is four (4) years. The Board may choose to stagger the terms of attorney members for the sake of continuity. Attorney members may serve consecutive terms.
3. The term of office for the member who is chair of the Chelan County Board of Commissioners is for as long as he or she continues to be chair.

Section 3. General. Board members shall serve without salary or other compensation.

Section 4. Vacancies. Any vacancy on the Board caused by death, resignation or any other cause, shall be filled as prescribed in section 1 of his article. Terms shall begin on the date of appointment or election.

Section 5. Resignation. Any trustee may resign at any time upon notice to the Secretary.

ARTICLE IV

OFFICERS

Section 1. General Provisions. The officers shall be a President elected from among the trustees at the annual meeting of the Board. Officers shall serve a term of four years from the annual meeting at which they were elected and until their successors are duly elected.

The elected officers shall be without salary or other compensation.

Other officers or committees may be appointed by the Board, to hold office for such period as is appropriate. Committees, task forces, and other advisory bodies that advance the mission of the Library may be established by the Board as necessary and may include non-Board members.

The Librarian shall act as Secretary to the Board pursuant to RCW 27.24.020(5).

Section 2. President. The President or his or her designee shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.

Section 3. Secretary. The Secretary shall act as the staff of the Board and shall issue notice of all regular meetings and special meetings, prepare and distribute agenda matters, keep appropriate records of meetings, and shall also have such additional powers and duties as assigned or directed by these bylaws, by the Board, or by the President.

Section 4. Vacancies. A vacancy in any office due to any reason shall be filled at the next regularly scheduled meeting or within two months after the vacancy occurs at a special meeting

called for that purpose, whichever event occurs first. The person filling the vacant office shall serve for the unexpired portion of the term.

Section 5. Resignation. Any officer may resign at any time upon notice to the Secretary.

ARTICLE V

FISCAL YEAR

The fiscal year of the Library shall begin on the first day of January and end the last day of December of each year.

ARTICLE VI

BOARD MEETINGS

Section 1. Place of Meeting. Unless otherwise determined by the Board, meetings shall be held at the Chelan County Law and Justice Building, 401 Washington Street, Wenatchee, Washington, on the Fifth (5th) Floor, in a room sufficient to accommodate the Board, staff, and any members of the public. Notice indicating the specific room for any meeting shall be posted on the doors of the Law and Justice Building and/or on the county calendar and/or the Library website prior to the commencement of any meeting.

Section 2. Annual Meeting. The regular annual meeting shall be held on the fourth (4th) Monday of July at 12:00 Noon. The annual meeting will be for the review of the financial health of the Library, the election of officers, and for the transaction of such other business as shall come before the Board.

Section 3. Special Meetings. The Board shall hold such other special meetings as are necessary to conduct its business.

Section 4. Notice of Meetings. Each trustee shall be given no less than twenty-four (24) hours' notice of each meeting, except no notice shall be required of a meeting held at a time and place fixed by the bylaws or by resolution of the Board. Notice to trustees may be by email or other reasonable method. Additionally, notice of all meetings shall be posted on the doors of the Law and Justice Building prior to the commencement of any meeting and/or on the county calendar and/or on the Library website.

Section 5. Procedure. All meetings shall be called to order by the President and shall be conducted in substantial accordance with *Robert's Rules of Order*. All meetings shall comply with the requirements of the Open Public Meetings Act. An affirmative vote of a majority of the members present shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 6. Quorum. Three (3) or more members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VII

DUTIES AND POWERS OF THE BOARD

Pursuant to RCW 27.24.030 the Board shall have power:

1. To make and enforce rules for their own procedure and for the government, care and use of the Library, and for the guidance of employees;
2. To remove any trustee, except an ex officio trustee, for neglect to attend the meetings of the Board;
3. To employ a librarian and assistants and to prescribe their duties, fix their compensation and remove them at will;
4. To purchase books, periodicals, resources, and other property suitable for the Library and to accept gifts and bequests of money and property for the Library, and to sell or dispose of property which is unsuitable, out-of-date, or no longer needed for the library.
5. To examine and approve for payment claims and demands payable out of the county law library fund.

ARTICLE VIII

STAFF

Section 1. Librarian. The Senior Law Clerk for the Chelan County Superior Court, who is licensed to practice law in the State of Washington, will serve as the Librarian. A yearly rate will be incurred by the Library for the services provided by the Superior Court, including the services provided through its Senior Law Clerk. The Librarian shall be the executive and administrative officer for the Library and act on behalf of the Board and under its review and direction. The Librarian shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for the selection of adequate and proper materials consistent with the policies of the Board, for the updating of materials and disposal of out-of-date, duplicative, or useless materials, and perform other activities which support the efficiency and financial health of the Library.

Section 2. Other Staff. The Librarian shall appoint, specify, and supervise the duties of all other employees of the Library in accordance with the personnel complement approved by the Board.

ARTICLE IX

AMENDMENTS

These bylaws may be amended, repealed or altered in whole or in part by a majority vote of all members of the Board provided that written notice of the proposed amendment shall have been emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted 7/26/21
Chelan County Law Library Board of Trustees