

## Bylaws

### Article I - Organization and Structure

#### 1. The Library Board shall consist of:

- 1.1. One director elected in odd-numbered years by the residents of Area A Squamish Lillooet Regional District (SLRD) at a public meeting held for that purpose.
- 1.2. One director elected in even-numbered years by the residents of Seton Portage/Shalalth at a public meeting held for that purpose.
- 1.3. Five directors elected from the population of the District Municipality of Lillooet and Area B excluding Seton Portage/Shalalth, at the Annual General Meeting, two of whom shall be elected in odd-numbered years.
- 1.4. One director may be appointed by the SLRD.
- 1.5. One director may be appointed by the District Municipality of Lillooet.

#### 2. The Chief Librarian shall attend all Board meetings as requested by the Board, but shall not vote.

- 2.1. The Annual General Meeting shall be held during the month of January at a time specified by the Board. Notice shall be provided to the membership by advertising in the local newspaper at least two weeks prior to the meeting.
- 2.2. The fiscal year shall start January first and end on December thirty-first.
- 2.3. All meetings of the Board or Association shall be conducted according to Francis' "Democratic Rules of Order".
- 2.4. These Bylaws may only be altered by a resolution passed at a regular meeting of the Board. Such a resolution must have been presented as Notice of Motion at the previous regular meeting.

### Article II - Duties of Library Board Officers

#### 1. Chair

- 1.1. Shall preside at meetings of the Association, and at Board meetings.
- 1.2. Shall supervise the business of the Association.
- 1.3. Shall report the previous year's activities to the membership at the Annual General Meeting.
- 1.4. Shall be a signing officer of the Association.
- 1.5. The Chairperson shall be the official representative of the Association unless the Board designates otherwise.

#### 2. Vice Chair

- 2.1. Shall assist the Chairperson in carrying out the duties of the Chair.
- 2.2. Shall preside over meetings in the absence of the Chairperson.
- 2.3. Shall be a signing officer of the Association.

#### 3. Financial Director

- 3.1. Shall be the Chair of the Finance Committee
- 3.2. Shall be a signing officer of the Association

#### **4. Secretary-Treasurer**

- 4.1. Shall be the Chief Librarian without voting privilege.
- 4.2. Shall have charge of the accurate preparation and custody of the minutes of the Association.
- 4.3. Shall attend to correspondence of the Association.
- 4.4. Shall issue notice of all meetings.
- 4.5. Shall provide copies of the latest minutes to all Board members prior to the next regularly scheduled meeting of the Board.
- 4.6. Shall have prepared by a Certified General Accountant such records as are necessary to give a thorough and proper accounting of Association funds at year's end.
- 4.7. Shall assist the Board or its committees in the preparation of the annual budget.
- 4.8. Subject to Board approval may select a qualified employee of the Association to act as bookkeeper for the Association.
- 4.9. Shall be a signing officer of the Association

### **Article III - Committees**

#### **1. Finance Committee**

- 1.1. The Finance Committee shall consist of the Chairperson, the Vice-Chairperson, and the Financial Director. All Board members shall be entitled to participate in the activities of the Finance Committee.
- 1.2. The Financial Director shall be elected in the same manner as the Chairperson.
- 1.3. The Finance Committee shall meet regularly, but not less than quarterly, to review financial information, and shall report back to the Board.
- 1.4. The Board may establish other committees as necessary.

October 16, 2002