



# Board Meetings

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**PURPOSE:** Establish guidelines for how board meetings will be conducted.

**POLICY:** Board meetings may be held once a month and no less than 4 times a calendar year.

## GUIDELINES

1. Where extenuating circumstances arise and a Board resolution is required, the Board may, with the required signing of a waiver (B12 A) by a minimum of five (5) Board Members, hold a Special Meeting at a time convenient to members of the Board.
2. All meetings will be open to the public.
3. Board meetings will be conducted using "Robert's Rules of Order".
4. A quorum shall consist of a simple majority of appointed board members.
5. The Board Chair, due to extenuating circumstances, has the option to schedule the Board or Committee meeting with 24 hours' notice, through teleconference services or electronic communication services.
6. Members of Board who wish to use teleconference services or electronic communication services to participate in the meeting must provide notice to the Board Chair and Library Manager 24 hours prior to the start of the meeting.

Date of Approval: October 12, 2004

Date Reviewed/Revised: October 11, 2005  
April 11, 2006  
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May 11, 2010  
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