

STANDING RULES OF ORDER
CEDAR MILL COMMUNITY LIBRARY ASSOCIATION
Approved March 17, 2016

I. Association Membership

- A. It is the policy of the Association to encourage membership. Association membership shall confer the following basic benefits, regardless of the amount of the annual donation:
- The opportunity to serve on the Board of Directors and its committees
 - The right to vote at Association meetings
 - Receipt of the Library newsletter
- B. An annual Association membership will be offered to all donors to the Library who meet the requirements of Article II, Section 2 of the by-laws. The membership will expire twelve months after the last donation. Life membership will be available for donations of \$1,000 or more, which shall include cumulative donations.
- C. The Association, through the Board of Directors, may conduct giving campaigns to help fund Library operations from time to time. Such campaigns may include incentive levels, which may vary from campaign to campaign. The giving campaigns will be coordinated between the Development Committee and Library staff.

II. Standing Committees

Standing Committees are established on a permanent basis. The Standing Committees serve these four primary purposes:

- To divide the workload of the Association.
- To expedite the work by removing routine tasks from monthly Board consideration.
- To utilize the specific talents and knowledge of Board Members, all of whom are expected to participate actively on Standing Committees and in Association events.
- To permit broader participation.

Committee members meet apart from the entire Board to work in the area assigned to them. Committee meetings are attended by its members only. Other members of the Board or Association should be given reasonable opportunities to express their views to the committee at the invitation of the committee.

Standing Committees should be chaired by a member of the Board and may include Association members, volunteers, and Library staff. Committee appointments shall be made by the Chairperson of each Standing Committee. Library staff members who participate on committees will not have voting rights. The Executive Director shall be an ex-officio member of each Standing Committee.

Committee members shall be identified as the committees have issues that need to be addressed.

Standing Committee reports will be submitted to the Board. Pertinent facts should be included in the minutes. Each Standing Committee shall submit a proposed budget to the Finance Committee by March 30, as needed.

- A. Community Relations and Events Committee
Works with Library staff and the Development Committee to coordinate public relations, community awareness, and community activities.
- B. Development Committee
- Works with the Executive Director to develop and implement membership and giving campaigns.
 - Oversees a donor recognition and appreciation program and a membership renewal program with the support of the Executive Director .
 - Acts as a liaison between the Board and the Executive Director for grant and endowment development efforts.
 - The Executive Director shall maintain a current and accurate list of Members and donations and shall make this information available to the Development Committee upon request.
- C. Second Edition Management Committee
- Works with the Second Edition Store Coordinator to develop and implement resale shop operating policies, including but not limited to pricing, product selection, merchandising, marketing, promotions, operating hours, and recruitment and oversight of volunteers.
 - Oversees resale shop income and expenses to provide maximum financial support to the Association, and develops annual revenue target and budget proposal for Board review and approval.
 - This committee will be chaired by a Board member and the Store Coordinator will be a staff representative on the committee.
 - Direct supervision of the Store Coordinator will be the responsibility of the Executive Director). The committee will advise the Executive Director regarding the performance of the staff person; the Director will carry out performance reviews.
- D. Finance Committee
- This committee will be chaired by the Treasurer; the Business Manager will be a staff representative.
 - Reviews the annual budget draft prepared by staff, and presents it to the Board for initial review at the May Board meeting and final review and approval at the June Board meeting.
 - Develops and maintains an investment policy statement; oversees staff adherence to investment policies
 - Develops fund reserve recommendations
 - Works with staff to make recommendations and preparations for the annual audit.
- E. Nominating Committee
- Continually seeks out new potential candidates for positions on the Board of Directors and Standing Committees, and maintains records of potential candidates who were previously identified.
 - Identifies the types of people that will strengthen the Board, the skills and expertise needed and seeks out individuals with these qualifications.
 - Makes specific recommendations for open Board positions as positions open
- F. Personnel Committee
- This committee reviews personnel policies and procedures as needed and

recommends any changes; it also serves as grievance committee for staff and volunteers.

- The Chair and the President shall jointly evaluate the Executive Director's job performance with input from the members of the Board.

III. Special Committees

Special committees shall be established by Board action as may become necessary and the President shall appoint the Chair thereof. The members of any Special Committee shall be appointed by the Chair and shall include other persons as determined by the Board.

IV. Order of Business

The order of business for Board meetings shall include:

- Call to order
- Approval of minutes
- Decision Items
- Discussion Items
- President's Report
- Treasurer's report
- Executive Director's report
- Reports of standing committees
- Special reports
- Audience time
- Communications/Announcements
- Adjournment

V. Agenda

An agenda shall be prepared by the President with consultation from the Executive Director for each meeting. The agenda shall be posted by Library staff in the Library and copies distributed to each Board member prior to a regularly scheduled meeting. Recommendations for action by the Board of Directors, by Committees or the Executive Director, and supportive materials may be submitted to the President or Executive Director in time to be included in and with the agenda.

VI. Minutes

Minutes shall be posted in the Library and submitted to Executive Director within ten days following the meeting in which they are approved. Distribution of minutes to Board Members shall accompany the Agenda.

VII-. Policy Approval

The Board shall review and approve policies prepared by the Library staff regarding use of the Library.

Adopted by the Board January 21, 2003; amended by the Board February 18, 2003, March 21, 2006, March 17, 2016