

BYLAWS
HENNEPIN COUNTY LAW LIBRARY BOARD OF TRUSTEES

ARTICLE I

Name

The name of this organization shall be “The Hennepin County Law Library Board of Trustees,” existing by virtue of the provisions of Chapter 134A of the Minnesota Statutes, and exercising the power and authority and assuming the responsibilities delegated to it under said Statutes.

ARTICLE II

Purpose

The purpose of the Board of Trustees is to govern the operation of The Hennepin County Law Library and to promote the best possible use of adequate resources for legal research for all residents of the county, including judges; state, county and municipal officials; members of the bar; and members of the public.

ARTICLE III

Membership

Section 1. Composition. The Board shall consist of seven (7) members;

1. Three judges of the fourth judicial district appointed by the Chief Judge of the Judicial District, and
2. One member of the Hennepin County Board of Commissioners selected by the County Board of Commissioners, and
3. One attorney admitted to the practice of law residing in Hennepin County selected by the County Attorney, and

4. Two attorneys admitted to the practice of law residing in Hennepin County selected by the Hennepin County Bar Association in the manner prescribed in its bylaws.

Section 2. Terms of Office. Each Board member shall hold office for a term of four years, with the exception of the County commissioner, who shall be selected annually by the Hennepin County Board of Commissioners. Terms shall begin on the date of appointment or election.

Section 3. Vacancies. Any vacancy on the Board of Trustees caused by death, resignation or any other cause, shall be filled for the unexpired portion of the term by appointment or election as prescribed in Section 1.

Section 4. Procedure for Changing the Size of the Board. The size of the Board of Trustees may be reduced to three (3) or five (5) members by a five-sevenths vote of all Board members.

ARTICLE IV

Officers

Section 1. General provisions. The officers shall be a President and Vice President elected from among the trustees at the annual meeting of the Board. Officers shall serve a term of one year from the annual meeting at which they were elected and until their successors are duly elected. The Law Library Director shall serve as Secretary to the Board. Other officers, committees or agents may be appointed by the Board, to hold office for such period as is appropriate, but in no event for a period extending past the succeeding annual meeting.

Section 2. President. The President 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. Vice President. The Vice President, in the event of the absence or disability of the President, or of a vacancy in the office, shall assume and perform the duties and functions of the President.

Section 4. Secretary. The secretary shall act as the staff of the Board and shall issue notice of all regular and special meetings, prepare and distribute all agenda matters, and keep appropriate records of the meetings. The Secretary shall also perform such other secretarial functions as may be necessary.

Section 5. Vacancies. A vacancy in any office due to any reason shall be filled at a special meeting called for that purpose within two months after the vacancy occurs.

ARTICLE V

Meetings

Section 1. Place of Meeting. Unless otherwise determined by the Board of Trustees, meetings shall be held at the Hennepin County Law Library. The meetings shall be subject to Chapter 13D of the Minnesota Statutes, the Minnesota Open Meeting Law.

Section 2. Annual meeting. The annual meeting of the Board shall be held each year for the purpose of electing officers and for the transaction of such other business as shall come before the Board.

Section 3. Special Meetings. Special meetings shall be called by the President when requested by any member of the Board. A request for a special meeting shall

state the purpose of the meeting. A meeting may be held by means of electronic communication.

Section 4. Notice of Meetings. Notice of any annual or special meeting shall be given to each Board member at least three days prior to such meeting. The notice shall state the purpose of the meeting. Notice of all meetings shall be posted in the library and -posted on the Hennepin County Law Library website three days prior to the meeting.

Section 5. Procedure. All meetings shall be called to order by the President and shall be conducted in accordance with Robert's Rules of Order. 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. Four or more members of the Board shall constitute a quorum for the transaction of business.

Section 7. Emergency Action by Members. Emergency action may be taken without a meeting subject to a majority of all members agreeing that an emergency exists. The action must be approved by a majority vote of all members and the resolution set forth in writing.

ARTICLE VI

Records

The bylaws and regulations, minutes of proceedings, and other documents relating to the governance of the Law Library shall be available online; and be available to the public at the Law Library.

ARTICLE VII

Staff

Section 1. Director. The Board shall appoint a qualified Director who shall be the executive and administrative officer of the Law Library on behalf of the Board and under its review and direction. The Director shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of materials in keeping with the policy of the Board, for the efficiency of the library service to the public and for the financial operation of the library within the limitations of the budgeted appropriation.

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

Section 3. Compensation. Compensation of the Director and staff shall be in accordance with the Hennepin County Compensation Plan. Job classifications of all Law library employees shall be determined by the Board with the advice of the Hennepin County Personnel Department.

ARTICLE VIII

Amendments

These bylaws may be amended by a five-sevenths vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which action is proposed to be taken.

Adopted: December 1, 1982

Amended: May 24, 1983

Amended: June 4, 1991

Amended: February 25, 2016