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|  | Authorized By: | <b>Salt Lake County Library Board of Directors</b> |                   |
|   | Subject:       | <b>Salt Lake County Library Board Bylaws</b>       |                   |
|   | Effective Date | Version #  | Revision Date     |
|   | March 25, 2024 | 2  | February 23, 2026 |

## Bylaw Statement

This organization shall be called the Salt Lake County Library Board of Directors (the Library Board). The Library Board is created pursuant to [Salt Lake County Ordinance Chapter 2.21 – Library Board of Directors, Utah Code § 9-7-501 through -511](#) and governed by Utah’s Open and Public Meetings Act [Utah Code § 52-4-101 through -305](#) (the Statutes and Ordinances), as amended from time to time, and shall exercise the powers and assume the responsibilities delegated to it under those statutes in governing the Salt Lake County Library (the County Library).

### Article I: Library Board of Directors

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Section 1: Members of the Library Board shall be appointed and serve terms of office according to the Statutes and Ordinances.

Section 2: The majority of the board members then in office may recommend to the Salt Lake County Mayor that a director be removed, with or without cause. The Salt Lake County Mayor shall make the final determination of whether a director be removed.

### Article II: Board Officers

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Section 1: The board shall annually elect officers in accordance to the Statutes and Ordinances, as amended from time to time, which such officers shall include a chairperson, a vice chairperson, and a secretary.

Section 2: The chairperson shall:

- Preside at all board meetings.
- Authorize calls for any special meetings.
- With the consultation of the board, appoint all committees and their chairs and vice chairs.
- Execute documents authorized by the board.
- Generally, perform all duties associated with the office of chairperson.

Section 3: The vice chairperson shall perform all other duties assigned by the chairperson. In the event of the chairperson’s absence, disability, or resignation, the vice chairperson shall assume and perform the duties and functions of the chairperson.

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**Article III: Board Meetings**

- Section 1: The board shall hold meetings, including electronic meetings, in accordance with the library’s [Electronic Meetings Policy](#) and the Statutes and Ordinances.
- Section 2: The secretary, or library staff assisting the secretary, shall send board members a written notice of each board meeting at least three calendar days before the meeting, or within any other timeframe permitted by law for a public meeting.
- Section 3: For purposes of determining whether a quorum is present, all board members present shall be counted, including board members who may abstain from a particular vote. A particular board member is considered present when they are physically present at the location of the meeting, or are otherwise participating by remote means, including virtually, and make their presence known. A majority affirmative vote of a quorum shall be necessary to approve any action before the board. The chairperson may vote upon and may move or second a proposal before the board.

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**Article IV: Powers and Duties**

The board shall have the power and duties set forth in the Statutes and Ordinances as amended from time to time.

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**Article V: Library Executive Director**

- Section 1: The board shall recommend for appointment a library executive director in accordance with the Statutes and Ordinances, as amended from time to time.
- Section 2: The library executive director shall have the duties and responsibilities set forth in the Statutes and Ordinances as amended from time to time.

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**Article VI: Public Comments**

- Section 1: The board welcomes public participation and input. The board and library would like to ensure interested individuals are allowed time to address the board, while permitting the board to conduct its meeting in an efficient and effective manner.
- Public comments are only permitted during times designated on the meeting agenda. A commenter may speak for up to three minutes.
  - Persons may be removed from a meeting if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised, in accordance with the Statutes and Ordinances.

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- All comments become part of the meeting record and board minutes will reflect the name of any speakers and the substance of any comments.

**Article VII: Ethics**

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The board shall be subject to and fully comply with [Salt Lake County Code of Ethics Policy 1430](#) including conflict of interest disclosure requirements, as amended from time to time.

**Article VIII: Committees**

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Section 1: Committees for the study and investigation of issues and the accomplishment of specific tasks may be appointed by the chairperson with consultation from the board to serve until the work assigned is completed or until such time as the board may designate. Such committees may include board members or may be comprised entirely of other interested parties.

Section 2: No committee will have other than advisory powers unless it is granted specific power to act by the board.

**Article IX: Amendments**

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Amendments to these bylaws may be adopted by a majority vote of board members present at a regular meeting with a quorum, subsequent to notification of the proposed change.

*Reviewed and affirmed by the Salt Lake County Library Board of Directors, March 25, 2024.  
Reviewed and affirmed by the Salt Lake County Library Board of Directors, February 23, 2026.*