

# **Delta County Public Library District (DCPLD)**

*“Serving and Empowering People  
Providing Resources for Life, Leisure and Learning”*

**The Board of Trustees of Delta County Public Library District (Board) adopts and makes public the following written policy:**

## **STANDING COMMITTEES POLICY**

### **Revision Dates and General Definitions**

This revision dated 05/20/2015 overrides all previous versions of **Delta County Public Library District STANDING COMMITTEES POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in DCPLD’s policies either orally, in writing or by their actions.

The DCPLD Board has the power to establish committees. The Chairperson of each committee shall make regular reports to the Board.

A committee is a DCPLD Board Committee only if its existence and authorization comes from the Board, regardless of whether Board members sit on the committee. The only authorized Board Standing Committees are those which are set forth in this policy and these will continue in existence until this policy is modified to delete their authorization.

The DCPLD Board may also authorize Ad Hoc Special Committees for special limited purposes. These Committees serve only until completion of the assignment.

### **Committee Restrictions**

Board committees have one essential role—to strengthen and support the work of the DCPLD Board as a whole. Committees do not make decisions. They provide topical recommendations to aid the full board in making decisions. Board Committees are not to interfere with delegation from the Board to the Library Director, or from the Library Director to Library staff.

Board Committees act as focus groups that concentrate on necessary information and background to bring a recommendation to the board.

Board Committees most commonly assist the Board by undertaking activities not delegated to the Library Director, by preparing policy alternatives and implications for Board deliberation, or by performing specific monitoring functions. Board committees will normally not have direct involvement with current staff operations.

Board committees may not speak or act for the Board except when formally given such authority for specific and/or time-limited purposes.

This policy applies to any group formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the Library Director.

Meetings (including those held by email) that include 3 or more Trustees shall be considered public meetings with appropriate notice to the public being required prior to the meeting. Additional requirements for these meetings are noted in the By-laws to ensure compliance with Colorado Open Meeting Laws.

**Board Standing Committees**

The only authorized DCPLD Board Standing Committee is the Executive Committee. Other Standing Committees may be established by the Board if the need arises.

**Board Standing Committee Responsibilities**

The **Executive Committee** is responsible for reviewing, developing, recommending, and modifying all policies and handbooks for the Library. Each library policy will be reviewed at least once every 3 years to ensure it is still valid, needed and current. The Committee is also responsible for reviewing the By-laws and recommending modifications as needed. The Committee is also responsible for reporting legislative changes to the Board that affect the Library. On a monthly basis the committee sets Board agendas with the District Director and reviews topics for discussion with the District Director. The Executive Committee is also responsible for performing the Library Director’s evaluation using a method developed by the Board.

The President of the Board and the Vice President of the Board comprise the Executive Committee.

**Board Standing Committee Membership**

After the yearly Board Officer election the newly elected President will make committee assignment recommendations with final approval by the Board. If three or more Trustees are appointed to a committee, all meetings of that committee fall under the Colorado Open Meeting law which requires prior public notice and minutes. Committee members can be selected from outside the Board to provide needed or desired expertise and experience. The Library Director will serve as a non-voting ex-officio member of each committee.

A Committee member may be removed by the Board at any time when at least 5 Trustees vote to remove the member. When a vacancy occurs on any Committee, the President of the DCPLD Board will name a replacement as soon as possible. All Committee assignments will be documented in the Board minutes.

Approved by DCPLD Board of Directors

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Date

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Secretary