

Guidelines of the Ketchikan Public Library Advisory Board

Adopted by the Board at their July 8, 2026 meeting

I. Membership

- a) **Term Length and Vacancies-** The term of the Board will generally begin with the April meeting and end with the January meeting of their respective terms. The term of the Teen representative will be from July 1 through June 30. The one-year term of the City Council and Borough Assembly representatives will begin when they are appointed by their respective bodies and end when a new representative is appointed. The term of other members shall be for three years or until a successor is appointed.

II. Officers

- a) **Elections-** The Board members shall elect a Chair and a Vice-Chair at their annual organizational meeting in January. The Library Director or designated staff member shall serve as Secretary. Individual elections for Chair and Vice-Chair will be by paper ballot. All nominated candidates shall be considered at the same time and the person receiving the most votes shall be declared the winner. In the event of a tie, a second vote of the top candidates will determine the winner. Two members who are not up for consideration shall count the votes. Ballots shall be legibly signed by the voter. Elected officials will immediately assume their roles following the election. All nine members of the Board are voting members. Officers may serve for two consecutive terms in the same position and may thereafter be reelected after an interval of one year.
- b) **Duties of the Chair-** The Chair shall preside at all meetings and shall be responsible for initiating and/or preparing an agenda for each meeting with the Library Director.
- c) **Duties of the Vice-Chair-** The Vice-Chair shall preside at meetings in the absence of the Chair and shall perform the Chair's duties as required.
- d) **Duties of the Secretary-** The task of taking minutes and keeping records may be designated to the library staff at the discretion of the Board.

III. Meetings

- a) **Frequency-** The Board shall meet at least quarterly in January, April, July and October at 6pm and as needed, as the Chair or, in her/his absence, the Vice-Chair shall determine. The Board shall meet in the Ketchikan City Council chambers.

- b) Annual Organizational Meeting-** The January meeting shall consist of organizational items including, but not limited to, officer elections and date/time/location scheduling for the next four quarterly meetings. The election of officers shall be the last item on the organizational meeting agenda. Dates for follow-up meetings shall also be reserved two weeks after each regular meeting.
- c) Parliamentary Procedure-** The current edition of Robert's Rules of Order shall govern the deliberations and actions of the Board but may otherwise be observed informally as a matter of convenience.
- d) Meeting Length-** Meetings shall be limited to three hours with an option to continue only if a majority votes to do so. Meetings may not extend beyond 10:00pm. A follow-up meeting must be called and properly noticed if the business of the regular meeting cannot be completed.

IV. Amendments

- a) Ketchikan Municipal Code Rules-** The provisions of Ordinance No. 89-129, approved by the Ketchikan City Council on January 21, 1988, are primary and will prevail in any conflict arising between the Ordinance and the bylaws as they are now, or may be constituted.
- b) Library Advisory Board Guidelines-** These bylaws may be changed by motion from any member of the Board, with affirmative concurrence by a majority of the Board at any duly constituted meeting of the Board.