

# Aloha Community Library Association

## Standing Rules of Order

Updated and adopted by ACLA Board of Directors

January 2025

### I. Regular Board Meetings

The Board of the Aloha Community Library Association (“Association”) conducts regular Board meetings on the third Wednesday of every other month beginning at 6:30pm and continuing until the meeting is adjourned. Regular Board meetings are held at the Aloha Community Library.

The President of the Board has discretion to cancel and reschedule regular Board meetings based on circumstances or in the event of inclement weather. The President of the Board also has discretion to move the location of regular Board meetings based on circumstances.

Regular Board meetings are open to the public. Executive sessions are not open to the public.

### II. Order of Business

The order of business for regular Board meetings shall include:

- Welcome
- Call to order
- Introduction of guests
- Approval of minutes
- Decision and motion items, if any
- Treasurer’s report
- Committee reports, if any
- Library Director’s report
- Special reports, if any
- Discussion items
- Other business (time for public comment)
- Adjournment

### III. Agenda

An agenda for a regular Board meeting shall be prepared by the President. Except for the call to order and adjournment, the President has discretion to determine the order in which reports and items will be scheduled on the agenda. The President may consult with the Library Director or other Board members to prepare the agenda. Recommendations for action or discussion items may be submitted to the President for inclusion in the agenda. The President has discretion not to include a recommendation or discussion item in the agenda based on circumstances or to delay inclusion of the item for a future Board meeting.

The agenda shall be distributed to Board members by email at least ten (10) calendar days in advance of the meeting. The agenda shall be posted at the Association's website at least ten (10) calendar days in advance of the scheduled Board meeting.

### IV. Minutes

The Secretary is responsible for taking minutes of all regular Board meetings, special Board meetings, and annual Association meetings. In absence of the Secretary, any current member of the Board may take minutes. All minutes are subject to Board review and approval. The Secretary shall submit approved minutes within ten (10) calendar days of Board approval to the Library Director and Assistant Library Director, or their designee, for posting at the Association's website.

### V. Policy Review and Approval

The Board shall timely review and decide whether to approve any policies that have been prepared by the Library Director or by library staff that concern the use of the library. Proposed policies may be submitted to either the President or the Library Director for presentation to the Board.