



## BOARD OF TRUSTEES BYLAWS

### 01.02.01.G1 Committee Guidelines

Article V of the Bylaws regarding Committees provides that the Board of Trustees may function as a committee of the whole without appointment of standing committees; the Board may establish standing committees, which shall make regular reports; and special committees may be authorized and appointed by the President for special, limited purposes and shall serve only until completion of the assignment.

The Board of Trustees has established guidelines for certain standing committees as follows:

#### **Legislative and Government Committee**

Purpose: The PCCLD Legislative and Government Committee (hereafter referred to as the Committee) shall be established as a standing committee by the Pueblo City-County Library District Board of Trustees to inform the trustees of developments regarding federal, state and local matters affecting library financing and services, such as Tax Increment Financing, and to advocate on behalf of the library district on these matters.

Membership: Membership shall consist of a minimum of two library trustees (one being the Board President), the PCCLD Executive Director and community members. Additional trustees may be appointed by the Board President as needed.

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.

#### **Audit Committee**

Purpose: The PCCLD Audit Committee (hereafter referred to as the Committee) shall be established as an ad-hoc committee by the Pueblo City-County Library District Board of Trustees to initiate a formal Request for Proposal (RFP) process every five years at a minimum, to acquire the services of an auditor. The committee will evaluate submitted proposals, conduct interviews if necessary, select a certified public accountant or partnership of certified public accountants based upon the lowest and best bid, and recommend approval of the auditor on an annual basis. The committee may also meet with auditors as they prepare for or conduct the audit. The committee will review the completed audit and make recommendations regarding approval to the Board of Trustees.

Membership: Membership shall consist of three library trustees and the Chief Financial Officer (CFO).

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.

**See Also:** [04.01.18 Audits](#)

## **Board Development Committee**

Purpose: The PCCLD Board Development Committee (hereafter referred to as the Committee) shall be established as a standing committee by the Pueblo City-County Library District Board of Trustees to review Board operations to insure that trustees are kept apprised of library trends and legal matters affecting libraries. The committee conducts an annual Board Assessment to identify any areas in which the Board might need additional information or training. The committee may make recommendations for updates to Board Bylaws, Board orientation materials, adjustments to operations, training, or workshops to insure Board members have all the necessary tools for their work as trustees.

Membership: Membership shall consist of a minimum of two library trustees (chaired by the Board Vice President) and the PCCLD Executive Director. The services of the Board attorney may be enlisted as needed. Additional trustees may be appointed by the Board President as needed.

Appointment: The President of the PCCLD Board of Trustees shall annually appoint the members of the committee.