

Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

Special Meetings

Special meetings may be called by the President or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted.

Absences

In the absence of the Vice-President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

Five members of the Board shall constitute a quorum for the transaction of business.

Election of Officers and Term of Office

Officers elected at the annual election shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July. No officer shall be elected to serve more than two consecutive terms.

Article 3. ORDER OF BUSINESS

The order of business at the regular meetings shall be presented in writing to each board member and shall be as follows:

Call to order	Reports of committees
Approval of minutes	Old business
Communications	New business
City Librarian's report	Adjournment
Statistical report	

Vote on all matters involving the expenditure of funds will be by roll call.

Article 4. COMMITTEES

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations