

**RULES OF THE CUYAHOGA COUNTY LAW LIBRARY RESOURCES BOARD**

**ARTICLE I: MEETINGS, QUORUM AND VOTING**

1. All Cuyahoga County Law Library Resources Board (CLLRB) meetings shall be held in the Law Library during regular business hours, or at such places as the Chairperson may designate.
2. Meetings of the CLLRB shall comply with Ohio open meeting laws, and, as such, shall be announced publicly. Meetings of the CLLRB shall be open to the public.
3. Meetings shall be held quarterly, as required by law and shall be held at 12 noon. Dates for these meetings shall be selected to coincide with those of meetings of the Cleveland Law Library Association (CLLA), the CLLRB's partner in overseeing the operation of the Cleveland Law Library. Other meetings of the CLLRB may be held at such times as may be fixed by the CLLRB with at least ten (10) days of prior written notice to each member.
4. As necessary, the CLLRB may create standing and/or ad hoc committees of at least two (2) members. Each such committee shall submit to the CLLRB at its meetings, if and when the CLLRB may designate, a report of the actions and/or recommendations of such committees for consideration and approval by the CLLRB.
5. Three (3) CLLRB members present in person at any duly called meeting shall constitute a quorum.
6. A majority vote of the members present in person at any duly called meeting is necessary for official action.
7. Whenever a CLLRB member has a financial or personal interest in any matter coming before the CLLRB, the affected person shall: (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members present in person or by communications equipment at any duly called meeting vote for official action.

**ARTICLE II: MEMBERS AND OFFICERS**

1. The composition, including appointments, terms, and leadership, of the CLLRB is determined by Ohio Revised Code Sections 307.51 and 307.511.
2. The CLLRB members shall appoint a Law Librarian/Chief Administrator and library

staff as deemed necessary. These employees need not be residents of Cuyahoga County.

3. At its final meeting of each year, the CLLRB shall select members to serve as Chair, Vice-Chair and Secretary for the coming year.
4. The Chairperson, or, in his/her absence the Vice-Chair, shall preside at all meetings of the CLLRB. The Chairperson shall decide all points of order and procedure, unless overruled by a majority of the CLLRB in session at that time.
5. The Secretary will ensure that minutes of all meetings are taken and shall permanently sign and record same.
6. CLLRB members shall not receive compensation for their services.

### **ARTICLE III: HOURS AND USE OF THE LIBRARY**

- I. Except for legal holidays as designated by Cuyahoga County or by statute, the library shall be open weekdays from 8:30 a.m. to 5:00 p.m.
2. When acting within the course and scope of their offices or employment, the following officers and employees are entitled to use the library's resources and services at no charge: any member of the general assembly; and any officer or employee of a county, municipal, or township government or court located within Cuyahoga county.
3. Members of the public shall have use of the facilities upon such terms and conditions as provided in the Law Library Use Policy.
4. The CLLRB shall adopt and modify from time to time a schedule of fees for additional privileges.

### **ARTICLE IV: EXPENDITURE OF FUNDS AND RECEIPT OF GIFTS**

1. The CLLRB shall expend funds in accordance with Ohio Revised Code Section 307.51(B).
2. The CLLRB or the Law Librarian may accept any contribution, gift, bequest, or devise for use by and for the Law Library in compliance with Ohio law.

### **ARTICLE V: THE CLEVELAND LAW LIBRARY ASSOCIATION**

The CLLRB and the CLLA, with superior public service in mind, have a working Agreement in place between them that ensures the continuing, smooth operation of the Cleveland Law Library. Because of this strong, collaborative relationship, all Rules of the Cuyahoga

County Law Library Resources Board shall be reviewed and supported by the CLLA.

#### **ARTICLE VI: BY-LAWS**

The CLLRB may, by resolution, adopt such by-laws not inconsistent herewith as may be necessary and proper for the protection of the property of the CLLRB and the management of its affairs.

#### **ARTICLE VII: AMENDMENTS**

These Rules may be altered or amended at any regular or special meeting of its members by an affirmative vote of a majority of the members present in person, provided, however, that written notice of such proposed alteration or amendment shall have been given to all CLLRB members at least ten (10) days prior to such meeting.