

[LIBRARY LETTERHEAD]

REMOVAL OR RESIGNATION OF A TRUSTEE POLICY

The [LIBRARY NAME] Board of Trustees is committed to the resources, facilities, and sustainability of the library and to the community in which the library serves. To ensure all Trustees are present, engaged, and actively working to fulfill the mission of the library, the [LIBRARY NAME] Board of Trustees has adopted this Removal or Resignation of a Trustee Policy.

- The Board of Trustees shall consist of [NUMBER] members all of which are expected to attend each meeting prepared and ready to actively participate.
- Any Trustee unable to attend a meeting of the Board shall notify the President prior the meeting.
- In accordance with Education Law Sec 226, if any trustee fails to attend three consecutive meetings without an excuse accepted as satisfactory by the other Trustees, they shall be deemed to have resigned.
- Any Trustee may resign at any time by submitting their resignation in writing to the President. Such resignation shall be effective upon receipt unless another date is specified therein.
- A removed or resigned Trustee will be replaced following the procedures outlined in the ByLaws of the [LIBRARY NAME].

The Removal or Resignation of a Trustee Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] and all applicable local, state, and federal laws by the Director and Board of Trustees. This policy may be updated or modified as needed at a regular business meeting of the Board of Trustees.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020

