

Clinton-Macomb Public Library Board

Bylaws

Article I

Legal Authority: The Clinton-Macomb Public Library is a district library formed under Michigan P.A. 24 of 1989 and serves residents of Clinton and Macomb Townships, not residing in the Mount Clemens School District.

Article II

Library Board:

Section 1. The governing library board shall consist of eight (8) trustees who reside within the District. Each township board of trustees shall appoint three (3) individuals to the Library Board of Trustees. The township whose population is more than 110% of the lesser township's population, based on the most recent decennial U.S. census, will appoint the seventh and eighth members to the Board. When the townships' populations are within 10% of each other, each township will have equal representation on the board.

Section 2. The Library Director shall be an ex-officio, non-voting member of the Board.

Section 3. The term of office for a Trustee shall be four (4) years, except those appointed to fill an unexpired term.

Section 4. Board members who have four (4) unexcused, consecutive absences, or a total of six (6) absences per year, will be requested to resign.

Section 5. The duties of the Board shall be as authorized in Section 12 of P.A 24 of 1989.

Article III

Officers:

Section 1. The officers of the Board shall consist of a President, a Vice-President, a Treasurer and a Secretary. The Library Director shall act as Recording Secretary and keep a true and accurate account of all the proceedings of the Board meetings.

Section 2. The officers shall be elected from among the Board at the annual meeting each January for terms of one calendar year and shall remain in office until their successors are elected. In the case of a resignation of an officer, the Board shall elect a new officer at its next regular meeting, to fill the unexpired term.

Section 3. The duties of the officers shall be:

- A. The President presides at all regular and called meetings of the Board, appoints all necessary committees, and generally performs duties of a presiding officer. The President has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Board.
- B. The Vice-President has the power to perform the duties of the President in case of the absence of that officer and such other duties as the President or Board may direct.
- C. The Secretary certifies that the minutes are a true and accurate account of all the proceedings of the Board meetings. The Secretary has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Board and such other duties as the President or Board may direct.
- D. The Treasurer certifies, along with the Board's Finance Committee, all bills, investments and financial reports approved by the Board and such other duties as the President or Board may direct.
- E. The board will be indemnified by Directors & Officers Liability coverage.

Article IV

Board Meetings:

Section 1. The regular Board meetings shall be held in compliance with the Michigan Open Meetings Act on the third Wednesday of each calendar month at 7 p.m. in the Clinton-Macomb Public Library or such other times and places as the board may determine. An annual list of regular Board meetings shall be posted in the Library.

Section 2. A quorum at any meeting will consist of a majority of the currently appointed members of the Board of Trustees. A simple majority is required to pass an issue.

Section 3. The usual order of business shall be:

- A. Call to order

- B. Approval of the last meeting's minutes
- C. Treasurer's report
- D. Monthly bills
- E. Communications
- F. Director's report
- G. Committee reports
- H. Old business
- I. New business
- J. Public comment
- K. Adjournment

Section 4. Public comment on agenda items is limited to 3 minutes per person

Article V

Committees:

Section 1. The President will annually appoint a chair and committee members to the following standing committees: Directors Evaluation, Finance, Nominations, Policy Review and Strategic Planning. Special ad hoc committees may be formed as needed.

Section 2. Committees may be composed of Board members and non-members, but shall never constitute a quorum of the Board.

Section 3. Committees will only have advisory powers unless granted specific power to act by the Board.

Section 4. The President will serve as an ex-officio member of all Board committees.

Article VI

A two-thirds majority at any regular Board meeting may amend these bylaws.