

# **RUTH HUGHES MEMORIAL DISTRICT LIBRARY**

## **BYLAWS**

### **ARTICLE I - Establishment and Purpose of Bylaws.**

Section 1. The Ruth Hughes Memorial District Library (“Library”) was established in accordance with 1989 PA 24, the District Library Establishment Act, (“DLEA”).

Section 2. These Bylaws are rules governing the internal affairs of the Library. The bylaws should be reviewed annually.

### **ARTICLE II - Membership**

Section 1. Pursuant to the DLEA, the Board of Trustees of the Library (“Library Board”) shall consist of seven (7) members to be appointed as provided in the Ruth Hughes Memorial District Library Agreement (“Agreement”), as amended. As set forth in the Agreement, Board Members shall serve terms of 4 years.

Section 2. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. The office of Board Member becomes vacant when the incumbent dies, resign, is convicted of a felony, is removed from office by the Governor, ceases to be resident of the district or ceases to be a resident of the Participating Municipality that appointed the Board Member. In the event of a vacancy, the Participating Municipality that appointed the Board Member whose position has become vacant shall appoint a replacement within two (2) months of the vacancy for the remainder of the unexpired term. If the Participating Municipality does not appoint a replacement within such two (2) month period, the Library Board shall have the power to appoint a replacement for the remainder of the unexpired term.

### **ARTICLE III -- Powers of the Board of Trustees**

Section 1. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1 and ending the following December 31.

Section 3. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law.

## **ARTICLE IV -- Officers**

Section 1. Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected for a term of two (2) years at the regular meeting in January of the Library Board. An officer shall serve until the appointment of a successor.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

## **ARTICLE V – Duties of the Officers**

Section 1. The President shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board and if permitted by law, the secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

## **ARTICLE VI -- Meetings**

Section 1. The regular meeting of the Library Board shall be held on each month, the date and time to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change

in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings

Section 2. The Annual Meeting of the Library Board shall be the first regular meeting of the calendar year, and shall be for such organizational matters as may be required.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the time, place and purpose for which such meeting is called. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. The proposed agenda shall be distributed by the Secretary to all members at least three (3) days before the meeting.

Section 5. The following items will constitute the agenda for regular meetings.

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' Comments
- Financial report, including approval of bills
- Library Administrator's report
- Committee reports
- Old business
- New business
- Adjournment

Section 6. A quorum for the transaction of business shall consist of the majority of Library Board members appointed and serving.

Section 7. Any board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

Section 8. The procedure for action at the meeting shall be as follows:

- A. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
- B. After an action is moved and supported, it shall be open for discussion by members of the Board.
- C. Members shall seek recognition by the President before speaking.

- D. Any motion or resolution under discussion may be amended prior to adoption by the following action:
  - 1. The proposed amendment is moved and supported.
  - 2. The proposed amendment is open for discussion.
  - 3. Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.
  - 4. If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- E. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- F. Unless otherwise requested by a member of the Board or required by law all actions shall be taken by voice vote signifying “Aye” or “Nay.”

## **ARTICLE VII – Committees**

Section 1. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. The Library may have committees as follows:

- A. Ad hoc Committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.
- B. The standing committees of the Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of its President or Library Director and, when ready or requested by the President, report their findings at a regular or special Library Board meeting. The following standing committees shall have the powers and responsibilities prescribed:
  - 1. Budget Committee: The committee shall review the budgets and accounts and make recommendations to the Library Board with respect thereto.
  - 2. Policy Committee: The committee shall review existing policies, recommend new policies and make recommendations to the Board with respect to policy issues. Proposed changes in policy will be

brought to the attention of the Library Administrator and to the Policy Committee for consideration. However, the Library Board has final approval of all Library policies.

3. Personnel Committee. The committee shall review and discuss personnel issues as determined by the Library Board and/or Library Director.

## **ARTICLE VIII -- Library Director**

Section 1. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall be in charge of the administration of the Library under the direction and review of the Board. The Library Administrator shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board by its regular January meeting;
- G. The written annual report of the library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library President.

## **ARTICLE IX -- Amendments**

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

*Adopted by the Ruth Hughes Memorial District Library Board of Trustees at its special meeting on January 12, 1995.*

*Revised June 1998*

*Revised at the regular Library Board meeting on July 13, 2000*

*Revised at the regular Library Board meeting on September 7, 2000*

*Revised at the regular Library Board meeting on February 6, 2014*