

Wixom Public Library

Wixom, Michigan

Bylaws of the Board of Trustees

Article 1

Name and Rights of Authority

1.1 NAME

This organization shall be called the “Wixom Public Library” and shall be governed by “The Board of Trustees of the Wixom Public Library,” hereinafter referred to as “The Board,” established by the virtue of the provisions of Section 10a of Public Act 164, as amended, of the laws of the State of Michigan, 1877, (“Act 164”) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute, state and federal laws.

1.2 MEMBERSHIP

The Board shall consist of six (6) Trustees who are qualified electors of the city of Wixom, Oakland County, Michigan. Trustees shall be elected as provided by the laws of the State of Michigan.

1.3 VACANCIES

The office of member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the City of Wixom. In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next regular election at which City Council members are elected. This appointment must be made by a majority vote of the Board, as soon as possible, but no later than the second regular meeting after the vacancy occurs.

1.4 INDIVIDUAL AUTHORITY

Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action. A Trustee may, however, individually make reasonable requests for information necessary to perform his or her duties as trustees from the Library Director.

Article 2 Officers

2.1 OFFICERS

The officers of the board shall be President, Vice President, Secretary, and Treasurer. Officers must be Trustees.

2.2 ELECTION

The officers shall be elected by a majority vote of the Board at their annual meeting. Nominations may be made from the floor.

2.3 TERM

Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. No officer shall serve longer than three consecutive years in the same office, except that annual extensions may be approved by a two-thirds (2/3) vote of the Board elected and serving.

2.4 DUTIES

- a. The **President** shall prepare the agenda with the Library Director and shall preside at all meetings of the Board, authorize calls for any special meetings, appoint members of all committees subject to final approval by the Board, execute all documents authorized by the Board unless the Board specifically provides otherwise, and generally perform all duties associated with that office or specifically delegated by the Board. The President shall be responsible for enforcing the rules of procedure and orderly conduct at meetings.
- b. The **Vice President**, in the event of a temporary absence of the President, shall assume and perform the duties and functions of the President. In the event there is a vacancy in the office of President, the Vice President shall assume and perform the duties and functions of the President until the vacancy is filled.
- c. The **Secretary** shall be responsible for keeping a true and accurate record of all meetings of the Board, and for the issuance of notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office, or specifically delegated by the Board. In the event of his or her absence, the President shall appoint another Board member to act as Secretary of a meeting.

- d. The **Treasurer** shall certify, along with the Library Director, all bills approved by the Board. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the City Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited into the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In the event of the temporary absence or disability of the Treasurer, the President shall assume and perform the duties and functions of the Treasurer.

Article 3 Meetings

3.1 OPEN MEETINGS NOTICES

All meetings of the Board shall be conducted and notice of meetings shall be given in accordance with the provisions of the Open Meetings Act, P.A. 267 of 1976, as amended. Public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists, and its address.

3.2 REGULAR MEETINGS

Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten days following the annual meeting, a notice shall be posted in the library setting forth the dates, times and places of all regular meetings scheduled for the ensuing year.

- a. Order of Business - The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- Call to Order
- Approval of Agenda
- Call to the Public
- Approval of Minutes
- Approval of Expenditures
- Budget Review
- Director's Report
- Communications
- Committee Reports
- Old Business
- New Business
- Call to the Public

Adjournment

- b. Rescheduled Meeting Notice - The Board may reschedule a regular meeting by simple majority vote. If a regular meeting is rescheduled, or if the schedule of the regular meetings is changed, the notice of such change must be posted in accordance with the provisions of the Open Meetings Act, as amended.

3.3 SPECIAL MEETINGS

The President may call a special meeting. The Board may also call a special meeting by simple majority vote. Notice of a special meeting shall include the time, place and purpose for which the meeting has been called and also state whether the meeting may include consideration of other library matters in accordance with the provisions of the Open Meetings Act, as amended.

3.4 CLOSED MEETINGS

The Board may call a closed meeting by a majority roll call vote unless a two-thirds (2/3rds) roll call vote of the members of the Board elected and serving is required by the Open Meetings Act. Closed meetings may be called only for the purposes set forth in the Open Meetings Act, as amended. The motion for a closed meeting must include the purpose of the closed session.

3.5 ANNUAL MEETING

The annual meeting shall be held at the time of the first regular meeting of the calendar year in January.

3.6 QUORUM

A quorum for the transaction of business at any meeting shall consist of the majority of the members of the Board elected and serving.

3.7 VOTING

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, unless otherwise required by law or these Bylaws.

3.8 PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, newly revised, shall be the parliamentary authority governing all meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or procedural rules adopted by the Board.

3.9 MINUTES

Minutes of all meetings (both open and closed sessions) of the Board are required to be kept and must contain at least the following information: date, time, place,

members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken.

Minutes of the public meetings are subject to the following rules regarding public inspection-

- a. **Proposed** minutes must be available for public inspection not more than eight (8) business days following the meeting which is the subject of the minutes.
- b. **Approved** minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

3.10 TRUSTEE ATTENDANCE

Election to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and represent the residents of the city. Attendance at Library Board meetings is critical to fulfilling this responsibility. A member who cannot attend a meeting bears the responsibility of notifying the Board President and Library Director concerning this absence.

3.11 CITIZEN PARTICIPATION

Each regular and special board meeting agenda shall provide for two reserved times for audience participation. The public shall address the board during "Call to the Public" which shall be included on the agenda immediately after "Approval of Agenda" and again immediately after "New Business". A person shall not address the Board in excess of three minutes unless the time is extended by a majority vote of the Board present. Persons wishing to address the Board shall identify themselves, their place of residence and group affiliation if applicable. All comments by the public shall be made directly to the Board.

3.12 DISORDERLY CONDUCT

The President may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, or speaking longer than the allotted time. Such person shall be seated until the chair determines whether the person is in order.

If the person shall continue to be disorderly and disrupt the meeting, the President may order the removal of the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

3.13 DUTY TO VOTE

Election to a deliberative body carries with it the obligation to vote. Board members present at a board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The right to vote is limited to the members of the board present at the time the vote is taken. All votes must be held and determined in public; no secret ballots are permitted.

Article 4 Library Director

4.1 APPOINTMENT

The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library. The Library Director shall serve at the pleasure of the Library Board.

4.2 DUTIES

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the community; for the operation of the library under the financial conditions set forth in the annual budget; and for any other duty delegated to the Director by the Library Board. The Library Director shall attend all regular, special and annual meetings of the Board, unless otherwise notified by the President. The Library Director shall submit to the Board a written annual report of the state of the Library no later November of each year.

Article 5 Committees

5.1 APPOINTMENT AND TERM

The President shall appoint committees of two (2) or more members each for such specific purposes as the business of the Board may require from time to time. The Board must approve all appointments. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

5.2 DUTIES

All committees shall make regular, monthly, progress reports to the Library Board.

5.3 POWERS

A committee shall have only advisory powers unless, by majority vote of the Board, it is granted specific power to act.

Article 6 Budget and Finance

6.1 FISCAL YEAR

The fiscal year of the library shall be July 1st through June 30th.

6.2 APPROVED SIGNATURES

The President, Treasurer, and Library Director shall be signers on all Library accounts.

6.3 BUDGET

The Director shall be responsible for the presentation to the Board no later than March of each year, of a preliminary budget for the maintenance and operation of the library for the ensuing fiscal year. The Board shall adopt a preliminary budget for presentation to the electorate at a public hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget for the ensuing fiscal year.

Article 7 Amendments

7.1 AMENDMENTS

The Bylaws may be amended by a two-thirds (2/3rd's) vote of the members of the Board elected and serving provided notice of the proposed amendment shall have been provided to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken. In addition, the amendment is to be stated in the call for the meeting. Amendments shall become effective immediately following the approval of the Board.

Bylaws Adopted June 25, 2007; Revised March 25, 2019; Revised October 23, 2023