

BELLEVILLE AREA DISTRICT LIBRARY

BYLAWS

ARTICLE I - Establishment and Purpose of Bylaws.

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

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

ARTICLE II - Membership

Section 1. Board Members. Pursuant to the DLEA, the Library Board of the Library (“Library Board”) shall consist of seven (7) members (“Board Members”) to be elected at large from the District Library District on nonpartisan ballots to serve four (4) year terms as provided in the Belleville Area District Library Agreement (“Agreement”). All terms begin on January 1 following the election. All Board Members shall take the oath of office before commencing their terms.

Section 2. Removal. 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. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, or ceases to be a resident of the district. In the event of a vacancy, the vacancy shall be filled until the expiration of the vacating Library Board member’s term by appointment of the majority of the remaining board members. If the vacancy occurs 140 days or more before the regularly scheduled election of Library Board members that follows the term of the Library Board member vacating office and that term is four (4) years, the following apply: (1) the vacancy shall be filled by appointment by majority vote of the remaining Library Board members only until the next date on which the term of any Library Board member expires and (2) the Library Board member shall be elected at the regularly-scheduled election of Library Board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the Library Board member vacating office.

Section 4. Attendance. Board Members have a fiduciary obligation to attend Library Board meetings.

ARTICLE III - Powers of the Board

Section 1. Powers and Authority. 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. Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3. Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. 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 Library Board, all in accordance with Michigan law.

ARTICLE IV - Officers

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

Section 2. Terms. The officers shall be elected for one (1) year terms at the regular meeting in January and whose terms shall begin at the January meeting. Each officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy.

ARTICLE V - Duties of the Officers

Section 1. Chairperson. The Chairperson of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

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

Section 3. Secretary. 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 Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer of the Library Board shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Library 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 Library 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 Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI - Meetings

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library 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. Annual Meeting. The Annual Meeting of the Library Board shall be no later than the 2nd Tuesday in January, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the Chairperson or upon written request of two (2) Board Members, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

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

Section 5. Order of Agenda. The following items will constitute the agenda for regular meetings:

- A. Call to Order
- B. Roll call
- C. Approval of Agenda
- D. Approval of the Minutes
- E. Public Comment
- F. Unfinished Business
- G. New Business
- H. Committee Reports
- I. Accounts Payable
- J. Director's Report
- K. Questions and Comments from Board Members
- L. Adjournment

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

Section 7. Board Action. Any Library 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. Procedure. Proceedings of all meetings shall be governed by Robert's Rules of Order and the Public Comment Policy.

ARTICLE VII - Committees

Section 1. Appointment. All committees of the Library shall be appointed by the Library Board Chairperson. The Chairperson 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. Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the Library Board. The Library Board shall provide specific purposes and duties of the ad hoc committee and shall state whether the committee is purely advisory. At the time of the formation of the ad hoc committee, the Library Board shall determine how many members, the purpose of the committee, what type of report or work product is required, and a timeline for any reports back to the Library Board.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Library Director and, when ready or requested by the Chairperson, report their findings at a Library Board meeting. The Committees are advisory in nature unless charged by the Library Board to make decisions for a specific purpose. The following standing committees shall have the powers and responsibilities prescribed:
 1. Personnel Committee. The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review and discuss personnel issues as determined by the Library Board and/or Library Director.
 2. Finance Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review the financial reports, budgets, and accounts and make recommendations to the Library Board with respect thereto.
 3. Policy Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to assist the Library Board and/or Library Director with recommending policy updates and new policies to the Library Board.
 4. Building Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to review and discuss any building improvements or major repairs and make recommendations to the Library Board.

5. Outreach Committee: The Committee shall consist of at least two Library Board Trustees appointed by the Board Chair to assist the Library Board and/or Library Director with the Library's outreach, strategic planning, and public image.
6. Art Committee: The Committee shall consist of two Board Trustees and two artists appointed by the Board Chair; the Library Director; one member of the Friends of the Belleville Area District Library appointed by the Friends of the Library Board; and one member of the Belleville Area Council for the Arts (BACA) appointed by the BACA Board. The Committee will assist the library in selecting art for temporary displays and will recommend art of a more permanent nature to the Library Board.

ARTICLE VIII - Library Director

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

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Director 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 in conjunction with the Finance Committee;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular June 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. Attendance at Board Meetings. 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 Board Chairperson.

ARTICLE IX - Amendments

These Bylaws may be amended at any regular meeting of the Library Board by two thirds of the Board Members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.