

BOYNE DISTRICT LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I

NAME

Section 1. This organization shall be known as the Boyne District Library.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Library shall be governed by an appointed board (the "Board") which shall consist of seven (7) members, each of whom shall be a qualified elector in the District, to be appointed, as described below:

- a. The City Council of the City of Boyne City shall appoint three (3) members of the Board for a period of four years, commencing May 1 and ending April 30.
- b. The Township Board of Supervisors of Bay shall appoint one (1) member of the Board for a period of four years, commencing May 1 and ending April 30
- c. The Township Board of Supervisors of Eveline shall appoint one (1) member of the Board for a period of four years, commencing May 1 and ending April 30
- d. The Township Board of Supervisors of Evangeline shall appoint one (1) member of the Board for a period of four years, commencing May 1 and ending April 30
- e. The Township Board of Supervisors of Wilson shall appoint one (1) member of the Board for a period of four years, commencing May 1 and ending April 30
- f. Board members may be appointed for a maximum of two (2) consecutive four (4) year terms.

Section 2. In accordance with Section 8(2) of the District Library Act, the Governor of the State of Michigan shall have the power to remove a member for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. Vacancies shall arise in the event of the removal by the governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District, or otherwise as provided by law. In the event of a vacancy, the Party which appointed the member whose position has become vacant shall appoint a replacement within three (3) months of the vacancy. If no replacement has been appointed by the appropriate Party at the end of such three month period, the Board shall have

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the power to appoint a replacement, whose term shall extend to the end of the term of the former member of the Board.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. By resolution of the Board, the Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Library. The fiscal year of the District Library shall be the annual period commencing May 1 and ending the following April 30.

Section 3. The Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended.

Section 4. Trustees are expected to vote on each question that comes before the Board, unless excused by a simple majority of the other Trustees present or when there is the appearance of a conflict of interest or a financial interest in the matter before the Board. If a question is raised about a conflict of interest for any Trustee, whether that Trustee can vote on the matter will be determined by a vote of the other Trustees present.

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 one (1) year at the annual meeting of the Board, serving no more than two consecutive years in any one position.

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 unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

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ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings, appoint committees with the approval of the Board, 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 unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Boyne District 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 oversee expenditures from the Library fund. In addition, the Treasurer shall perform other duties prescribed by State or Federal law, these bylaws, and other Board policies. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI

MEETINGS

Section 1. The regular meeting of the Boyne District Library Board shall be held on the dates and at the times 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 setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year, including a phone number. Any changes to this schedule shall be posted as required by law.

Section 2. The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of other organizational matters.

Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

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Section 4. A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 5. Any Board action, to be official, must be approved at an official Board meeting by a majority of those present..

Section 6. If Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 7. The procedure for action at the meeting shall follow Robert's Rules of Order. Public comment will be limited to 5 minutes per person.

ARTICLE VII

LIBRARY DIRECTOR

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

Section 2. The Director shall have sole charge of the administration of the Library under the direction and review of the board.

Section 3. The Director or the Director's representative shall be expected to attend all meetings of the Board.

ARTICLE VIII

AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a three-fourth (3/4) vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Original bylaws adopted May 8, 1996.

Amended and adopted by the Boyne District Library Board of Trustees at its regular meeting on

By: _____
Secretary

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