

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. Changes in representation shall occur at the time the next appointment from the township with the greater population comes due.
- 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 three (3) 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.
- Section 6.** A retiring Board member may be elected by a majority vote of members present to the honorary position of Trustee Emeritus. A Trustee Emeritus is invited to attend and participate in Board meetings to act in an advisory capacity but is neither entitled to vote nor counted in determining whether a quorum is present.

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 December 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.

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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 except the Nominating Committee, 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 and Audit Committee, all bills, investments and financial reports approved by the Board and such other duties as the President or Board may direct. The Treasurer shall be a member of the Finance and Audit Committee.
- E. The board will be insured by a Directors & Officers Liability insurance policy to be obtained by the Library.

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 6:30 p.m. in the board room at the Clinton-Macomb Public Library or such other times and places as the board may determine. An annual list of regular Board and committee meetings shall be posted in the Library and on the Library's website.

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. Adoption of the agenda
- C. Approval of consent agenda (includes last meeting's minutes, treasurer's report, and communications)
- D. Approval of monthly bills

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- E. Public comment
 - F. Presentations
 - G. Reports (includes director’s report and committee reports)
 - H. Other business
 - I. Adjournment
- Section 4. A Board member may participate virtually or via telephone as long as full participation in the meeting is possible and a quorum of the Board is physically present.
- Section 5. 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: Director’s Evaluation, Finance and Audit, Policy Review and Technology. Special ad hoc committees may be formed as needed.
- Section 2. The Nominating Committee will be elected at the September meeting. It will be the duty of this committee to nominate candidates for the offices to be filled at the December meeting. Before the election at the December meeting, nominations from the floor will be permitted.
- Section 3. Committees may be composed of Board members and non-members, but shall never constitute a quorum of the Board.
- Section 4. Committees will only have advisory powers unless granted specific power to act by the Board.
- Section 5. A quorum at any committee 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 6. The President will serve as an ex-officio member of all Board committees except the Nominating Committee.

Article VI - Amendments

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

Approved: October 19, 2016
 Clinton-Macomb Public Library Board of Trustees