

**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 and are appointed in accordance with the district library agreement.
- 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 in accordance with the district library agreement.
- 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 or emerita. A trustee emeritus or emerita 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 regular 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.
- 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

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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 reviews all bills, investments and financial reports approved by the board and such other duties as the president or board may direct.
- 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. Public comment
- D. Presentations
- E. Approval of consent agenda (includes last meeting’s minutes, treasurer’s report, and communications)
- F. Approval of monthly bills
- G. Reports
- H. Other business
- I. Adjournment

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A meeting may be adjourned before the completion of the agenda upon a majority vote of the board members present.

Section 4. A board member may only participate virtually or via telephone as an accommodation of the American with Disabilities Act and as long as full participation in the meeting is possible. Board members shall not engage in email, texting or other forms of electronic communication between each other during the meeting.

Section 5. A member of the public may attend the meeting other than during any closed session and is not required to provide identification.

Distributing literature and acts of protest such as displaying signs are subject to the provisions of *MGT-12 Non-Library Displays, Petitioning and Distribution of Non-library Materials Policy*.

A member of the public may record the meeting so long that it is not done in a disruptive manner.

A member of the public may participate in the meeting by submitting a fully completed *Public Participation Request Form* prior to the end of the public comment portion of the meeting and when recognized by the presiding officer. Public comment is limited to 2 minutes per person with speaking order priority being given to residents of the library's legal service area.

Once called upon to speak, persons participating in public comment shall clearly state their full name, complete address of residence and group affiliation if applicable. Comments shall be directed to the presiding officer and not to any other participant at the meeting. Complaints against one or more specific staff members shall not be made as a public comment and be submitted in writing only to the library board.

The presiding officer may call to order any person who is breaching the peace or being disorderly such as speaking without recognition, engaging in booing or catcalls, applauding, speaking longer than the allotted time, using profanity or name calling. If the behavior continues the presiding officer may exclude such person(s) from the meeting and if necessary, require such person(s) to leave the library premises.

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**Article V - Committees**

- Section 1. The board will act as a committee of the whole. The president may form, appoint and dissolve ad hoc committees 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 - Compensation**

- Section 1. Board members shall be compensated as permitted by Section 12 of P.A. 24 of 1989. Payment shall be made annually at the November meeting. Members are encouraged to immediately pool such payments to benefit and/or recognize library volunteers and others. The funds shall be held in a non-library trust account to be used at the discretion of the board.

**Article VII - Amendments**

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

Approved: July 19, 2023  
 Clinton-Macomb Public Library Board of Trustees