

Library Board of Trustees Bylaws

Adopted: 9/9/1976; Last Revised: 2/15/2018

Article I. Membership

In accordance with the provisions of Public Act 164, as amended, of the laws of the State of Michigan 1877, the Orion Township Public Library Board of Trustees shall consist of six members who are voting residents of Orion Township. The Board members shall be selected at each quadrennial election, and shall serve four years. In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next biennial election. This appointment must be made by a majority vote of the Board at the first regular meeting after the vacancy occurs.

Article II. Officers

- Section 1 Officers of the Board shall be President, Vice-President, Secretary and Treasurer.
- Section 2 Officers shall be elected at the annual meeting. Vacancies in office shall be filled at the next regular meeting of the Board, with the exception of President, wherein the office of the President shall be filled by the Vice-President for the unexpired term.
- Section 3 The President of the Board shall preside at all meetings, appoint all committees, and generally perform any duties of a presiding officer.
- Section 4 The Vice-President shall perform the duties of the President in the President's absence. In case of resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.
- Section 5 The Secretary shall be responsible for all legal correspondence, keeping the minutes of the Board Meetings, and notifying all members of regular or special meetings. Any of these responsibilities may be assigned to the Library Director if the Secretary so directs.
- Section 6 The Treasurer shall be responsible for all monies collected for the library, which shall include responsibility for the investment and disbursement of said monies. He/she shall oversee the keeping of financial records in accordance with State law. With help of the Director, he/she shall prepare monthly financial statements, assist in audit preparation and submit the audit for Board approval. The Treasurer shall assist the Director in budget preparation. The Treasurer may invest funds as allow by State law.
Any of these responsibilities may be assigned to the Library Director, if the Treasurer so directs.
- Section 7 Any two of the following officers may sign checks: President, Vice-President, Secretary, Treasurer or Library Director.
- Section 8 The Provisions of the Open Meetings Act (Public Act 267 of 1976) shall be followed. Robert's Rules of Order, Newly Revised shall be the rule for all meetings of the Board. When those rules differ, Board policies will be followed.

Article III. Meetings

- Section 1 The Library Board shall meet on the third Thursday of each month at 6:30 p.m. at the library. The November meeting shall be the annual meeting when officers are elected and assume office. All members shall be notified and supplied with an agenda prior to each meeting.
- Section 2 Special meetings may be called by the President, or upon written request of two members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which shall be given each member of the Board at least 48 hours in advance of such meeting.
- Section 3 A quorum for transaction of business shall consist of simple majority. Voting by Board members at meetings of the Board or any committee by conference telephone or other interactive, electronic technology allowing full public access and participation shall be permitted; participation by such means shall constitute presence for the quorum. Public access to meetings shall be provided at the meeting location stated in the meeting notice.
- Section 4 Order of business shall be:
Call to order
Agenda Approval
Consent Agenda
Financial Statement and Treasurer's Report (Quarterly)
Public Comment
Communications
Director's Report
Old Business
Standing Committee Reports
 - Building
 - Human Resources
 - Fund Development
 - Board Development
 - Finance
 - Policy
 - Strategic PlanningAd hoc Committee Reports
Discussion Items
Action Items
Public Comment
Trustee Comments
Adjournment
- Section 5 Any Board action, to be official, must be approved by a majority of members present at an official Board meeting. Bills that affect continuing operation of the library do not require a board meeting for payment.
- Section 6 Excessive absence from official Board meetings will be defined as three successive unexcused absences. Failure to attend three consecutive library board meeting without notification will be considered an unwritten resignation from the Library Board, and the position will be considered open for appointment until the next biennial election.
- Section 7 Public comment is limited to three minutes.

Article IV. Committees

Section 1 Special Committees may be appointed by the President, with approval of the board, to serve until assignments are completed.

Section 2 Standing Committees are:

Committee	Purpose
Policy	Develop and maintain the written policy of the Orion Township Public Library Board of Trustees, the "Policy Manual." Review the development of the "Library Human Resources Policy," which is developed by the Library Director or his/her designate. Investigate, interpret, and advise the Board and/or Director on policy-related issues.
Finance	Review the development of the Annual Budget, which is developed by the Library Director or his/her designate. Review proposals to amend the budget through the course of the budget period. Monitor the organization's performance to budget and report to the Board as required. Investigate, interpret, and advise the Board and/or Director on finance-related issues.
Fund Development	Develop new and enhance existing revenue streams with support of the Marketing Plan in conformance to the Strategic Plan.
Board Development	Organize and plan events, tasks, and exercises that improve the performance of board members individually and as a group.

Section 3 Unless otherwise directed, a committee's assignment is limited to study and/or investigation and reporting. Committee action and expenditures must be duly authorized by the board.

Article V. Director

Section 1 The Director shall be the executive officer of the board and shall be directly responsible to the board for fulfilling of his/her position requirements as defined in the job description.

Section 2 The Director shall have charge of the administration of the library within the framework of board policies and budget.

Section 3 The Director shall attend all board meetings as a non-voting member except those at which his/her appointment, salary, or performance is to be discussed or acted upon.

Article VI. Amendments

Section 1 These bylaws may be amended at any meeting of the board by majority vote of the members present that:

1. At least a quorum is present.
2. The amendment was stated in the call for the meeting.