

THE CHESTERFIELD TOWNSHIP LIBRARY BYLAWS

ARTICLE I **LEGAL AUTHORITY**

SEC. 1 The Chesterfield Township Library (a public facility) is established by the vote of the electorate under section 10, 1877 PA 164.

SEC. 2 The Chesterfield Township Library established pursuant to section 19, 1877 PA 164, has a six (6) member elected board, (MCL 397.211), which has the powers enumerated in section 5, 1877 PA 164 (MCL 397.205).

SEC. 3 In accordance with its legal authority, The Board of the Chesterfield Township Library may do one or more of the following:

1. Establish, maintain and operate a public library for the residents of the township.
2. Appoint and remove officers from its members.
3. Appoint and remove the Director and approve compensation.
4. Acquire real and personal property for the library purpose.
5. Erect buildings.
6. Supervise and control library property.
7. Enter into contract to receive library-related service from or give library-related service to a library or a municipality within or without of the township.
8. Adopt bylaws and regulations, not inconsistent with the Act, governing the Board and the library.
9. Accept gifts and grants for the Library.
10. Do anything necessary for conducting the Library service, the cost of which shall be charged against Chesterfield Township Library funds.

ARTICLE II **THE BOARD OF TRUSTEES**

SEC. 1 The Chesterfield Township Library Board of Trustees shall consist of six members. They shall be elected by the electorate at the general election held in the month of November serve a four year term and assume their seats at the annual meeting held in the month of December.

SEC. 2 In the event there is a tie, there will be a runoff election to be held by Chesterfield Township.

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ARTICLE II (Cont.)

SEC. 3 For the board to function effectively all trustees must fulfill certain responsibilities. The principles set forth in the **ETHIC STATEMENT FOR PUBLIC LIBRARY TRUSTEES**, by the Michigan Library Association, shall be the guiding document used in assessing proper behavior for the Trustees of the Chesterfield Township Library Board. Further, each trustee must attempt to attend and actively participate in all meetings, support all Board decisions, and constantly work to be an advocate for the Library.

SEC. 4 All members of the Board shall extend common courtesy to each other, and meetings shall be conducted in an atmosphere of cooperation and shall adhere to the appropriate decorum. In recognition of the importance of their role in the ultimate success of the Library, a trustee whose actions are found to be contrary to the above guiding principles, shall be asked to resign.

SEC. 5 Trustees will serve without compensation, however, a Trustee will be compensated for any reasonable expenses incurred in the running of the Library or while attending a workshop or class that will help them in their duties. All workshops or classes must be approved by the Board.

ARTICLE III OFFICERS

SEC. 1 Officers shall be elected by the Board members at their annual meeting held in the month of December and shall be as follows: President, Vice President, Treasurer, and Secretary.

SEC. 2 Terms shall run from and to the first meeting of December.

SEC. 3 Officers may succeed themselves after two (2) years if there is an unanimous vote by the entire board.

SEC. 4 THE DUTIES OF THE OFFICERS SHALL BE AS FOLLOWS:

4.1 The President shall be the spokesperson for the Board. The President shall preside at all meetings, prepare an agenda for meetings, authorize and call any special meetings, act in the absence of the Library Director, and generally perform the special duties of an officer.

4.2 The Vice President shall assume all duties of the President in the President's absence.

4.3 The Treasurer shall keep an accounting of the Library funds and report on the state of the funds at each meeting.

4.4 The Secretary shall keep a true and accurate account of all proceedings of the Board, conduct Board correspondence and shall oversee library compliance with the provisions of the Michigan Open Meetings Act.

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ARTICLE IV COMMITTEES

SEC. 1 The Board shall have standing committees to address ongoing issues that affect library concerns. These committees shall be designated as, but not limited to, Bylaws, Personnel, Policy, Finance, Building, and Challenge to Materials. Committee members shall be appointed by the President and shall serve from January through December. At the time of board committee appointments, the President will consult board members based on seniority prior to establishing committees. Committees may be inactive until there is a need to appoint members. Special committees for the study and investigation of particular problems may be appointed by the Board, to serve until the completion of the project for which it was appointed. The committees shall be known as ad hoc Committees.

ARTICLE V MEETINGS

SEC. 1 Regular meetings of the Board will be held each month of the year. A schedule of regular meetings for the year, including the date, time, place and location will be posted in the library no later than December 15th of the preceding year.

SEC. 2 A quorum for the transaction of business shall be four (4) members. In the event a trustee submits a request and is granted a leave of absence for two or more consecutive meetings, a variable quorum would apply whereby the quorum set forth in these bylaws would be reduced by one.

SEC. 3 Meetings may be canceled or re-scheduled by the President, if a poll of the Board shows a quorum will not be present. Regularly scheduled meetings may be canceled or re-scheduled by action of the Board.

SEC. 4 The annual meeting shall be the regularly scheduled meeting in the month of December of each year. The business of the annual meeting shall include the adoption of a budget for the next year, the election of officers and a general review of the library policy and procedures.

SEC. 5 Minutes from the previous meeting and the agenda for the forthcoming meeting shall be available for all Board members, at the library, at least 3 days prior to the next regular meeting.

SEC. 6 Board members and the Library Director may place an item on the agenda by contacting the President. Additions to the agenda at any regularly scheduled meeting are allowed if approved by the majority of the Board.

SEC. 7 Members of the public may address the Board during those portions of the agenda specified for public comments and in accordance with the procedures set forth in Appendix A.

SEC. 8 Roberts Rule of Order shall be the governing authority for any issue not covered in these Bylaws.

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ARTICLE V (Cont.)

SEC. 9 THE ORDER OF BUSINESS CONDUCTED AT A REGULAR MEETING SHALL BE AS FOLLOWS:

- 9.1 Call to order
- 9.2 Pledge
- 9.3 Approval of the agenda
- 9.4 Public Comments
- 9.5 Approval of Consent Agenda
- 9.6 Old Business
- 9.7 New Business
- 9.8 Public Comments
- 9.9 Adjournment

SEC. 10 Meeting minutes shall reflect the vote taken unless the vote was unanimous. A role call vote will be recorded if requested by a board member.

SEC. 11 Special meetings may be called by the President or upon the request of four (4) members of the Board. The nature of the business to be conducted shall be clearly stated in the call for the special meeting. Only that business included in the request for the meeting shall be conducted at the special meeting which shall be duly recorded by the Secretary.

SEC. 12 All meetings and business of the Board shall be conducted in accordance with the provision of the Michigan Open Meetings Act (Act No. 267 of the Public Acts of 1976, MCL 15.261-15.275).

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ARTICLE VI **AMENDING THE BYLAWS**

SEC. 1 The Bylaws may be amended at any regular meeting of the Board. Suggested amendments must be on the agenda for two (2) consecutive regular meetings for a vote to take place.

ARTICLE VII **VOTES**

SEC. 1 A quorum for the transaction of business shall be four (4) members of the Board.

SEC. 2 The revision of library policy shall require four (4) votes.

SEC. 3 The removal of an officer shall require five (5) votes.

SEC. 4 Changes to the Bylaws shall require five (5) votes.

SEC. 5 General business of the Board, not otherwise described in this section shall be decided by a majority of those present at a meeting.

ARTICLE VIII **VACANCY**

SEC. 1 In the event that a vacancy shall occur on the Library Board for any reason, the Library board shall appoint a resident to fill the vacancy for the term of office left to serve.

SEC. 2 The Library Board shall seek applications from residents who have expressed an interest in the library.

SEC. 3 In the event of a board vacancy, the appointment of a new board member will require three (3) of the five (5) remaining votes.

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APPENDIX A

(PUBLIC PARTICIPATION POLICY)

1. Public participants who wish to address the Board must first state their names and place of residence.
2. Public participants may speak for a maximum of three minutes.
3. Public participants will have the opportunity to speak at two different times during the Board Meeting.

The first opportunity for Public Comments will be after “approval of the Agenda” (9.4). The second opportunity for Public Comments will be after “New Business” (9.8).

4. Public participants may **not** address a specific member of the Board. All remarks shall be addressed to the Chair.
5. Board members shall not respond during public participation.

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BY-LAW AMENDMENTS

1. Amendments of October 4, 1997
 - a. Article 1, Section 3, #3
 - b. Article 1, Section 9 and 10 deleted
 - c. Article II, Section 4
 - d. Article IV, Section 1
 - e. Article V, Section 7
 - f. Article V, Section 9
2. Amendment of August 9, 1998
 - a. Article V, Section 2
3. Amendment of January 12, 1999
 - a. Article II, Section 1
4. Amendment of February 9, 1999
 - a. Article IV, Section 1
5. Amendments of September 12, 2000
 - a. Article III, Section 3
 - b. Article IV, Section 1
6. Amendments of August 14, 2002
 - a. Article V, Section 6
 - b. Article V, Section 9, Appendix A