

**CLARKSTON INDEPEDENCE DISTRICT LIBRARY
BOARD OF TRUSTEES**

BYLAWS

ARTICLE I

NAME AND PURPOSE

Section 1. This organization shall be known as the Clarkston Independence District Library (the "Library"). Clarkston Independence District Library is a district library established under the District Library Establishment Act (the "Act"), MCL 397.171 *et seq.*

Section 2. The purpose of the organization shall be to provide public library services to residents of the Clarkston Independence Library District.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with the Act and the District Library Agreement, the Board of Trustees of the Library (the "Board") shall consist of seven (7) members. Five (5) shall be appointed by the Board of the Charter Township of Independence and two (2) shall be appointed by the Council of the City of the Village of Clarkston. Board members shall serve a term of three (3) years beginning on January 1.

Section 2. A vacancy shall be filled in accordance with the District Library Agreement.

ARTICLE III

POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board may exercise any and all of the powers granted to it in the Act. By resolution of the Board, such powers may be delegated to Officers of the Board and/or the Library Director (the "Director") as deemed necessary.

Section 2. The Board shall have the exclusive control of the budget of the Library.

Section 3. The fiscal year of the District Library shall commence January 1 and end the following December 31.

Section 4. The 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, MCL 141.421 *et seq.*, as amended.

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 1 year at the annual meeting of the Board.

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.

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 the Open Meetings Act, (MCL 15.2561 *et seq.*), 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. The Secretary may delegate any of these responsibilities to the Director.

Section 4. The Treasurer shall have charge of the funds of the Clarkston Independence 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. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept

by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform all other duties of the Treasurer as prescribed by law or by action of the Board. The Treasurer may delegate any of these responsibilities to the Director.

ARTICLE VI

COMMITTEES

Section 1. The following shall be the standing committees of the Board: Community Relations, Finance and Property, Personnel, and Planning and Evaluation.

Section 2. Ad hoc committees of the Board may be created from time-to-time as the Board may direct.

Section 3. All standing and special committees shall be appointed by the President unless the Board shall otherwise direct.

Section 4. The Director shall be an *ex officio* member of all committees and shall have a full vote upon all matters at such committee meetings he or she may attend.

Section 5. Board committees shall have advisory power only, unless the Board specifically authorizes action on behalf of the Board.

ARTICLE VII

MEETINGS

Section 1. All meetings of the Board shall be held in compliance with the Open Meetings Act.

Section 2. The annual meeting of the 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 such other organizational matters as may be required.

Section 3. Regular meetings of the 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. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 4. Notices of regular meetings (including Call to the Public) with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) working days before the meeting.

Section 5. 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. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 6. A quorum for the transaction of business shall consist of a majority of the Board.

Section 7. No action of the Board shall be valid unless an affirmative vote of the majority of the members present is cast and a proper record made of the vote.

Section 8. The Board may meet in emergency session without prior notice in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members of the Board decide that delay would be detrimental to efforts to lessen or respond to the threat.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised* (9th edition) shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX

LIBRARY DIRECTOR

Section 1. The 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. The Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission of a written annual report to the Board at its Annual meeting.

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

ARTICLE X

AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members of the Board, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Clarkston Independence District Library Board of Trustees on August 9, 2012.