NORTHVILLE DISTRICT LIBRARY
BOARD OF TRUSTEES

BY-LAWS

ARTICLE I

GENERAL PROVISIONS

Section 1. Name
This organization shall be called the Northville District Library.

Section 2. Purpose of Bylaws
The purpose of these bylaws is to set forth the internal rules, which govern the operations and business of the Northville District Library Board of Trustees.

Section 3. Functions of the Board of Trustees
The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. Among the Board of Trustees major responsibilities are hiring and evaluating the Library Director; approval of the budget; approval of building plans and construction contracts; and establishing policy. The Board of Trustees will delegate all administrative functions to the Library Director. These functions include the hiring, evaluating, and supervising of other library staff; preparing the budget; overseeing the selection and purchase of library materials; preparing procedures for implementing library policies; preparing library programs; and managing the day-to-day operation of the library.

ARTICLE II

BOARD OF TRUSTEES MEMBERS

Section 1. Election of Board of Trustees Members
In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Northville District Library (the "Board") shall consist of seven (7) members elected at large from the District in accordance with the District Library Act.

Section 2. Board of Trustees Position Vacancies
Vacancies shall arise in the event of the resignation, removal, death, imprisonment of a member, in the event a member has moved outside the District, or has been declared by a court of law to be mentally incompetent. Board of Trustees member vacancies shall be filled within forty-five (45) days from the effective date of a resignation or other event which causes a vacancy to exist.
The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the Board of Trustees at a regular or special meeting of the Board of Trustees. That person shall not be an immediate family member of a current trustee or current employee of the Northville District Library. Immediate family member is defined as a spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, by blood, marriage, or adoption. The appointee shall hold office until the next general election.

Section 3. Board of Trustees Officers
Officers of the Board of Trustees shall be Chair, Vice-Chair, Secretary, and Treasurer.

Section 4. Election of Board of Trustees Officers
The Officers shall be elected for a term of one year at the first meeting of the Board of Trustees each calendar year.

Section 5. Board of Trustees Officer Vacancies
Vacancies in office shall be filled by the Board of Trustees at the next regular meeting of the Board of Trustees following the occurrence of a vacancy, except for the office of Chair, in which case the Vice-Chair shall assume the duties of the office for the unexpired term. A successor for the Vice-Chair shall be elected to fill the vacancy so created in that office.

Section 6. Duties of Officers

a) Duties of the Chair
   The Chair shall preside at all meetings, appoint committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

b) Duties of the Vice-Chair
   In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. In the case of the resignation, disability, or death of the Chair, the Vice-Chair shall assume the office for the unexpired term.

c) Duties of the Secretary
   The Secretary of the Board of Trustees shall see that a true and accurate account of all proceedings of the Board of Trustees meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings and, on the authorization of the Chair, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board of Trustees, the Secretary may delegate any of these responsibilities to the Library Director.
d) Duties of the Treasurer
The Treasurer shall see that an accounting is kept of the library funds and shall report on the state of the funds at each meeting. The Treasurer shall perform such other duties as may be authorized by the Board of Trustees, or required by law, or appropriate to the duties of the office of Treasurer, unless these duties have been delegated by the Treasurer to members of the library staff.

Section 7. Committees
The Board of Trustees may authorize committees as are deemed necessary. The committees shall report recommendations to the Board of Trustees for appropriate action.

ARTICLE III

MEETINGS

Section 1. Organizational Meeting
The Board of Trustees shall hold its organizational meeting at its first meeting of the calendar year. In the organizational meeting, the Board of Trustees shall elect officers of the Board of Trustees and shall adopt a regular monthly meeting schedule setting forth the dates, times, and places of the meetings for the coming year.

Section 2. Regular Meetings
The regular meetings of the Northville District Library Board of Trustees shall be held each month. Notice of the regular meetings shall be posted at appropriate locations within ten (10) days of the organizational meeting. Any changes in this schedule shall be posted, as required by law.

Section 3. Special Meetings
Special meetings may be called by the Chair or upon written request of two Trustees. Notice of the date, time, and place of the special meeting must be posted and available to the public for eighteen (18) hours prior to the meeting. The announcement of a special meeting at any meeting at which a quorum of Trustees is present shall be sufficient notice of such meeting for those Trustees present. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Meetings Open to Public
All meetings of the Board shall be conducted in accordance with the Open Meetings Act and shall be held in a place available to the general public.

Section 5. Public Participation at Open Board of Trustees Meetings
A person shall be permitted to address an open meeting of the Board of Trustees under the rules established and recorded in Board of Trustees policy. These rules shall be available for public inspection at each open meeting.
Section 6. Quorum and Voting Requirements  
A quorum for the transaction of business shall consist of four (4) members of the Board of Trustees. Any Board of Trustees action, to be official, must be approved by a majority of the Board of Trustees present, unless approval by two-thirds (2/3) of the Board of Trustees is required by law.

Section 7. Agenda  
The Library Director shall distribute to each Board of Trustees member, prior to each meeting, appropriate materials concerning items on the agenda. The agenda shall contain the order of business. It shall be compiled by the Director in cooperation with the Board of Trustees Chair and shall include a period of time when the public may speak to the Board of Trustees. Other Board of Trustees members may request items to be placed on the agenda. The Board of Trustees, by majority vote, must adopt or may amend the agenda.

A request by the public to place an item on the Board of Trustees agenda must be made to the Director or Chair at least seven (7) days in advance of the meeting in which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the Board of Trustees along with any background information available, which may be provided to the Board of Trustees in advance of the meeting. The Director, in consultation with the Chair, shall determine whether the matter is an appropriate agenda item for that meeting or for a future meeting. The Director shall notify the person making the request whether the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Library Director's report
- Friends' report
- Financial report, including approval of bills
- Committee reports
- Other business
- Board member comments
- Adjournment
ARTICLE IV
RULES OF ORDER

Board of Trustees meetings shall be conducted using commonly recognized parliamentary procedure. The presiding officer of the Board of Trustees shall act as the decision-maker in parliamentary procedure, subject to reversal by a majority of the Board of Trustees.

ARTICLE V
AMENDMENTS

These by-laws may be amended at any regular meeting of the Board of Trustees by a majority vote of all Trustees, provided the amendment was presented in writing at the previous regular meeting.

Revised by the Board of Trustees June 24, 1999.
Reaffirmed by the Board of Trustees November 18, 2004
Revised by the Board of Trustees August 25, 2011
Revised by the Board of Trustees November 17, 2011

By: __________________________
    Mike DeFranceso
Its: Secretary