

**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 in a general election from the District in accordance with the District Library Act. Trustee terms are four years in length.

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, 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, 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. The Chair shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The Chair may delegate such authority to the Library Director as approved by the Board of Trustees.

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. The Vice-Chair shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The Vice-Chair may delegate such authority to the Library Director as approved by the Board of Trustees.

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. In the Chair's and the Vice-Chair's absences, the Secretary shall preside at the Board meetings and assume the authority to act on behalf of the Chair and the Vice-Chair.

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, along with the Library Director, shall serve as the Investment Officer and shall manage the library's financial investments as authorized by the Board of Trustees or as required by law. 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. Committee shall never constitute a quorum of the board.

Committee will only have advisory powers unless granted specific power to act from the Board of Trustees. The committees shall report recommendations to the Board of Trustees for appropriate action.

ARTICLE III ETHICS STATEMENT

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively. Regular meeting attendance is essential as is the duty to serve on committees.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall not become employed by the Northville District Library or receive any compensation for services rendered

ARTICLE IV 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; shall adopt a regular monthly meeting schedule setting forth the dates, times, and places of the meetings for the coming year; and shall reaffirm these by-laws as rules for governing the Board of Trustees in its operations and business.

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 V
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 VI
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
Revised by the Board of Trustees August 24, 2017
Reaffirmed by the Board of Trustees February 28, 2019
Reaffirmed by the Board of Trustees January 23, 2020
Reaffirmed by the Board of Trustees January 28, 2021
Revised by the Board of Trustees March 24, 2022
Reaffirmed by the Board of Trustees January 26, 2023
Reaffirmed by the Board of Trustees January 25, 2024
Reaffirmed by the Board of Trustees January 23, 2025

By: _____

Its: Secretary