

Tecumseh District Library Bylaws

Adopted February 25, 2003

Revised April 12, 2006

Revised February 20, 2008

Revised April 16, 2009

Revised July 21, 2010

Revised July 17, 2013

Revised February 17, 2015

Revised February 19, 2019

Article 1 Incorporation and Name

Section 1. This organization was formed by the Agreement between the City of Tecumseh and the Tecumseh Public Schools dated December 20, 2002 in accordance with the District Library Establishment Act (MCL397.171 et seq.: Act 24 of Public Acts of 1989 of the State of Michigan, as amended) ("the Act").

Section 2. In accordance with the terms of the Agreement, this organization shall be called the Tecumseh District Library.

Article II Membership and Election

Section 1. The Tecumseh District Library ("the Library") shall be governed by a board of trustees ("the Board") which shall consist of seven (7) trustees elected at large from the Library District. Board members shall be elected on non-partisan ballots.

Section 2. All district library elections shall be consistent with the specifications of Public Act 24 of 1989, as amended by Public Act 540 of 2002, and as further amended hereafter.

Section 3. Each elected trustee shall serve a term of four (4) years to commence at the first regularly held Board meeting in January (the annual meeting) and to conclude at the last regularly held Board meeting in December four years later. Trustee terms are staggered so that every two years either three or four trustee positions are filled.

Section 4. In accordance with Section 8 (2) of the Act, the Governor of the State of Michigan shall have the power to remove a member of the Board for cause, pursuant to the Provisions of Section 10 of Article V of the State Constitution of 1963, as amended. Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a trustee ceases to be a resident of the District, or otherwise as provided by law.

Section 5. In the event a vacancy occurs during the term of any trustee, the vacancy shall be filled by appointment followed by election as prescribed in the Act (see 397.181 Sec. 11). The Board shall determine the method used to identify (a) person(s) interested in appointment for the remaining term of the member being replaced. The appointment shall be by majority vote.

Article III Powers and Duties of the Board

Section 1. The Board may exercise any and all of the powers granted to it in the District Library Establishment Act. Powers and duties of the Board include, but are not limited to:

- a) Legal responsibility for the operation of the Tecumseh District Library is vested in the Board. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.
- b) The Board shall select, employ and supervise a properly certified and competent library director, and determine the compensation of all library employees.
- c) The Board shall have exclusive control-of the annual budget and make sure that adequate funds are provided to finance the approved budget.
- d) The Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund and shall review and approve library expenditures.
- e) The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see they meet the requirements of the total library program.
- f) The Board shall review and approve library policies that will bring about the greatest good to the greatest number of library users.
- g) The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 2. The Board may delegate such powers and duties to the Officers of the Board and/or the Library Director as it deems necessary.

Section 3. The fiscal year of the Tecumseh District Library shall be the annual period commencing July 1 and ending the following June 30.

Section 4. The Board shall publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board.

Article IV Officers

Section 1. Officers of the Board shall be President, Vice-President, Secretary and Treasurer.

Section 2. A nominating committee, comprised of board members not currently holding office, shall be formed in November and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. The election of officers of the Board shall be held during the first regular meeting in January of each year (the annual meeting), immediately following the swearing in of any newly elected trustees.

Section 4. Officers shall assume their duties upon election and shall serve one year terms or until their successors are duly elected. No trustee shall hold more than one office at a time. Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time that the officer's successor has been duly elected or appointed. Excepting the Treasurer, no officer shall serve more than three (3) consecutive terms in the same office.

Section 5. Resignation from office shall be by formal letter stating a date, a name to whom it is addressed (either the President or Secretary), the reason for the resignation and the person's signature. The resignation shall be formally accepted by a vote at the next regular meeting. Withdrawal of a Letter of resignation is allowed until the vote is taken.

Section 6. In the event of death, resignation, removal, or other inability to serve of any officer, vacancies in any office shall be filled by vote of 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 remainder of the term. A successor Vice-President shall be elected at the next regular Board meeting by a majority vote.

Section 7. Any officer may be removed with or without cause by a vote of two-thirds (2/3) of the members of the Board of Trustees then in office at any regular or special meeting.

Article V Duties of Officers

Section 1. The President shall preside at all meetings of the Board, appoint all standing and ad hoc committees with the approval of the board, call special or emergency meetings of the board, as needed, and generally perform all duties associated with the office of the president.

Section 2. The Vice-President, in the event of the absence or disability of the President, shall perform the duties and functions 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 shall see that a true and accurate account of all proceedings of the Board meetings is kept, and shall perform such other duties as are generally associated with the office of secretary. With the approval of a majority of the board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Tecumseh District Library, providing for their safe custody and investment as directed by the Board, subject to the limitations for investment of public funds as provided by law (Uniform Management of Institutional Funds Act, P.A. 157 of 1976 and as amended). A record of all monies received or deposited by the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board at its regular monthly meeting. In addition, the Treasurer shall perform such other duties as may be prescribed by State or Federal law and these bylaws. With the approval of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

Article VI Meetings

Section 1. The Tecumseh District Library Board shall comply with all provisions of the Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976.

Section 2. The regular meeting of the Board shall be held each month on a date and hour set by the Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be placed in a public place setting forth the dates, times and place of all regular meetings scheduled for the coming year. Any changes to this schedule shall be posted in accordance with the requirements of the Michigan Open Meetings Act.

Section 3. The annual meeting of the Board shall be the first regular meeting of the calendar year and shall be held for the purpose of election of officers, the establishment of regular meeting dates, the appointment of standing committees and the consideration of such other organizational matters as may be required.

Section 4. Special meetings may be called by the President or upon written request of two (2) Board members; provided that eighteen (18) hours of notice is given for the time and purpose for which a quorum is present shall be sufficient notice of such meetings subject however to the eighteen (18) hour notice requirements of the Open Meetings Act. Board members not present at the time of the announcement of such special meeting shall be notified of the special meeting by the Secretary.

Section 5. The agenda and accompanying materials shall be distributed to Board members before the regular or annual meeting. It may include:

- Call to order
- Roll call

- Approval of agenda
- Approval of minutes *
- Treasurer's report *
- Public comment
- Gifts & Memorials *
- Friends' report
- Director's report
- Old business
- Committee Reports *
- New business
- Community Links *
- Other announcements *
- Adjournment

The procedure of Consent Agenda may be used to expedite the Board meeting and may include (*) items.

Section 6. A quorum of the transaction of business shall consist of a majority of the members qualified and serving.

Section 7. A majority vote of those members voting shall be sufficient for the purpose of taking any action by the Board, except where otherwise required by law.

Section 8. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by the Board President or the President's designee. Every effort shall be made to contact all Board members. Official confirming action shall be taken at a special Board meeting held within 72 hours.

Section 9. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

Article VII Committees

Section 1. The Executive Committee shall consist of the board officers. This committee's duties include directing the yearly evaluation of the Library Director and providing advice and assistance to the Library Director in matters concerning Library policies, personnel issues and any other issues concerning the operating of the Library.

Section 2. There shall be three standing Board committees which may include public representatives but will be chaired by a board member: Budget & Finance, Building & Grounds, and Fund Development.

A. The Budget & Finance Committee shall be chaired by the Treasurer. This committee shall provide advice and assistance in the preparation of the annual budget and review

of expenses; in the procurement of adequate support for the budget; and in the development of investment and other financial proposals.

B. The Building & Grounds Committee shall consider and recommend all plans for care and improvement of the building and grounds, and shall provide advice and assistance to the Library Director in executing building and grounds projects authorized by the Board.

C. The Fund Development Committee shall be chaired by a board member. This committee shall consider, plan, and direct, upon full board approval, all capital fundraising and fund development activities.

Section 3. Working Committees may be created by the Library Director to assist him/her in either short-term or ongoing projects. These committees shall be chaired by the Library Director, or the Library Director's designee, and may include board, staff and public representatives.

Section 4. Ad hoc Committees for the study of special purposes shall be appointed by the President, with the approval of the board. These committees may include board, staff members, and public representatives. Ad hoc committees automatically dissolve when their work is done and a final report is presented.

Section 5. No committee shall have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act. Committee chairs are responsible for regular reports to the Board.

Section 6. The President shall be, ex officio, a member of all committees.

Section 7. The Library Director shall be notified of all Standing and Ad hoc Committee meetings.

Section 8. All committee meetings shall be posted to assure compliance with provisions of the Michigan Open Meetings Act.

Article VIII Library Director

Section 1. The Library Director shall be employed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for:

- the care of the building and equipment,
- the employment, development, and direction of the staff,
- the efficiency of the Library's service to the community,

- the annual preparation of a budget proposal,
- the operation of the Library under the financial conditions set forth in the budget approved by the Board,
- the submission of the Annual Report to the Board as soon as possible following the close of the fiscal year, and
- an update to the Annual Report submitted to the Board in February.

Section 3. The Library Director or the Library Director's designee shall attend all meetings of the Board.

Article IX Amendments

Section 1. The Executive Committee shall review these bylaws annually and recommend changes to the Board when necessary.

Section 2. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Tecumseh District Library Board at its regular meeting on February 25, 2003.

Revision approved by the Tecumseh District Library Board at its regular meeting on April 12, 2006.

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