

**Elk Rapids District Library
Bylaws**

Article I: Membership

Section 1:

In accordance with Act 24 of 1989 of the Michigan Compiled Laws, the Elk Rapids District Library Board of Trustees shall consist of eight members. Members shall be appointed by the participating municipalities. Board members are eligible to serve more than one term.

Section 2:

Apportionment of members shall be as follows:

Elk Rapids Township – two (2) members
Milton Township – three (3) members
Elk Rapids Village – three (3) members

Section 3:

Members from all three (3) municipalities – Townships of Elk Rapids and Milton, and the Village of Elk Rapids – are appointed for four (4) year terms in the month of February, to begin serving March 1 through February 28 or 29 of the fourth year of the appointment.

Section 4:

In the event a Board member leaves before the end of his/her term, the municipality will appoint a replacement member to finish the unfulfilled term.

Article II: Officers

Section 1:

Officers of the Board shall be elected at the February meeting of the board and shall be as follows: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2:

Officers shall be elected for a one (1) year term. An officer may succeed himself or herself. New officers take office in March.

Approved: 2/1/1994

Reviewed and Amended: 04/09/2015

Section 3:

The President of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings, and perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President.

The Recording Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meetings.

The Corresponding Secretary shall be responsible for all Board correspondence.

The Treasurer shall be responsible for seeing that an accounting is kept of the library funds and shall report on the state of the funds at each meeting.

Article III: Meetings

Section 1:

The regular meeting of the Elk Rapids District Library Board of Trustees shall be held at an agreed upon time. All Board meetings are open to the public. Notices of all regular meetings shall be posted one year in advance in accordance with State of Michigan Act 267 (P.A. 1976).

Section 2:

The annual meeting of the Board shall be held during its February meeting. Election of officers, approval of the budgets, and adoption of the calendar shall take place.

Section 3:

A special meeting of the Board shall be called by the President, or the Vice President in the President's absence, by giving notice of the time and place of the meeting to Board members. Notice of a special meeting shall be posted at least 18 hours in advance of the meeting. Only such business as has been declared to be the purpose of the meeting shall be discussed at a special meeting.

Section 4:

A quorum shall be five (5) Board members present.

Section 5:

Robert's Rules of Order shall guide all uncovered items.

Article IV: Committees

Section 1:

The Library Board acts as a Committee of the Whole.

Section 2:

The Board President is authorized to appoint standing or special committees.

Section 3:

Each committee shall serve until the completion of the work for which it was appointed.

Article V: Library Director and Staff

Section 1:

The Director shall have 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 buildings and equipment, for the direction of the staff, and for the efficiency of the library's service to the public. Any need for structural change in the building shall be brought before the Board for approval. The Director shall attend all Board meetings. The duties of the Library Director are detailed in the job description.

Section 2:

The Library Board has the power to hire, supervise, and dismiss the Director.

Section 3:

The Library Director has the power to hire, supervise, and dismiss the Staff.

Article VI: General

Section 1:

A majority vote is required to make Board actions official.

Section 2:

These bylaws may be amended at any regular meeting of the Board with a quorum present, providing the amendment was stated in the call for the meeting.