

A RESOLUTION APPROVING THE WASHTENAW COUNTY LIBRARY BOARD OF TRUSTEES BYLAWS EFFECTIVE APRIL 12, 1993 AS AMENDED FEBRUARY 12, 2001.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 18, 2001

WHEREAS, the Washtenaw County Board of Commissioners established and appointed members to the Washtenaw County Library Board of Trustees, pursuant to and in accordance with the provisions of the Michigan's County Libraries Act, 1917 P.A. 138; and

WHEREAS, the Washtenaw County Library Board of Trustees and the Washtenaw County Board of Commissioners previously approved the Washtenaw County Library Board of Trustees Bylaws as amended April 12, 1993; and

WHEREAS, the Washtenaw County Library Board of Trustees has unanimously approved the amendments to the Washtenaw County Library Board of Trustees Bylaws on February 12, 2001; and

WHEREAS, the amendments reflect a change in Section VIII. Proceedings of the Board; and

WHEREAS, the original 1993 bylaws read "Roberts Rules of Order shall govern the parliamentary procedure of the Board, except in cases where they are inconsistent with these bylaws or other rules and policies, or if they are inconsistent with any Michigan Statute, including the County Libraries Act and the Michigan Open Meetings Act; and

WHEREAS, the Washtenaw County Library Board of Trustees has adopted the revised language for the Proceedings of the Board to read "Proceedings of the Board shall be consistent with these bylaws, Washtenaw County Policies and Procedures and with any Michigan statute, including the County Libraries Act and the Michigan Open Meetings Act."; and

WHEREAS, the Washtenaw County Library Board of Trustees has submitted these Washtenaw County Library Board of Trustees Bylaws as Amended on February 12, 2001 to the Washtenaw County Board of Commissioners; and

WHEREAS, this matter has been reviewed by Corporation Counsel and the County Administrator's Office.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the Washtenaw County Library Board of Trustees Bylaws effective February 2, 1970 as amended February 12, 2001, as attached hereto and made a part hereof

Washtenaw County Library
Bylaws for the Government of the
Washtenaw County Library Board of Trustees
As Adopted February 12, 2001

I. LIBRARY NAME AND BOARD MEMBERSHIP

This library shall be called the Washtenaw County Library and is established under Michigan's County Libraries Act, 1917 P.A. 138. Pursuant to the requirements of the Act, the Washtenaw County Library Board of Trustees shall consist of five members, appointed by the Washtenaw County Board of Commissioners to serve five-year terms, so arranged that one member is appointed or reappointed each year.

II. MEETINGS

1. The Board shall meet monthly in the Washtenaw County Library or such other location as may be designated by the Board Chair.
2. The annual meeting shall be held at the time of the regular monthly meeting in January.
3. Special meetings may be called by the Chair, or upon written request of two or more members, for the transaction of business stated in the call for the meeting. However, if all members are present, any item of business may be considered.
4. Notice shall be given by mail, or by direct telephone contact, at least twenty-four hours before the time of meeting. Notice of meetings shall be posted pursuant to the requirements of the Michigan Open Meetings Act. The schedule of meetings for each year will be posted at the library after the annual meeting.
5. The order of business at regular meetings shall be:
 - Call to order
 - Approval of agenda
 - Approval of minutes of the previous meeting
 - Treasurer's report and approval of disbursements
 - Director's report
 - Committee reports
 - Old business
 - New business
 - Public comment (pursuant to Michigan Open Meetings Act)
 - Adjournment

III. OFFICERS

1. All officers must be members of the Board of Trustees except the Secretary.
2. Officers of the Board shall be chosen at the annual meeting of the Board for one-year terms, and shall include Chair, Vice-Chair, Secretary and Treasurer. They shall remain in office until their successors are elected.
3. An officer may succeed him/herself, provided however that a Chair or Vice-Chair may not serve more than three consecutive terms.
4. The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Chair votes on all motions brought before the Board.
5. The Vice-Chair of the Board shall perform the duties of the Chair in case of her/his absence or incapacity.
6. The Secretary of the Board shall keep account of all proceedings of the Board meetings. Minutes of each meeting shall be distributed prior to the next meeting, and shall be made available pursuant to the Michigan Open Meetings Act.
7. The Treasurer, or in his/her absence another Board Member appointed by the Chair, shall certify all disbursements of funds approved by the Board. The Treasurer must be bonded.

IV. COMMITTEES

Standing committees may be established by the Board. Ad hoc committees for the study and investigation of special topics may be appointed by the Chair, as directed by the Board. Such committees shall serve until discharged by the Board.

V. QUORUM

A quorum for the transaction of business shall consist of three members of the Board.

VI. DIRECTOR

1. The Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library, under the direction and review of the Board.
2. The Director is responsible, on behalf of the Board, for the care of buildings and equipment, the employment and direction of the staff, the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

3. The Director is expected to attend all Board meetings, except those at which her/his appointment or salary is to be discussed or decided. Pursuant to the Michigan Open Meetings Act, a closed session involving any employee's evaluation or discipline may be held only if the employee requests the closed session and only if the employee is present.
4. The Director shall prepare the annual budget for submission to the Board, following the timetable established for the Washtenaw County budget process.

VII. PROCEEDINGS OF THE BOARD

Proceedings of the Board shall be consistent with these bylaws, Washtenaw County Policies and Procedures and with any Michigan statute, including the County Libraries Act and the Michigan Open Meetings Act.

VIII. AMENDMENTS

These bylaws shall be reviewed periodically and may be amended at any regular meeting of the Board by affirmative vote of a majority of Board members, providing consideration of the amendment was included in the call for the meeting.

ADOPTED BY THE LIBRARY BOARD:

February 12, 2001
(Date)

SIGNATURE OF BOARD CHAIR: _____
Martha D. Davis, Chair

SIGNATURE OF SECRETARY: _____
Judy A. Fiegel, Secretary

This document supercedes the Washtenaw County Board of Trustees Bylaws as adopted on April 12, 1993.

ADOPTED BY THE BOARD OF COMMISSIONERS;; July 18, 2001