

CLARKSTON INDEPENDENCE DISTRICT LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I – ESTABLISHMENT AND PURPOSE OF BYLAWS

Section 1. Establishment. The Clarkston Independence District Library (the “Library”) is a district library established under the District Library Establishment Act (the “DLEA”), Public Act 24 of 1989.

Section 2. Bylaws Purpose; Annual Review. These Bylaws are rules governing the internal affairs of the Library. They should be reviewed annually.

ARTICLE II – MEMBERSHIP

Section 1. Board Members. Pursuant to the DLEA, the Library Board of the Library (“Library Board”) shall consist of seven (7) members (“Board Members”). As provided in the Clarkston Independence District Library Agreement (“Agreement”), five (5) Board Members shall be appointed by the Board of the Charter Township of Independence, and two (2) Board Members shall be appointed by the Council of the City of the Village of Clarkston. A candidate for appointment must be a qualified elector of the appointing municipality and must be a resident of the Library District. Board Members shall serve a term of three (3) years beginning on January 1. A Board Member shall serve until the appointment and qualification of a successor. All Board Members shall take the oath of office before commencing their terms.

Section 2. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, or ceases to be a resident of the district. A vacancy shall be filled for the remainder of the unexpired term by the municipality that appointed the Board Member whose position is vacant.

Section 4. Attendance. Board Members have a fiduciary obligation to attend Library Board meetings.

ARTICLE III – POWERS OF THE BOARD OF TRUSTEES

Section 1. Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. By resolution of the Board, such powers may be delegated to Officers of the Library Board and/or the Library Director (the “Director”) as deemed necessary.

Section 2. Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

Section 3. Fiscal Year. The fiscal year of the Library shall commence January 1 and end the following December 31.

ARTICLE IV – OFFICERS

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

Section 2. Terms. The officers shall be elected for one (1) year terms at the annual meeting in January and whose terms shall begin at the January meeting. Each officer shall serve until the election of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by 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 unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. President. The President shall preside at all meetings, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization), and generally perform the duties of a presiding officer.

Section 2. Vice President. In the absence of the President, the Vice-President shall perform the duties 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. Secretary. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of the Open Meetings Act, (MCL 15.261 *et seq.*), the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, 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 Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Library Board, subject to limitations for investment of public funds as provided by law. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform all other duties of the Treasurer as prescribed by law or by action of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Director.

ARTICLE VI – COMMITTEES

Section 1. Special Committees. Special committees may be appointed, such as Finance, Personnel, Policy, or Planning.

Section 2. Appointments. Special committees shall be appointed and approved by the Board to serve until work is complete.

Section 3. Director. The Director shall be an *ex officio* member of all committees and shall have a full vote upon all matters at such committee meetings he or she may attend.

Section 4. Advisory Nature. Committees shall have advisory power only, unless the Library Board specifically authorizes action on behalf of the Library Board, if permitted by law.

ARTICLE VII – MEETINGS

Section 1. Open Meetings Act. All meetings of the Board shall be held in compliance with the Open Meetings Act.

Section 2. Annual Meeting. The annual meeting of the Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3. Regular Meetings. Regular meetings of the Board shall be held on the dates and at the times set by the Board at a regular meeting prior to the end of the preceding year. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of the Board, there shall be posting within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meeting.

Section 4. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 5. Quorum. A quorum for the transaction of business shall consist of a majority of the Board.

Section 6. Votes. No action of the Board shall be valid unless an affirmative vote of the majority of the members present is cast, unless otherwise provided by law. A record must be made of all votes.

Section 7. Emergency Meetings. The Board may meet in emergency session without prior notice in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members of the Board decide that delay would be detrimental to efforts to lessen or respond to the threat. Any emergency meeting must comply with the requirements of Section 5 of the OMA.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules. The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE IX – LIBRARY DIRECTOR

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

Section 2. Duties. The Director shall have sole 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 building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission of a written annual report to the Board at its Annual meeting.

Section 3. Board Meetings. The Director or the Director's representative shall be expected to attend all meetings of the Board.

ARTICLE X– AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members of the Board, provided the amendment was presented in writing at the previous regular meeting.

Library Board Approved: 9.14.2026