ROMEO DISTRICT LIBRARY
BY-LAWS

Article I Membership

In accordance with the provisions of the District Library Establishment Act, 1989 PA24, the Board of Trustees of the Romeo District Library shall consist of six (6) members, two (2) appointed from each participating municipality, for staggered terms of four years each.

Article II Officers

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

Section 2. The officers shall be elected at the June meeting for a term of two (2) years beginning July 1. Vacancies in office shall be filled by appointment of the President and approved by the Board at the next regular meeting of the Board after the vacancy occurs. In the event of the President resigning, the Vice-President shall assume the office of President and shall appoint a Vice-President, to be approved by the Board at the next regular meeting of the Board after the vacancy occurs.

Section 3. The duties of the officers shall be those which are required by law (PA24, 1989) or by this Board. If not otherwise specified, they shall be the same as those usually assigned to such offices.

Section 4. Each member of the Board shall be allotted one vote per motion.

Article III Meetings

Section 1. The Board of Trustees shall meet on the second (2nd) Wednesday of each month at 6:30 pm. Meeting location will be posted with date, time and location except under special conditions with board approval to change.

Section 2. A Special Meeting may be called by the President, or upon written request of three (3) members for the transaction of business as stated in the call. Notice starting time, place, and purpose of any Special Meeting shall be given to each Board member at least twenty-four (24) hours in advance of such a meeting.

Section 3. A Quorum for the transaction of business shall consist of a simple majority of the Board, i.e. four persons and must take place at an official meeting.

Section 4. The Order of Business shall be, but not limited to:

Call to Order
Introductions
Approval of Agenda
Approval of the Minutes

Approval of the Financial Report/Investments
Approval of Bills and Salaries
Reports of the Director
Old Business
New Business
Public Participation
Adjournment

Section 5: Rules of Procedure: The Board shall use Robert's Rules of Order Newly Revised (current ed.) as guidelines for the conduct of meetings.

Minutes of all meetings of the Board are required to be kept and shall contain the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken.

Section 6: All regular and special meetings of the board will be held in open session with the exception of closed sessions held in accord with MCL Act 267 of 1976, 15.268.

Article IV Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Romeo District Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article V Committees

Section 1. Committees for special purposes may be appointed by the President with the approval of the Board, to serve until assignments are completed.

Section 2. Unless otherwise directed by the Board, a committee's assignment shall be limited to study, investigation, and reporting. Any authority to act, which the Board wishes the committee to have, must be specifically authorized by the Board.

Section 3. Closed committee meetings will only be held in accord with MCL Act 267 of 1976, 15.268.

Article VI. For the board to function effectively all trustees must fulfill certain responsibilities. The principles set forth in the CODE OF RESPOSIBILITY**,** by the Michigan Library Association, shall be the guiding document used in assessing proper behavior for the Trustees of the Romeo Township Library Board. Further, each trustee must attempt to attend and actively participate in all meetings, support all Board decisions, and constantly work to be an advocate for the Library.

Section. 1 All members of the Board shall extend common courtesy to each other, and meetings shall be conducted in an atmosphere of cooperation and shall adhere to the appropriate decorum. In recognition of the importance of their role in the ultimate success of the Library, a trustee whose actions are found to be contrary to the above guiding principles shall be asked to resign.