



Romeo District Library

Bylaws

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 President, Vice-President, Treasurer, and Secretary.

Section 2. A Recording Secretary may be hired at the discretion of the Secretary.

Section 3. 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 the 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 the next Vice President, to be approved by the Board at the next regular meeting of the Board after the vacancy occurs.

Section 4. The duties of the officers shall be those which are required by law (PA24, 1989) or by this Board.

4.1 Duties of the President

The President shall: preside at all meetings of the Library Board, appoint 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.

4.2 Duties of the Vice President

The Vice President shall: perform the duties and functions of the President in the event of the absence or disability of the



President. In case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

4.3 Duties of the Secretary

The Secretary shall: sign all official documents of the Library Board; perform all functions of the President in the simultaneous absence and/or disability of the President and Vice President.

4.4 Duties of the Treasurer

The Treasurer shall: certify, along with the Library Director, all bills approved by the Board. In the event of the temporary absence or disability of the Treasurer, the President shall assume and perform the duties and functions of the Treasurer.

4.5 Duties of the Recording Secretary

The Recording Secretary shall: be provided by the Library, maintain a record of all Library Board proceedings including, but not limited to, the drafting and retention of Library Board minutes.

Section 5. 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 7:00 pm. Meeting location will be posted with the date and time 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) Trustees 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 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
 - Pledge of Allegiance
 - Public Participation
 - Approval of Agenda
 - Consent Agenda:
 - Approval of Minutes
 - Approval of Financials
 - Director's Report
 - President's and Committee Reports
 - Old Business
 - New Business
 - Public Participation
 - Adjournment
- Section 5. Rules of Procedure: The Board shall use Robert's Rules of Order (current edition) as guidelines to conduct meetings.
- Minutes of the 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 might be 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.
- Section 7. Public Participation. All meetings are open to the public. Public comments shall be made at the designated time as noted in the meeting agenda and will be limited to 3 minutes per person. The Board President will determine if additional time should be allowed for Public Participation.
- Section 8. Each Board member must notify the Library Director and Board President when he/she is unable to attend a meeting.

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 Member Responsibilities

- Section 1. For the Board to function effectively all Trustees must fulfill certain responsibilities. The principles set forth in the Code of Responsibility, shall be the guiding document used in assessing proper behavior for the Trustees of the Romeo District Library Board. Further, each Trustee must attempt to attend and actively participate in all meetings, support Board decisions, and constantly work to be an advocate for the Library.
- Section 2. 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 will be asked to resign.

Revised and Approved by the Board of Trustees – October 2021