

Policy: 600.0
Subject: Trustee By-Laws
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Milford Township Public Library was formally established in 1929 under provisions of PA 164-1877, Section 10, as amended (MCL 397.210).

ARTICLE I MEMBERSHIP

The Library Board of the Milford Township Public Library shall consist of 6 Trustees elected in accordance with the provisions of PA 164 of 1877, Section 11, as amended (MCL 397.211).

ARTICLE II OFFICERS

Section 1

The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall serve a term of one year from the Annual Meeting at which they are elected.

Section 2

The Officers shall perform the duties generally associated with their offices and such others as may be designated by the Board.

Section 3

The Board shall appoint the Library Director with such appropriate professional and personal qualifications as to meet State Certification requirements.

ARTICLE III MEETINGS

Section 1

Regular meetings shall be held each month, the date and hour to be set by the Board at its Annual Meeting.

Section 2

Board meetings will conform to the requirements of the Open Meetings Act (PA 267-1976).

Section 3

The Annual Meeting, which shall be held for the purpose of election of Officers and the acceptance of the Annual Report, shall be held at the time of the regular meeting in January.

Section 4

Special meetings may be called by the President or at the oral or written request of 3 members for transaction of business as stated in the call for the meeting, such meeting and posting for the meeting to be conducted in compliance with the Open Meetings Act.

Section 5

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

Section 6

Order of business for regular meetings shall be:

- A. Call to order
- B. Consent Agenda
 - Approval of Minutes
 - Approval of Financial Reports and Invoices
 - Director's Report
- C. Approval of Agenda
- D. Call to Public
- E. Unfinished business
- F. New business
- G. Communications
- H. Adjournment

Section 7

Situations not covered by these Bylaws or the Board policies shall be governed by Robert's Rules of Order, latest edition.

ARTICLE IV COMMITTEES

In most matters, the Board shall act as a Committee of the Whole, but Standing or Special Committees may be appointed at the discretion of the Board President. The Committee shall be considered discharged upon completion of its assignment and a final report to the Board.

ARTICLE V GENERAL

Section 1

An affirmative vote of a majority of all Trustees present shall be necessary to approve any action by the Board unless the Board has adopted a policy of operating by consensus. In such cases, the Secretary shall indicate in the record that the decision was reached in this manner. Where necessary the President may move or second or vote on a proposal before the Board.

Section 2

Executive session may be called by a majority vote. Such proceedings are secret.

Section 3

Trustees must notify the President in advance of their intended absence from a meeting.

Section 4

Approval for a guest speaker or a program must be requested one month in advance. Such programs will be limited to ½ hour.

Section 5

Minutes of the Board meeting must be available to the public in compliance with the Open Meetings Act.

Section 6

The Bylaws may be amended by a two-thirds vote of members present at an official meeting of the Board provided that the amendment was included in the call for the meeting.

Section 7

No member of the Board of Trustees or his or her immediate family shall benefit financially from the Trustee's membership on the Board, or create the appearance of a conflict of interest.