

**COMMUNITY DISTRICT LIBRARY
SHIAWASSEE COUNTY, MICHIGAN**

BYLAWS OF THE COMMUNITY DISTRICT LIBRARY BOARD

ARTICLE I

NAME

Section 1. The Community District Library has been established pursuant to a District Library Agreement, effective May 1, 2004.

ARTICLE II

MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") and the District Library Agreement by which the District Library was established, the Library Board of the Community District Library consists of seven members, each of whom is to be appointed by the legislative body of one of the participating municipalities in the District Library. Each Library Board member shall be a qualified elector and resident of the District of the District Library.

The terms of office of each member of the District Library Board shall be as stated in Section 2(a)(1) of the District Library Agreement.

ARTICLE III

POWERS OF THE DISTRICT LIBRARY BOARD

Section 1. The District Library Board may exercise any and all of the powers granted to it in the District Library Act and the District Library Agreement. By resolution of the Board, the Board may delegate such powers to the officers of the Board as it deems necessary.

Section 2. The District Library Board shall have exclusive control of the budget of the Library.

Section 3. The District Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, being Act 2 of the Public Acts of Michigan of 1968, as amended.

ARTICLE IV

OFFICERS

Section 1. Officers of the Board shall be Chairperson, Vice Chairperson, Secretary and Treasurer.

Section 2. The officers shall be elected by a majority vote of a quorum of the Board members at the first regular Board meeting of each calendar year and shall serve until successor officers are elected in the ensuing year.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy. All vacancies shall be filled in accordance with the requirements of the District Library Agreement and the District Library Act.

Section 4. The Treasurer of the District Library Board shall be required to post bond, at the expense of the District Library in an amount and upon such terms as are established by the District Library Board.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. The Chairperson shall preside at all meetings, appoint committees with the approval of the Board, authorize special meetings and generally perform the duties of a presiding officer.

Section 2. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. In the case of the resignation, disability or death of the Chairperson, the Vice Chairperson shall assume the office of Chairperson until an election of officers may be held.

Section 3. The Secretary shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings and, upon authorization of the Chairperson, of all special meetings, and shall have custody of the minutes and other records of the District Library Board. All minutes and related documents shall be made available to the public, in compliance with the Michigan Open Meetings Act.

Section 4. The Treasurer shall have charge of the funds of the District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the District Library Fund through a system of vouchers presented by authorized personnel. A record of all monies received or deposited to the District Library Fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board at its regular meeting.

ARTICLE VI

MEETINGS AND FISCAL YEAR

Section 1. Regular meetings of the District Library Board shall be held on the dates and at the times set by the Board at the first meeting of the calendar year. Within ten days following such 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. Any changes to this schedule, as required, shall be posted in the same manner. All meetings shall be held, after proper notice, in accordance with the requirements of the Michigan Open Meetings Act.

Section 2. The first meeting of the District Library Board in each calendar year shall be an organizational meeting, and shall include the election of officers and the consideration of such other organizational and business matters as may be required at the first meeting of the calendar year.

Section 3. The fiscal year of the District Library shall be from July 1st to June 30th.

Section 4. Special meetings may be called by the Chairperson or upon written request of two Board members, provided 18 hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Members not present at the time of the announcement of such a special meeting shall be notified by the secretary of the Board.

Section 5. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three working days before the meeting.

Section 6. The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Citizens' comments
- Approval of minutes
- Financial report
- Librarian's report and communications
- Committee reports
- Old business
- New business
- Additional citizens' comments, if any
- Adjournment

Section 7. A quorum for the transaction of business shall consist of the majority of the members of the board.

Section 8. Any board action must be approved at a board meeting, after proper notice, by a majority of the members of a quorum present at such meeting.

Section 9. The procedure for action at a board meeting shall be as follows:

1. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
2. After an action is moved and supported, it shall open for discussion by members of the board.
3. Members shall seek recognition by the Chairperson before speaking.
4. Any motion or resolution under discussion may be amended prior to adoption by the following action:
 - (1) The proposed amendment is moved and supported.
 - (2) The proposed amendment is open for discussion.
 - (3) Following discussion or upon request by a member of the board, the Chairperson shall call the amendment for approval.
 - (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
5. Following discussion, or upon request by a member of the board, the Chairperson shall call the action for approval.
6. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or "Nay."
7. Proposed amendments to the agenda shall be by motion, support and vote.

ARTICLE VII

LIBRARIAN

Section 1. The District Library Board may appoint a Librarian, who shall be considered the executive officer of the Library.

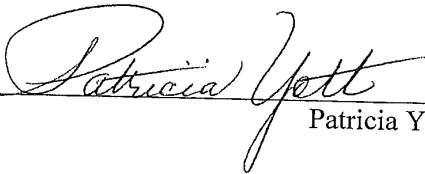
Section 2. The Librarian shall have sole charge of the administration of the Library under the direction and review of the Board. The Librarian shall be responsible for the care of the building and equipment; for the development and direction of the staff; for the efficiency of the Library's service 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; for submission to the Board of a written annual report of the Library, including the financial statements; and other duties assigned by the Board.

Section 3. The Librarian or the Librarian's representative shall normally attend meetings of the Board.

ARTICLE VIII
AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority vote of all members.

ADOPTED by the District Board of the Community District Library at the meeting held on June 30, 2004. Reviewed and readopted at the meeting held on July 28, 2004.



Patricia Yott, Secretary