

Policy: 600

Trustee By-laws

Adopted: 10/21/1986

Revised: 10/14/2025

Reviewed 9/23/2025

Approved: 10/14/2025

Article 1 Name and Rights of Authority

1.1 NAME

This organization shall be called “Auburn Hills Library Board,” established by the virtue of the provisions of 1877 PA 164 (“Act 164”) and exercising the powers and authority and assuming the responsibilities delegated to it under Act 164 and the laws of the State of Michigan.

1.2 MEMBERSHIP

The Board shall consist of six (6) Trustees elected at biennial elections. Trustees shall be elected every six (6) years as provided by Act 164 and the laws of the State of Michigan. Trustees shall not be paid for acting as Trustees.

1.3 VACANCIES

In the event of a vacancy, the Board shall appoint a qualified person to hold the vacant office until the next election. This appointment must be made by a majority vote of the Board, as soon as possible, but no later than the second regular meeting after the vacancy occurs.

1.4 INDIVIDUAL AUTHORITY

Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Article 2 Officers

2.1 OFFICERS

The officers of the board shall be a President, a Vice President, a Secretary, and a Financial Officer. Officers must be Trustees.

2.2 ELECTION

The officers shall be elected annually at the regular meeting in December. Nominations may be made from the floor.

2.3 TERM

Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. No officer shall serve longer than two consecutive terms in the same office (a “term” shall include any service for more than a year in any position). No two duties can be combined.

2.4 DUTIES

- The **President** shall prepare the agenda with the Library Director, preside at all meetings of the Board, authorize calls for any special meetings, appoint members of all standing committees and establish additional committees as deemed necessary, execute all documents authorized by the Board unless the Board specifically provides otherwise, and generally perform all duties associated with that office or specifically delegated by the Board. The President shall be responsible for enforcing the rules of procedure and orderly conduct at meetings.
- The **Vice President**, in the event of a temporary absence or disability of the President, shall assume and perform the duties and functions of the President. In the event there is a vacancy in the office of the President, the Vice President shall assume and perform the duties and functions of the President until the vacancy is filled.
- The **Secretary** shall be responsible for keeping a true and accurate record of all meetings of the Board, and for the issuance of notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office or specifically delegated by the Board.
- The **Financial Officer** will present the Financial Report at each monthly meeting of the Library Board of Trustees.

Article 3 Meetings

3.1 OPEN MEETINGS NOTICES

All meetings of the Board shall be open to the public and notice of meetings shall be given in accordance with the provisions of the Open Meetings Act, P.A. 267 of 1976, as amended.

3.2 REGULAR MEETINGS

Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten days following the annual meeting, a notice shall be posted in the library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year.

- a. Order of Business - The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:
 - Call to Order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Call to the Public
 - Financial Report
 - Director's Report

- Friends of the Library Report
- Committee Reports
- Old Business
- New Business
- Comments from the Board
- Adjournment

- b. Rescheduled or Recessed Meeting Notice - The Board may reschedule, recess or adjourn a regular meeting by simple majority vote. If a regular meeting is rescheduled or if the schedule of the regular meetings is changed, the notice of such change must be posted in accordance with the provisions of the Open Meetings Act, as amended.

3.3 SPECIAL MEETINGS

The President may call a special meeting. The Board may also call a special meeting by simple majority vote. Three members of the Board may call a meeting by contacting the Director in writing. Notice of a special meeting shall be given as provided by law. The Board may recess or adjourn a special meeting by simple majority vote.

3.4 CLOSED MEETINGS

The Board may call a closed meeting by a two-thirds (2/3rds) roll call vote of the members of the Board present and serving at the meeting. Closed meetings may be called only for the purposes set forth in the Open Meetings Act, as amended.

3.5 ANNUAL MEETING

The **annual** meeting shall be held at the time of the first regular meeting of the calendar year in **December**.

3.6 QUORUM

A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board.

3.7 VOTING

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board, unless otherwise required by law or these Bylaws.

3.8 PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall be the parliamentary authority governing all meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or procedural rules adopted by the Board.

3.9 USE OF PROXIES

Trustees participating in a Library Board Meeting must do so in person; proxies are not permitted.

3.10 MINUTES

Minutes of all meetings of the Board are required to be kept and must contain at least 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.

Minutes of the public meetings are subject to the following rules regarding public inspection:

- a. **Proposed** minutes must be available for public inspection not more than eight (8) business days following the meeting which is the subject of the minutes.
- b. **Approved** minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

3.11 TRUSTEE ATTENDANCE

Election to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and represent the residents of the city. Attendance at Library Board meetings is critical to fulfilling this responsibility. A member who cannot attend a meeting bears the responsibility of notifying the President concerning this absence. Chronic absence is a neglect of duty for a board member and a violation of their oath of office.

3.12 CITIZEN PARTICIPATION

Each regular and special board meeting agenda shall provide for one reserved time for audience participation. The public shall address the board during "Call to the Public." A person shall not address the Board in excess of three minutes unless the time is extended by a majority vote of the Board present. Persons wishing to address the Board shall identify themselves and their place of residence. All comments by the public shall be made directly to the Board.

3.13 DUTY TO VOTE

Election to a deliberative body carries with it the obligation to vote. Board members present at a board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The right to vote is limited to the members of the board present at the time of the vote taken. All votes must be held and determined in public; no secret ballots are permitted.

Article 4 Library Director

4.1 DUTIES

The Library Director shall have sole charge of the administration of the library under the direction of the Board. The Library Director shall be responsible for the care of the building and equipment; for the direction of the staff; for the efficiency of the library's service to the community; and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all regular, special, and annual meetings of the Board, unless otherwise notified by the President. The Library Director shall submit to the Board a written annual report of the state of the Library no later than May of each year.

4.2 MEETINGS

The Library Director shall be present at all Library Board meetings unless excused in advance by the Board President.

Article 5 Committees

5.1 APPOINTMENT AND TERM

The President shall appoint committees of two or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

5.2 DUTIES

All committees shall make regular progress reports to the Library Board.

Article 6 Budget and Finance

6.1 FISCAL YEAR

The fiscal year of the library shall be **January** through **December**.

6.2 BUDGET

The Director shall be responsible for the presentation to the Finance Committee, no later than September 1 of each year, of a preliminary budget for the maintenance and operation of the library for the ensuing fiscal year. The Board shall adopt a preliminary budget for presentation to the electorate at a public hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget for the next fiscal year.

Article 7 Amendments

7.1 AMENDMENTS

The Bylaws may be amended by a two-thirds (2/3rds) vote of the members of the Board elected and serving, provided notice of the proposed amendment shall have been provided to all members at least 72 hours prior to the meeting at which such action is proposed to be taken. In addition, the amendment is to be stated in the call for the meeting. Amendments shall become effective immediately following the approval of the Board.