

# **GARDEN CITY LIBRARY BOARD**

BY- LAWS

*Revised April 8, 2014*

## **ARTICLE I**

The name of this organization shall be the Garden City Library Board (hereafter called the Board).

## **ARTICLE II**

### **PURPOSE**

This Board is established by popular vote of the citizens of Garden City under the provisions of Section 10a of Act 164, P.A. 1877, as amended, for the purpose of maintenance and administration of a public library and reading room in accordance with the provisions of this act. It shall be the responsibility of the Board to provide the best possible library services to all persons of the area served by the Library, within the limitations of local circumstances. To assist to this end, the Board shall maintain an affiliation with The Library Network, a cooperative board established under the provisions of Act 89, P.A. 1977, as amended.

## **ARTICLE III**

### **MEMBERS**

**Section 1.** The membership of this Board shall initially consist of those persons appointed by the Mayor of the City of Garden City to a Provisional Library Board in accordance with Act 164, P.A. 1877. The Provisional Board shall serve until the biennial City elections in 2013.

**Section 2.** Beginning with the biennial City elections in 2013, six (6) residents shall be elected by the citizens of Garden City to serve staggered terms on this Board in accordance with the provisions of Act 164, P.A.1877 Section 11 (4) (b) as amended. Thereafter, at each biennial City election, two Board members will be elected to six (6) year terms.

**Section 3.** Under the provisions of Act 164, P.A. 1877 Section 11, the Library Board shall be comprised of six (6) members elected by the citizens of Garden City.

**Section 4.** The Library Board shall fill a vacancy by appointing a person to serve until the next regular biennial City election. At that election, the two candidates receiving the highest number of votes will serve full terms, and the candidate receiving the next highest number of votes will finish out the partial term. Appointments shall be made by a majority vote provided that prior notice is given to all members at least two (2) weeks in advance of the meeting at which the recommended appointment is to be

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considered by the Board. Vacancies on the Board shall occur in the event a member dies, resigns, is removed from the Board, ceases to be a resident of the city of Garden City, or for such other reasons as permitted by law.

**Section 5. Conflict of Interest.** No member of the Board shall deliberate or vote upon any matter in which the member has direct or indirect pecuniary interest. No member of the Board shall accept employment or other economic benefit from the Library, any contractor or vendor of the Library, or any person seeking to influence the outcome of a matter before the Board. No member shall be eligible for appointment to any position the compensation of which is partially or fully funded from Library funds, for at least one (1) year after such person ceases to be a member. In all respects consistent with the foregoing, members of the Board are subject to the same conflict of interest policies and ordinances applicable to elected officials of the City of Garden City.

## **ARTICLE IV**

### **OFFICERS**

**Section 1.** The officers of the Board shall be a president, vice-president, and secretary.

**Section 2.** The officers shall be elected at the annual meeting and shall hold office for one year or until a successor is elected.

**Section 3.** Any vacancy occurring in an office shall be filled by election at the next regular board meeting.

**Section 4.** Officers may serve successive terms.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

**Section 1.** The President may prepare agendas, preside at all meetings, appoint members to all committees, act as an ex-officio member of all committees, certify for payment all bills as approved by the Board, call any special meetings, and generally perform the duties of a presiding officer.

**Section 2.** In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall also perform such other duties as may be assigned by the President of the Board.

**Section 3.** The Secretary shall maintain true and accurate records of the proceedings of the Board, sign documents and correspondence as authorized by the Board, and preserve any other records which may be entrusted to the care of the Secretary.

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## **ARTICLE VI**

### **MEETINGS**

**Section 1.** The regular meeting of the Board shall be held as determined by a majority of the Board.

**Section 2.** A quorum for the transaction of business shall consist of a majority of the official membership of the Board.

**Section 3.** The annual meeting shall be held at the time and place of the regular monthly meeting for the month of November.

**Section 4.** Special meetings may be called by the President or upon the request of two members. Only such business shall be transacted at a special meeting as is stated in the call for the meeting.

**Section 5.** The following items may be included in the meeting agenda:

- A. Call to order and roll call
- B. Approval of minutes
- C. Director's Report
- D. Reports of officers and committees
- E. Approval of bills
- F. Communications
- G. Unfinished Business
- H. New Business
- I. Public Comment (Public comment limited to five minutes per guest)
- J. Adjournment

**Section 6.** All meetings of the Board shall be publicly announced and held in accordance with the provisions of the Open Meetings Act.

## **ARTICLE VII**

### **COMMITTEES**

**Section 1.** There shall be no standing committees.

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**Section 2.** Special committees may be appointed by the President to serve until completion of the work for which they are appointed.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

Where not in conflict with these by-laws or the laws of the State of Michigan, Robert's Rules of Order, Revised shall govern the proceedings of the Board meetings.

## **ARTICLE IX**

### **AMENDMENTS**

These by-laws may be amended at any regular meeting of the Board by a majority vote of the members provided that the proposed amendment has been stated in the call for the meeting. Amendments shall become effective upon passage.

*James B Lenze*

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