

1.20 Board Bylaws

Article I – Membership

Section 1. In accordance with the provision of Public Act 24 of the Michigan Public Acts of 1989, the Library Board of the Richland District Library, to be known as the Richland Community Library, will consist of seven (7) trustees, with representation from both governing bodies (residents of Richland Township and Richland Village). Trustees are nominated for their fitness for public library service by the Library Board and are confirmed by the appropriate governing body (Richland Township or the Richland Village Boards).

No person who is, or has an immediate family member who is, an employee of RCL (paid or unpaid), shall be a trustee. No Trustee shall participate in deliberations or vote on any issue in which s/he has a personal or financial interest.

Section 2. The term of a Trustee shall be four years, and is renewable upon review of the Library Board. All regular terms commence on October 1. If a vacancy occurs, the Library Board shall recommend the appointment of a new Trustee by the Richland Township Board, or the Richland Village Board. The new Trustee shall serve out the remainder of the former Trustee's term.

Section 3. The President of the Friends of the Library shall serve as an ex-officio member of the Library Board.

Section 4. Each Trustee is expected to attend meetings regularly. If a Trustee misses three (3) regular meetings in succession, his or her appointment will terminate. If a Trustee misses four (4) regular meetings in any 12-month period, his or her appointment will terminate. Extenuating circumstances may be brought to the attention of the Board for consideration; upon review, the Board may nullify the termination. It is the responsibility of each Trustee to notify the Board President prior to the Board's regular meeting if s/he has an extenuating circumstance and is unable to attend.

Article II – Officers

Section 1. Officers of the Library Board shall be as follows: President, Vice-President, Secretary and Treasurer.

Section 2. The officers shall be elected annually at the October organizational meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Library Board after the vacancy occurs, and the new officer shall serve the remainder of the one-year term.

- Section 3. ROBERT'S RULES OF ORDER , NEWLY REVISED (10th ed., c2000). shall delineate the duties of the officers.

Article III – Meetings

- Section 1 The Board shall meet on the third Wednesday of each month (except June and December) at 7:00 PM at the Richland Community Library. Notice of these meetings shall be posted by the Board Secretary at the Richland Village Hall, the Richland Township Hall and at the Richland Community Library.
- Section 2. Special meetings may be called by the Board President, or upon written request of three members, for the transaction of business as stated in the call. Notice stating the time and place for any special meeting and the purpose for which called, shall be given each member of the Board at least two days in advance of such meeting. Notice of such meetings shall be posted by the Board Secretary at the Richland Village Hall, the Richland Township Hall and at the Richland Community Library.
- Section 3. A quorum for transaction of business shall consist of a simple majority of the Board.
- Section 4. The order of business may be:
- Call to order
 - Approval/amendment of the agenda
 - Public comment
 - Reading and approval of the minutes
 - Reading and approval of the Treasurer's report
 - Committee reports
 - Report of the Library Director
 - Old business
 - New business
 - Adjournment
- Section 5 ROBERT'S RULES OF ORDER, NEWLY REVISED (10TH ed., c2000) shall govern the parliamentary procedure of this Board.

Article IV – Committees

Special committees may be appointed by the Board President; such committees to serve until completion of the work for which each committee was appointed.

Article V – Library Director

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of

the Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director or Assistant Director shall attend all board meetings

Article VI – Amendments

The by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote, providing the amendments were stated in the posted notice in the Richland Village office and the Richland Township office.

Article VII – Dissolution

In the event of the dissolution of the Richland Community Library, all of the residual assets of the Richland Community Library, real and personal, shall revert to the Township of Richland with the exception of charitable contributions held in funds at the Kalamazoo Community Foundation.

In the event of the dissolution of the Richland Community Library, any such funds of the Richland Community Library held by the Kalamazoo Community Foundation shall be distributed to such charitable organization or organizations as are described in Section 501(c)(3) of the Internal Revenue Code, exempt from federal income tax under Section 501(a) of the Code or corresponding provisions of any subsequent federal income tax laws and engaged in purposes similar to those of the Richland Community Library.

Any such assets not so disposed of as described above, for whatever reason, shall be disposed of by order of the Circuit Court for the County of Kalamazoo to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for purposes described in Section 501(c)(3) of the Code (or corresponding revision of any subsequent income tax laws) and which is exempt from Federal Income Tax under Section 501(a) of the Code (or any corresponding revision of any subsequent income tax laws).

Issued: February 20, 1974

Amended:	June 1976	April 2000
	April 1977	June 2000
	July 1981	October 2002
	March 1982	April 2005
	November 1989	August 2006
	February 1997	August 2008
		March 2009