

BY-LAWS

Article I-Name

Section 1: This organization shall be called the “Cass District Library Board” existing by virtue of the provision of P.A. 24 of 1989 of the Laws of the State of Michigan and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II-Officers

Section 1: Officers of the Cass District Library Board shall be president, vice president, recording clerk and a treasurer.

Section 2: The office of secretary shall be permanently filled by the library Director. The offices of president and vice president shall be elected at the January meeting of the Board for a term of one year.

Section 3: The office of treasurer shall be elected at the January meeting of the board for a term of two years.

Section 4: Board members may call for a special election at any regular Board meeting throughout the year to temporarily fill the position of an officer unable to carry out his/her duties. The newly elected person may remain in the position until the previous officer is able to resume his/her duties or until the end of the previous officer’s term.

Section 5: The president shall preside at meetings of the Board. The vice president shall preside at meetings of the Board when the president is absent. The recording clerk (a hired position) shall take and transcribe the minutes of each meeting. The Library Director shall give notice in writing of all meetings of the Board.

The treasurer, president, vice-president and Library Director shall be authorized to sign checks for all library expenditures as authorized by the Board.

Article III-Meetings

Section 1: The Board shall meet monthly. The date and hour will be set by the Board at the January meeting.

Section 2: Special meetings may be called by the president, or upon written request of three Board members, for the transaction of business as stated in call. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each board member at least two days in advance of the meeting.

Section 3: A quorum (5 members) is necessary to hold a meeting. An affirmative vote of the majority of those present shall be necessary to approve any action before the Board.

Section 4: Robert's Rules of Order (latest edition) shall govern the parliamentary procedure of the Board. All motions will require a second.

Section 5: Order of business shall be:

1. Pledge of Allegiance
2. Call to Order and Roll Call
3. Agenda Additions and Approval
4. Reading and Approval of Minutes
5. Public Comment
6. Financial Reports and Approval of Bills
7. Correspondence
8. Report of the Library Director
9. Committee Reports
10. Unfinished Business
11. New Business
12. Adjournment

Article IV-Committees

Section 1: The president shall have the power to appoint special ad-hoc committees, with the approval of the Board, to undertake such projects as the Board shall determine 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.

Section 2: The CDL Board shall have three standing committees: Personnel, Finance/Budget, and Facilities. Standing committee appointments shall be made by the Board President and shall be renewed or re-appointed annually at the January meeting.

Article V-Library Director

Section 1: The library Director shall be appointed by the Board.

Section 2: The CDL Board shall have three standing committees:

Personnel: Shall review personnel policies governing the terms of employment, salary schedule and employee benefits of library employees. They shall evaluate the Director's performance and compensation annually. In addition, this committee shall be responsible for proposing candidates for consideration by the Board to fill unexpired terms. The committee may be called upon to provide counsel as necessary for Personnel related matters. The Board President will assign one of the committee members as Chair.

Finance/Budget: Shall Investigate, interpret, and advise the Board and/or Director on finance-related issues. This committee shall review the annual budget prepared by the Director for consideration by the Board and shall be charged with making recommendations to the Board to assure the fiscal health of the Library. The Treasurer shall Chair this committee.

Facilities: Shall monitor all capital construction, renovation, and repair projects and shall provide regular reports and recommendations to the Board on such projects.

Standing committee appointments shall be made by the Board President and shall be renewed or re-appointed annually at the January meeting. Committee members may serve on committees for consecutive years upon annual reappointment by the President of the Board.

Section 3: The President of the Board of Trustees and the Library Director shall be ex-officio members of all committees, standing and ad-hoc, and shall attend all committee meetings. No more than three board members may serve on each committee. Non-Board members may be invited to join ad-hoc Committees.

Section 4: A committee shall convene on the call of its chairperson. A majority of the members of the committee present shall constitute a quorum for transaction of business at any meeting of the committee.

Section 5: Each committee shall present recommendations to the Library Board for deliberation and action by the Library Board and the Library Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

Article VI-Review and Amendments

Section 1: These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Section 2: These by-laws shall be reviewed annually.

Article VII-Tax Exempt Status of District Library

Section 1: The purposes for which the Organization is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Revenue Law.

Section 2: Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by any organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Revenue Law.

Adopted by the Board on January 20, 1993

Amended on March 16, 1994

Amended on November 15, 1995

Reviewed on September 17, 1997

Amended on February 17, 1999

Amended on January 10, 2001

Amended on January 16, 2002

Amended on December 17, 2003

Amended on October 19, 2004

Amended on September 19, 2018

Amended on October 19, 2022