

5b. Library Board Bylaws: Meetings

ARTICLE VI: MEETINGS

Section 1. The Board shall follow the rules and guidelines of the Open Meetings Act, MI Public Act No. 267 of 1976,

Section 2. The regular meeting of the Hopkins District Library Board shall be held on the dates and at the times set by the Board at its annual meeting. Within ten (10) days following the annual 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 monthly announcement of the regular meeting.

Section 3. The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of other organizational matters as may be required.

Section 4. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (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. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

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

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

- 1) Call to order and attendance
- 2) Approval of agenda
- 3) Citizen's comments
- 4) Friends' and other committee reports
- 5) Approval of minutes
- 6) Financial report
- 7) Library Director's report
- 8) Old business
- 9) New business
- 10) Adjournment

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

Section 8. Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 9. Members connected by phone or video conference are included as being in attendance for the purposes of establishing a quorum and for all voting during that meeting.

Section 10. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11. The procedure for action at the meeting shall be as follows:

- a. 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.

- b. After an action is moved and supported, it shall be open for discussion by members of the Board.
- c. 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 President shall call the amendment for approval.
 - (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- d. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- e. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or Nay".
- f. Proposed amendments to the agenda shall be by motion, support and vote.