

## BYLAWS

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### BRIDGEPORT PUBLIC LIBRARY BOARD OF TRUSTEES

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#### ARTICLE 1: NAME AND PURPOSE

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**Section 1 a.** This organization shall be called “The Board of Trustees of the Bridgeport Public Library” existing by virtue of the provisions of Public Act 164 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.

**Section 1 b.** In accordance with Section 391.11 of MCL Act 164, “in a township holding elections for township officers every four years, six trustees shall be elected for 4-year terms at the primary and general elections on nonpartisan ballots.” Board members take office at the first regularly scheduled meeting following their election. The board may fill vacant seats by appointment. In the event that more than one person is interested in filling a vacancy on the board, a paper ballot will be used to select the nominee.

**Section 1 c.** Duties of the library trustees include:

- To establish policies for administering the library programs and services
- To employ the library director
- To secure funds required for operating the library
- To ensure that the financial affairs of the library are conducted on a responsible basis in accordance with established policies.

**Section 2.** The Bridgeport Public Library is organized exclusively for charitable, religious, education and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

**Section 3.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on

behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section 4.** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE II: OFFICERS

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**Section 1.** The officers shall be a president, a vice-president, a secretary, and a treasurer, elected from among the elected trustees at the November meeting of the board. The board shall appoint a chairperson to conduct the elections of officers. The chair will accept nominations for the officers' positions. The candidates will be elected by the entire board with a majority of votes needed to assume the office.

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

**Section 3.** The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committee, and generally perform all duties associated with that office.

**Section 4.** The vice-president shall assume and perform all the duties and functions of the president in the event of absence or disability of the president.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

**Section 6.** The treasurer shall be the disbursing officer of the board and shall perform such duties as generally devolve upon that office. In the absence or inability of the treasurer, these duties shall be performed by such other members of the board as the board may designate.

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### ARTICLE III: MEETINGS

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**Section 1.a.** The board will approve the meeting schedule for the coming year at the December board meeting. In accordance with the Michigan Open Meetings Act, all board meetings are open and the public is encouraged to attend. Notice stating the time and place of regular or any special meeting and the purpose for which it was called shall be posted in accordance with the Open Meetings Act. Special meetings shall be called by the president, or upon the request of four members, for the transaction of business stated in the call for the meeting.

**Section 1.b.** The usual Order of Business for regular meetings will be:

- Call to Order
- Approval of Agenda
- Secretary's Report (minutes of the last meeting)
- Treasurer's Report
- Director's Report
- Public Comment
- Committee Reports
- Old Business
- New Business
- Board Comments
- Adjournment

**Section 2.** A quorum for the transaction of business at any meeting shall consist of four (4) members of the board present in person.

**Section 3.** Conduct of meeting: Proceedings of all meetings shall be governed by Robert's Rules of Order.

## ARTICLE IV: COMMITTEES

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**Section 1.** The president shall appoint committees of one or more members 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.

**Section 2.** All committees shall make a progress report to the library board at each of its meetings.

**Section 3.** No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

## ARTICLE V: GENERAL

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**Section 1.** An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action of the board. The president may vote upon but may not move or second a proposal before the board.

**Section 2.** The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been distributed to all members at least ten days prior to the meeting at which such action is proposed to taken.

**Section 3.** Any rule or resolution of the board, whether contained in these bylaws or otherwise, **may** be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (4) of the members of the board shall be present and two-thirds of those present so approve.

## RULES OF PUBLIC COMMENT & PARTICIPATION – BOARD MEETINGS

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The Bridgeport Public Library Board recognizes the value of public comment on Library issues and the importance of allowing members of the public to express themselves on matters of community interest. But, for the benefit of all, and in the interest of all, the following rules of participation and public comment shall apply at all meetings as allowed by the Open Meetings Act.

The intent of these rules is:

1. To allow members of the public a fair and adequate opportunity to be heard;
2. To grant the Library Director and/or the presiding member of the Library Board the authority to deny any request that an item be placed on the agenda. Such denial shall be based on a determination by the Library Director and/or presiding member of the Library Board that the request is frivolous, harassing or repetitive.
3. To provide adequate time for the Board to obtain necessary information, conduct fact finding and give thorough consideration to situations in which an individual, during the requested presentation, addresses or questions a Library policy, procedure or decision that does not exist, a change to a Library policy, procedure or decision is proposed, or an exception to a Library policy, procedure or decision is specifically requested by the individual;
4. To assure that the regular agenda of the Board is completed; and
5. To recognize the nature of the Boards' time and to use that time efficiently.

### PERSON OR DELEGATIONS WISHING TO BE PLACED ON THE AGENDA:

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1. An individual or delegation desiring to appear before the Board may request placement on the agenda by making such request in writing to the Library Director and/or presiding member of the Library Board no less than seven (7) business days before the meeting at which the individual would like to speak. The request shall include, at a minimum, the following information:
  - a. Name of the person or the delegation affiliation, whichever is applicable.
  - b. A detailed summary of the topic to be presented or discussed.
2. The individual making the request will be notified by the Library Director and/or presiding member of the Library Board as to whether the request has been granted and,

if the request is granted, will be provided **three (3) minutes** to speak, when the individual's requested topic is addressed on the agenda, unless extended by the presiding officer.

3. The Library Director and/or presiding member of the Library Board shall take appropriate steps to determine that requests that an item be placed on the agenda are not frivolous, repetitive, or harassing in nature.

4. Delegations must select only one individual to speak on their behalf.

5. Individuals speaking to the Board shall address remarks only to the presiding member of the Library Board.

6. The presiding member of the Library Board shall have the authority to terminate the presentation of any individual who does not adhere to the above rules or is abusive toward an individual Board member or the Board as a whole.

7. The presiding member of the Library Board, members of the Board, and the Library Director may ask questions of any individual addressing the Board.

#### **PUBLIC COMMENT:**

1. Each presentation to the Board made by an individual shall be limited to **three (3) minutes** in duration, unless extended by agreement of the presiding member of the Library Board

2. No individual may speak more than once on the same topic.

3. To ensure that all interested parties have an opportunity to speak, please be brief and limit any comments to one topic.

4. Public comment is not a question and answer period. It provides individuals with an opportunity to express their comments regarding any subject matter. All comments shall be directed only to the presiding member of the Library Board; no person may address or question Board members individually.

5. The Board will not respond to comments made during the public comment period unless it becomes necessary to ask a clarifying question, correct a factual error, or provide specific factual information.

The presiding member of the Library Board may:

a. interrupt, warn, or terminate an individual's presentation when the presentation

exceeds three (3) minutes or is personally directed, abusive, obscene, or irrelevant;

b. request that any individual leave the meeting when that individual fails to observe reasonable decorum;

c. request the assistance of law enforcement officers in the removal of a disorderly individual when that individual's conduct interferes with the orderly progress of the meeting; and

d. call for a recess or an adjournment to another time when an individual's lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

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Revised 8/27/2002

Revised 12/20/2016

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