

# **Bylaws of the Clifton Public Library**

## **Clifton, Illinois**

### Article I. Name

Section 1.01 The name of this library is the Clifton Public Library. The Clifton Public Library was established by public referendum in 1903 and will be conducted as a public library, in accordance with statutes of the State of Illinois for the use and benefit of the Village of Clifton.

### Article II. Purpose

Section 2.01 The Clifton Public Library connects people with information and entertainment through its collection, its technology, and the knowledge of its professional staff.

### Article III. Board of Trustees

Section 3.01 The Clifton Public Library shall be governed by a Board of Trustees composed of seven (7) members elected by the residents of the Village of Clifton.

Section 3.02 Each Trustee shall be a legal resident and a registered voter of the Village of Clifton.

Section 3.03 Trustees shall be elected for six (6) years except in the case of a Trustee elected to fill a Board vacancy, in which case the term of the position vacated governs. Terms are staggered, with two members approved the first year, three the third year, and two the fifth year.

Section 3.04 Vacancies on the Board occurring 180 days or more before the next Consolidated Election for municipal offices shall be filled by Board appointment. Vacancies occurring less than 180 days before the next Municipal Election may be filled by appointment or left vacant until the Election.

Section 3.05 The Board of Trustees may recommend removal of a Trustee by majority vote if the Trustee fails to attend meetings or discharge the duties of his or her office.

Section 3.06 The President of the Board shall serve as official spokesperson of the Board. A Library Trustee shall not present him or herself as an official spokesperson or representative of the Board, whether by statements or in writing, without the advice and consent of the Board.

Section 3.07 Trustees serve without compensation, but shall be reimbursed from Library District funds for actual and necessary expenses incurred in the performance of their duties.

#### Article IV. Officers

Section 4.01 The officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

Section 4.02 Officers will be elected by a majority vote of the Trustees at the May meeting and will serve for a term of one year. Officers may be removed from office with a simple majority vote of Trustees.

Section 4.03 The President shall

- (a) preside at all meetings of this association; and
- (b) be member ex-officio of all committees; and
- (c) appoint special committees; and
- (d) serve as official spokesperson with the advice and consent of the Board.

Section 4.04 The Vice-President shall

- (a) act as an aid to the President; and
- (b) perform the duties of the President in the absence or inability of that officer to serve.

Section 4.05 The Secretary shall

- (a) record the minutes of all meetings of the Board, including the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as to the operation of the Library; and
- (b) prepare official correspondence as directed by the Board; and
- (c) sign documents where applicable; and
- (d) act as the Library Election Official.

Section 4.06 The Treasurer shall

- (a) maintain the financial records; and
- (b) file accurate reports on the financial condition of the library; and
- (c) sign all checks from the operating funds.

Section 4.07 In the absence of the President from a legally called meeting, the Vice-President shall preside and perform the duties of the office. Should the Secretary be unable to perform the duties of the office, a Secretary pro tempore shall be appointed from the Board by the presiding officer. Should the Treasurer be temporarily unable to perform the duties of the office, the Board shall designate an Acting Treasurer who shall perform the duties of the Treasurer.

Section 4.08 All officers shall deliver to their successors all official material within ten days following the meeting at which the successors take office.

Article V. Meetings

Section 5.01 All regular and special meetings of the Board of Trustees shall comply with the Illinois Open Meetings Act.

Section 5.02 Regular Board meetings shall be held at 7:00 P.M. on the second Wednesday of every month except for July and December.

Section 5.03 Special meetings may be called by the President of the Board. Notice of time, place, and purpose must be sent to members at least two (2) days prior to meeting.

Section 5.04 Four (4) members will constitute a quorum.

Section 5.05 The Order of Business shall include, but not be limited to, the following items in the order listed:

- (a) Roll call
- (b) Approval of Minutes
- (c) Financial Report and Authorization of Expenditures
- (d) Communications
- (e) Unfinished business
- (f) New business
- (g) Adjournment

#### Article VI. Committees

Section 6.01 There shall be no Standing Committees.

Section 6.02 Special Committees for the study and investigation of particular purposes may be appointed by the President, with the advice and consent of the Board of Trustees. The Committees may include appropriate staff, but must include at least (1) Board member. Each committee shall serve until the completion of the work for which it was established. No Committee shall have other than advisory powers unless the Board grants it specific power to act.

#### Article VII. Financial Administration

Section 7.01 The fiscal year for the Clifton Public Library shall be from May 1 to April 30 inclusive.

#### Article VIII. Library Director

Section 8.01 The Board shall appoint and establish the compensation of a Library Director, who will be responsible for the administration of the Library. The Library Director shall report directly to the Board and shall be authorized to develop library programs, establish organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The Library Director shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct and act as a consultant and facilitator to the Board.

#### Article IX. Parliamentary Authority

Section 9.01 In the absence of provisions in these Bylaws, the provisions of the latest edition of The Standard Code of Parliamentary Procedure, commonly called Sturgis, shall be the parliamentary authority.

#### Article X. Amendments

Section 10.01 Amendments to the Bylaws may be made at any regular meeting of the Board of Trustees. The proposed amendment(s) shall be voted on at the succeeding regular meeting and adopted by a vote of five (5) or more Board members.

Section 10.02 Requirements for adoption of a revised set of Bylaws shall be the same as in the case of amendment.