

MADISON PUBLIC LIBRARY  
POLICIES AND PROCEDURES

Section: Organization

Section No. 1.26

Subject: Library Board - Bylaws

Article I

OFFICERS, MEETINGS

Officers: The officers of the board shall consist of the president, vice-president, secretary-treasurer, to be elected at the annual meeting in each year as prescribed in Section 2.b., and to hold their respective offices until their successors are elected.

Meetings: The regular meetings of the board shall be held on the day of the month, and time of the day that shall have been agreed upon at the annual meeting, so as to ensure full attendance. Thereafter, the meeting date and time can be changed upon agreement of the board.

The annual meeting shall be at the regular meeting in July.

Order of business:

- Minutes of previous meeting
- Petitions and communications
- Public appearances
- Board Information Exchange
- Report of Library Director
- Receipt of financial report
- Foundation Report
- Friends Report
- Committee reports
- All other business allowed by law

Meetings of the board and committees will normally be called upon not less than one week's notice.

However, special meetings of the board or committees may be called by the president or committee chair for the transaction of business stated in the call with not less than 24 hours notice, by request of any three board members, or by the Library Director as necessitated by unforeseen developments. All meetings shall be held in accordance with the provisions of Section 66.77 Wisconsin Statutes, (OPEN MEETINGS OF GOVERNMENTAL BODIES) and applicable Ordinances of the City of Madison.

Five members shall constitute a quorum for the transaction of business, but any number less than a quorum may adjourn to a stated time.

Article II

APPEARANCE BEFORE BOARD, CONDUCT OF BUSINESS

Any person may make a personal appearance before the Board subject to such rules as the Board may adopt by submitting an appearance form to the presiding officer prior to the meeting. If action is necessary as a result of any such appearance, the matter shall be added to the agenda of a subsequent meeting or referred to a committee for recommendation.

No item of business shall be acted upon which is not on the agenda for that meeting. Any new item brought up for consideration shall be referred to a committee or to the agenda of a subsequent meeting.

Only members who are present may vote.

#### Article III

##### OFFICERS, DUTIES

The president shall preside at all meetings of the board, perform the duties of presiding officer, and countersign all orders drawn by the secretary-treasurer for the payment of money.

The Vice-President shall, in the absence or disability of the president, perform all the duties of president, and may countersign checks in the absence of the secretary.

The Secretary-Treasurer shall, in the absence of the President and Vice President, preside over meetings of the board.

#### Article IV

##### BOARD COMMITTEES

- The board shall have standing committees in the areas of budget, personnel and planning.

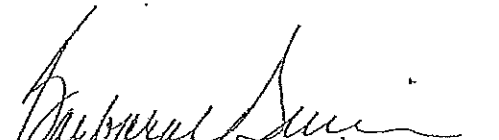
All committees, including special committees for the study and investigation of special problems shall be appointed by the president, such special committees will serve until the completion of the work for which they were appointed.

#### Article V

##### REVISION OF BYLAWS, RULES OF ORDER

These bylaws may be amended or repealed at any regular meeting of the board by a majority vote of all the members thereof; notice of the proposed amendments or repeal being given in writing at a previous meeting of the board.

When a situation concerning the conduct of a meeting is not covered in these bylaws, the provisions of the latest edition of Robert's Rules of Order shall prevail.

  
Approved for Distribution

February 17, 1999