

City of Berkley: Library Advisory Board Bylaws

The name of this body will be Berkley Public Library Advisory Board.

I. Purpose

The library advisory board will consist of five members. The general purpose of the library advisory board will be to serve as advocates and liaisons between the community, the library, and the city manager, and city council. The library advisory board will act as a fact-finding and advisory body in conformity with the city charter and this code to give recommendations and advice to the city council, the city manager, and the library director about present and future needs regarding library functions, policies, activities, buildings and grounds. (City Code Article II Section 66-16)

II. Membership

1. The Board was created pursuant to City Code Article II Section 66-16 of the City Council. Members appointed to the Board will be residents of, and their primary residence must be located in, Berkley. Members of the Library Advisory Board who cease to be a resident of the city may no longer serve on the Board, must tender their resignation, and be replaced as provided for in these Bylaws.
2. The Board presently consists of five (5) members who will be appointed by the City Council. Board Member terms rotate, with one (1) new member appointed each year. The term of office for a Board member will be five (5) years, except for Board members appointed to fill an unexpired term.
3. Board members will serve at the pleasure of the City Council. The Board will make recommendations for appointment and reappointments. Board members may be reappointed by the City Council.
4. A Board member wishing to resign will notify the Board Chair (described below in Article III) and the Library Director in writing.
5. The City and Library will advertise any such opening to solicit applications for those interested in serving on the Library Board. The Library Board will then review the applications and select applicants to interview. At a regularly scheduled or special meeting, the Library Board will interview candidates and make a recommendation to the City Manager regarding who the Library Board would like to be appointed to fill the vacancy. The Library Board will be mindful of the City Council's Rules and Procedures regarding timing of this process. At the Board's discretion, any vacancy can remain open until the Board, by quorum, recommends an applicant.
6. Board members will be considered for removal if they miss three regular meetings in a row or violate the Code of Ethics.

III. Officers

1. The Board will have a Chair, Vice Chair, and Secretary. It will be the business of the Board members to nominate and appoint their own officers. There will be but one person serving in any officer position. This process will take place in January.
2. Chair and Vice Chair are one-year terms. Vice Chair serves for one year and then is elevated, the following year, to Chair for one year. Chair and Vice Chair positions are rotated until each board member serves. Board members must serve as a member at large for a minimum of one year prior to serving as Vice Chair or Chair. The Board reserves the right to waive criteria for officers in extraordinary circumstances.
3. Secretary role is rotated among non-Chair members each month.
4. Board members may fill any vacant officer positions by making an appointment of a new officer at any regular meeting. If there is but one nominee for appointment to a vacant officer position, then appointment may be made by voice vote. If there is more than one person nominated to fill a vacant officer position, then voting is to be by roll call vote.
5. Each Board member present at any meeting will vote on any issues in accordance with the Code of Ethics.
6. The Chair will preside at all meetings and collaborate with the Library Director on developing the agenda for meetings. The Chair will appoint subcommittees as will from time to time be deemed necessary by the Board with approval of the Board as a whole, and perform such duties as may be delegated by the Board. The Chair will have a vote on all resolutions of the Board.
7. The Vice Chair will preside over meetings and perform Chair duties in the absence of the Chair, or until such time as a new Chair is appointed in the case of the Chair position being vacated. The Vice Chair will otherwise perform other duties as may be delegated by the Board. The Vice Chair will have a vote on all resolutions of the Board.
8. The Secretary will record and prepare the minutes of the meeting. The draft minutes will be sent to the Chair and the Library Director. Draft minutes will then be reviewed and approved by the Board at their next regular meeting.

IV. Meetings

1. Regular meetings will be held on the third Wednesday of each month at 7:00 p.m. If there is no business to conduct this may be waived. Meetings for November and December may be combined. Meetings will be held at the Berkley Public Library unless an alternative location is posted in the Berkley Public Library prior to the Meeting in accordance with the Open Meetings Act.
2. A special meeting may be called by the Chair, the Vice Chair, or by two or more members of the Board at such time and place as deemed necessary. Notice will include the specific purpose of the special meeting.

3. All meetings of the Board, special and regular, will be open to the public and held in accordance with the Open Meetings Act.
4. In the event a regular meeting falls upon a holiday, such meeting will be canceled and rescheduled.

V. Rules

1. The Board requires a quorum for the transaction of business in any general, special, or closed meeting. With a five (5) member board, a quorum will consist of three (3) members. An affirmative majority vote of members (that is, at least three votes) will be necessary to pass a motion.
2. Each Board Member will be entitled to one (1) vote on each question before the Board. The affirmative vote of a majority of the entire Board is required for the approval of any Board action.
3. Each meeting notice will state the time and place of the meeting. If a Special Meeting is called, the business to be transacted will also be included in the meeting notice. In the event that a Special Meeting is called, the Board will be notified as soon as possible. The meeting notice will be posted at least eighteen (18) hours prior to the start of the meeting under provisions of the Open Meetings Act. Only the business of the Special Meeting that was noticed will be discussed.
4. The Board or Library Director, will, on a portion of the City website that is fully accessible to the public, make an agenda of its meeting available to the public at least 2 days before the meeting begins. The Library Director will send a draft of the meeting agenda to the Chair for review prior to finalizing the publishing the agenda. Conduct of a regular meeting will generally follow the following order of business:

ITEM 1—Call to order

ITEM 2—Approval of Agenda

ITEM 3—Public Comments

ITEM 4—Approval of Minutes of previous meeting

ITEM 5—Librarian's Report

ITEM 6—Old Business

ITEM 7—New Business

ITEM 8—Update from City Council Liaison

ITEM 9—Adjournment

5. All inquiries, or matters known in advance requiring official recommendations by the Board, will be submitted to the Board at its regular meeting. Such a request for scheduling must be submitted to the Chair and the Library Director at least seven (7) calendar days prior to the next regularly scheduled Board meeting.
6. The Board will require such information as is necessary to accurately describe such matters that are brought before it for its consideration. In the event that sufficient data has not been furnished, the Board may table the matter until such a time as the required information has been submitted. Such time will not exceed sixty (60) days from the original request. At the expiration of this time limit, if such information has not been submitted, the matter will be removed from the agenda.
7. The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the Board in all cases to the extent necessary, applicable, and not inconsistent with these Bylaws and any special rules of order the Board may adopt.
8. All meetings of the Board will be open to the public for all matters except those which it must or may, according to the provisions of the Open Meetings Act, consider in closed session. Persons in attendance at open meetings will be given the opportunity to address the Board on any matter in accordance with rules adopted by the Board and available at each meeting (described below in Section 9). These rules will also apply to any subcommittee (described in Article III, Section 7) deemed to be a public body as defined by the Open Meetings Act.
9. Citizens wishing to address the Library Board during the "Public Comments" portion of the meeting will be required to state their name and city of residence. The following guidelines will be in place.
 - a. Each speaker will be allowed up to three minutes at each meeting, though a speaker's time may be extended by majority vote of the Board. Additional time allotments will be offered to speakers wishing to address more than one topic. The Secretary, or designee approved by a majority vote of the Board, will act as official timekeeper.
 - b. Comments with regard to how a Board member, Library Director, or other library employee performs their duties are appropriate, but personal attacks will not be permitted.
10. The Board has the following responsibilities:
 - a. Adopt bylaws and rules for the Board's governance;
 - b. Work to ensure adequate funding for the Library;
 - c. Adopt and enforce rules, regulations and policies regarding the use and operation of the Library;
 - d. Adopt plans, both long-term and short-range, for the Library's growth;
 - e. Serve as "connecting links" between the Library and the community;
 - f. Be an advocate for the Library; and
 - g. Attend all regular and special Meetings and participate on subcommittees.

11. These Bylaws may be amended with the concurrence of the majority of the full Board at a public Board meeting with at least three days' notice at which such action is to be taken.

VI. Code of Ethics

1. Members must promote a high level of library service while observing ethical standards.
2. Members must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any Member to disqualify themselves immediately whenever the appearance of a conflict of interest exists.
4. Member must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board and library policies, even if they personally disagree.
5. Members must be prepared to support to the fullest the efforts of the Library in resisting censorship of library materials by groups or individuals.
6. Members who accept appointment to the Board are expected to perform all of the functions of members.