



Bylaws of the Canton Public Library

ARTICLE I – MEMBERSHIP

- Section 1: In accordance with the provisions of Section 11 of Public Act 164 of 1877 ("PA 164") as amended, the Canton Public Library Board shall consist of six members.
- Section 2: The members must be qualified electors of Canton Township and shall be elected every four (4) years for four (4) year terms. A member shall hold office until a successor is elected and serving.
- Section 3: The office of member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this section, ceases to be a qualified elector of Canton Township. A member who is serving a term on a library governing board on May 27, 2014, and who during that term ceases to be a qualified elector of Canton Township may serve the remainder of the term, but may not seek another term unless he or she again meets the requirements of PA 164. Vacancies on the Canton Public Library Board shall be filled by appointment until the next general November election.

ARTICLE II – OFFICERS

- Section 1: The officers of the Board shall consist of Chairman, Vice-Chairman and Secretary/Treasurer.
- Section 2: The officers shall be elected by the Board at the last meeting of each fiscal year for a term of one year beginning with the first meeting of the new fiscal year.
- Section 3: Except for the office of Chairman, vacancies in office shall be filled for the remainder of the unexpired term by the Board at the next regular meeting of the Board following the vacancy. If there is a vacancy in the office of the Chairman, the Vice-Chairman shall assume the duties of the office for the remainder of the unexpired term.
- Section 4: No officer shall serve more than two consecutive one-year terms in the same office.

ARTICLE III – DUTIES OF THE OFFICERS

- Section 1: The Chairman shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute all documents authorized by the Board unless the Board specifically provides otherwise, and shall act to assure the integrity of the Board process.
- Section 2: The Vice-Chairman will act in the absence of the Chairman.
- Section 3: By affixing his/her signature, the Secretary/Treasurer shall attest to the legitimacy and accuracy of Board documents, shall ensure that there is an accurate record of all funds received and disbursed, and shall ensure that a financial statement is submitted to the Board each month.

ARTICLE IV – MEETINGS

- Section 1: Regular meetings of the Canton Public Library Board shall be held each month, the date and hour to be set by the Board by the first meeting of the fiscal year. Within ten days following the approval of the regular meeting schedule, a notice shall be posted in the Library setting forth the dates, times and places of all regular meetings scheduled for the ensuing fiscal year.
- Section 2: Special meetings may be called by the Chairman of the Library Board or upon the written request of two members. A minimum of forty-eight hours notice must be given to each board member. Such notice must specify the time of the meeting and the purpose for which such meeting is called. Notice to the public shall be as required by law.
- Section 3: A quorum for the transaction of business shall consist of a majority of the members elected (or appointed to fill a vacancy) and serving.
- Section 4: The Board shall determine the order of business at regular meetings.
- Section 5: All Board action must be approved by a majority of the quorum unless otherwise provided by law.

ARTICLE V – COMMITTEES

- Section 1: Committees may be appointed by the Chairman on an as-needed basis to serve until dissolved by the Chairman.
- Section 2: Committees shall be empowered only to study, investigate and report and be purely advisory only unless otherwise specified by the Library Board.

ARTICLE VI – AMENDMENTS

Section 1: These Bylaws may be amended at any regular meeting of the Board by the vote of a majority of all members, provided the text of any proposed amendment was presented in writing at the previous regular meeting.

As amended by the Library Board
December 18, 2014
Motion No. 14/12-18-1

**POLICY REGARDING
PUBLIC PARTICIPATION AT BOARD MEETING**

The Canton Public Library Board continuously solicits welcomes and considers the views of its owners, the taxpayers of Canton Township. Recognizing, however, that the Board's responsibility is both to act on current business of the Board as well as to receive comments from the public, the Board hereby adopts the following policy on public participation at Board meetings:

The agenda shall provide opportunity for public participation at the beginning of the meeting, following roll call and the reading of the other minutes, and at the end, immediately before adjournment.

Any person may ask that a written statement of his or her comments to the Board be entered into the minutes of the Board if the person provides the board secretary with the written statement of comments.

The Board secretary shall otherwise not include any public comments in the minutes of the Board meeting.

Each person shall be permitted no more than five minutes at the beginning and end to speak to the Board.

In order to assure sufficient time for deliberation on matters of public policy arising from comments from the public, the Board may elect not to act on any such matter at the meeting at which the comment is made, but will direct all such comments first to the Director for review and advice, and will act upon them only in due course.

Public comments regarding Library staff, volunteers, or other operational issues must be directed to the Director by appointment. Comments regarding the Director may be directed to the Board.

As approved by the Library Board
June 20, 2001
Motion No. 06/01-20-1