



Irvin L. Young Memorial Library

Board of Trustees By-Laws

Article 1 – Name and Organization

Section 1. This organization shall be called “The Board of Trustees of the Irvin L. Young Memorial Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2. The Board shall consist of seven voting members: the school district administrator or his/her representative, a member of the Whitewater Common Council and five members appointed by the Common Council, such appointments being for a period of three years, the terms of one third of the number expiring annually. Additionally, up to two alternate members may be appointed by the Common Council.

Article II – Officers

Section 1. The officers shall be a president, a vice-president, a secretary, and a treasurer, nominated and elected from among the trustees at the annual meeting of the Board.

Section 2. Officer 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 an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, 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 pay bills when so directed by the Board. The treasurer shall render accounts of the financial condition of the Board at the annual meeting, at each monthly meeting and at other times if called upon by the president. An audit shall be completed annually as an integral part of the regular city audit procedure. The treasurer shall perform other duties as generally devolve upon the office. In the absence or inability of the treasurer,



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the duties shall be performed by such other members of the Board as the Board may designate.

Article III – Meetings

Section 1. The regular meetings shall be held at times and dates agreed upon by the Board at its annual or subsequent meetings. Meetings of the Board shall be open to the public in accordance with Wisconsin Statutes.

Section 1 (a). To ensure that voting members are well versed in the issues facing the Board, regular attendance is mandatory. In the event that a member fails to attend three consecutive, regular meetings or fails to attend at least $\frac{3}{4}$ of the regular meetings during the preceding twelve months, the Board may request that the appointing body select another individual to serve out the member's term.

Section 2. The annual meeting, which shall be for the purpose of the nomination and election of officers, shall be held during July each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Roll call of members
- b) Disposition of minutes of previous regular meeting and any intervening special meeting.
- c) Treasurer's financial report of the library
- d) Action on bills
- e) Progress and service report of director
- f) Committee reports
- g) Communications
- h) Unfinished business
- i) New business
- j) Public presentation to, or discussion with, the Board
- k) Adjournment

Section 4. Special meetings may be called at the direction of the president, or at the written request of three members, for the transaction of business as stated in the call for the meeting. When special meetings are requested by members of the Board, the president shall call the special meeting within one week of such notice, and notice shall be mailed to each member of the board at least twenty-four hours prior to the time for which such meeting is called.



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Section 5. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article IV – Committees

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

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 before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these by-laws 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 (five) of the members of the Board shall be present and two-thirds of those present shall so approve.