

## **-Library Board Bylaws**

### **Article I. Name**

This organization shall be called "The Library Board of Trustees of Dane County", existing by virtue of the provisions of Chapter 43.57 of the Laws of the State of Wisconsin and Chapter 15.27 of the Dane County Code of Ordinances. The Board shall exercise the powers and authority and assume the responsibilities delegated to it.

### **Article II. Membership and Officers**

**Section 1.** The members shall be appointed as authorized in Chapter 43.57 (4) (b). Any board member with three consecutive unexcused absences may be removed from office upon recommendation of the Library Board. No board member shall be eligible to serve more than three consecutive terms.

**Section 2.** The officers shall be a president, a vice-president, ~~and a secretary~~ and past-president elected at the Annual Meeting in January, to serve a term of one year, and to hold their respective offices until their successors are 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 the office of President.

**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, in the event of the absence of the president and vice-president, shall assume the duties of the office of the president, and generally perform duties associated with the office of Secretary.

Section 6. The president shall serve as past-president for the year after their successor has been elected. The past-president shall provide as a resource for the incoming president and provide historical knowledge during the transition of leadership. If the past-president has fulfilled their term limit of three 3-year terms on the Library Board, the position of past-president will remain vacant.

### **Article III. Meetings**

**Section 1.** The regular meetings shall be held each month, the date and hour to be set by the Board as they adopt the ~~the~~ annual planning calendar.

**Section 2.** The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence shown so far as circumstances will permit:

~~a. Roll Call of members~~

~~b. Public presentation to, or discussion with, the Board~~

~~c. Disposition of minutes of previous regular meeting and any intervening special meetings.~~

~~d. Action on bills~~

~~e. Director's Report~~

~~f. Committee Reports~~

~~g. Communications~~

~~h. Unfinished Business~~

~~i. New Business~~

~~j. Adjournment~~

**a. Call to Order**

**b. Consideration of previous meeting's minutes and any intervening special meetings**

**c. Action items, including expenditure reports**

**d. Presentations**

**e. Reports**

**f. Future Meeting Items and Dates**

**g. Public Comment on Items not on the Agenda**

**h. Such Other Business as Allowed by Law**

**i. Adjournment**

**Section 3.** Special meetings may be called by the director at the request of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

**Section 4.** A quorum for the transaction of business at any meeting shall consist of three members of the board present in person in accordance with Chapter 43.57(5) (c) of the Wisconsin Statutes.

**Section 5.** All meetings of the Board shall be in compliance with Chapter 19, subchapter IV of the Wisconsin Statutes. The conduct of meetings shall be governed by Robert's Rules of Order, latest revised edition, when not in conflict with these by-laws.

#### **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, from time to time, require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and 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 powers 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 or repealed at any regular meeting of the Board by a majority vote of all members thereof, provided written notice of the proposed amendment shall have been mailed to all members at least seven days 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 five of the Board shall be present and two-thirds of those present shall so approve.

Adopted by action of the Board, November 21, 1977  
Amended by substitution, December 15, 1986  
Reviewed and confirmed without change, May 2, 2002  
Amended November 14, 2006  
Reviewed and confirmed without change, September 6, 2007  
Reviewed and confirmed without change, September 4, 2008  
Amended by action of the Board, November 4, 2010  
Amended by action of the Board, January 5, 2012  
Reviewed, confirmed & reformatted, March 1, 2018  
Reviewed and amended, January 9, 2025