

# **TOWNSHIP ADVISORY COUNCIL OF THE PETER WHITE PUBLIC LIBRARY BYLAWS**

## **Mission Statement**

The Mission of the Township Advisory Council of the Peter White Public Library is to recommend library services and methods for service delivery to millage townships from the Peter White Public Library.

## **ARTICLE I. MEMBERSHIP**

- A. The Township Advisory Council (hereafter called Council or TAC) of the Peter White Public Library (PWPL) will be the official name for the body representing the residents of all Townships served by the PWPL.
- B. Council membership will be comprised of two members from each Township with a valid Contract for Library Services with the PWPL.
- C. Council members will be appointed by the governing body of the Township they represent.
- D. Council members must be legal residents of the Township that they represent.
- E. Townships may name alternates in addition to the two (2) appointed TAC members. These alternates will receive all TAC packets and will be considered members of the TAC. Only two representatives of each Township will be allowed to vote at regular and/or special meetings.
- F. Council members cannot be removed from the TAC unless official action is taken by the Township they represent.
- G. The Library Director and/or Deputy Director will be ex-officio members of the TAC.

## **ARTICLE II. OFFICERS**

- A. Officers of the Council will be President, Vice President and Secretary.
- B. Officers shall serve for one year and can be re-elected..
- C. Officers will be elected from the Council membership by voting members of the Council at the September meeting of the TAC.
- D. Officer Roles will be
  - a. President
    - i. Presides at all TAC meetings
    - ii. Conducts all regular and special TAC meetingsPresident Roles Continued.
    - iii. Represents the TAC at all Board of Trustees of the PWPL meetings
    - iv. Serves as official spokesperson for the TAC
    - v. Sets the Agenda for all regular and special TAC meetings
    - vi. Appoints all Committees
  - b. Vice President
    - i. Assumes all duties of the President in the President's absence
  - c. Secretary
    - i. Acts as recorder at all regular and special TAC meetings
    - ii. Prepares all official TAC correspondence

- iii. Shall prepare all minutes for regular and special TAC meetings within seven days of the meeting

### **ARTICLE III. MEETINGS**

- a. The TAC will meet on the first Wednesday of March, June, September and
- b. December at 7:00 p.m. in the Shiras Room of the PWPL.

The Annual Meeting for the TAC will be held on the first Wednesday in September.  
Election of Officers  
Presentation of Annual Report to the Townships

Special Meetings may be called by the President of the TAC or at the request of four members.

The agenda for the Special Meeting must list the reason for the meeting.

Quorum is one member over half in attendance of the meeting.

The Official Order of Business will be

- Call to Order
- Approval of the Agenda
- Public Participation
- Approval of the Previous Meeting(s) Minutes
- Financial Report
- Library Director's Report
- Old Business
- New Business
- Council Members' Comments/Reports
- Public Participation
- Adjournment

Robert's Rules of Order will govern all business meetings.

All Council meetings will be conducted in accordance with Michigan Open Meetings Act.

### **ARTICLE IV. COMMITTEES**

Special Committees for the study and investigation of specific issues may be named.

The President will appoint all Committee members

Committees will serve until the study and/or investigation of the issue for which they were appointed is completed.

### **ARTICLE V. GENERAL**

- A. Council actions will only be official when there has been a formal motion made, seconded and passed by a majority vote in a meeting where a quorum is present.
- B. The Council President may move, second or introduce a motion.
- C. Council Bylaws may be amended at any time by a majority vote in a meeting where a quorum is present, provided the proposed amendment of the Bylaws is listed in the call for the meeting or it has been presented during a previous meeting.