

BYLAWS
Of the
MUNICIPAL LIBRARY COMMISSION
City of Livonia Civic Center Library

Article I Membership

In accordance with the provisions of Chapter 11, Section 2-1101 of the Livonia Code of Ordinances and Chapter V, Section 2 of the City Charter of the City of Livonia, the Municipal Library Commission of the City of Livonia shall consist of five members chosen by, and serving at, the pleasure of the Mayor.

Article II Officers

- Section 1. Officers of the Commission shall be a President, Vice-president, Secretary and a Treasurer.
- Section 2. The officers shall be elected by a show of hands for a term of two years no later than the first meeting of the fiscal year.
- Section 3. Vacancies in office shall be filled by election at the next regular meeting of the Commission, except for the office of President, wherein the Vice-president shall assume the duties of the office for the unexpired term.
- Section 4. No officer shall serve more than two consecutive two-year terms in the same office.
- 4a. Commission officers may serve one term beyond the term limit of two terms for the December 2014 – November 2016 period.**

Article III Duties of Officers

- Section 1. The President shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- Section 2. In the absence of the President the Vice-president shall perform the duties of the office. In case of the resignation or death of the President the Vice-president shall assume the office for the unexpired term.

- Section 3. The duties of the Secretary are assigned to the Library Program Supervisor who shall be in attendance at all Commission meetings. She shall see that a true and accurate account of all proceedings of the Commission meetings is kept, shall issue notice of all regular meetings, and on the authorization of the President, of all special meetings; shall have custody of the minutes and other records of the Commission.
- Section 4. The Treasurer shall be the responsible officer for any funds entrusted to the Commission.

Article IV Meetings

- Section 1. The regular meeting of the Municipal Library Commission of Livonia shall be held the fourth Tuesday of each month at 6:30 p.m. at one of the City's libraries unless designated otherwise at the preceding meeting.
- Section 2. Special meetings may be called by the President of the Library Commission or upon written request of two members, provided forty-eight (48) hours notice is given of the time and the purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Commission members not present at time of announcement of such special meeting shall be notified. The Mayor shall be given written notice of all regular and special meetings to be conducted by the Library Commission.
- Section 3. Notices of regular meetings shall be mailed by the City Library Program Supervisor to all members at least ten (10) days before the meeting.
- Section 4. A quorum for the transaction of business shall consist of a majority of the official membership of the Commission.
- Section 5. Three successive unexcused absences from regular meetings shall automatically operate as a resignation, and the Mayor shall be notified to this effect.
- Section 6. The order of business at the regular meetings shall be as follows:
- Call to order
 - Roll call
 - Approval of minutes
 - Call to the audience
 - City Librarian's report
 - Commission reports
 - Friends' report
 - Unfinished business

New business
Adjourn

- Section 7. Any Commission action, to be official, must be approved by a majority of members present at an official Commission meeting.
- Section 8. In case of emergency, if Commission action is needed when the Commission cannot meet, members may be polled individually by telephone by the President or the Library Director: confirming action should then be recorded at the next Commission meeting.
- Section 9. Roberts Rules of Order Newly Revised shall govern the parliamentary procedure of the Commission.

Article V Committees

- Section 1. Committees for special purposes may be appointed by the President, with the approval of the Commission, to serve until assignments are completed.
- Section 2. Unless otherwise directed, a committee's assignment is limited to study/investigation and reporting. Any authority to act which the Commission wishes the committee to have must be specifically authorized.

Article VI Librarian

- Section 1. The Library Director shall be the executive officer of the Commission and shall be directly responsible to the Commission for fulfillment of assignment as defined in job description.
- Section 2. The Library Director shall have charge of the administration of the library within the framework of Commission policies and budget.
- Section 3. The Library Director shall attend all Commission meetings except those at which his/her appointment or performance is to be discussed or acted upon.

Article VII Amendments

Section 1. These Bylaws may be amended at any regular meeting of the Commission with a quorum present, by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting. In order for all amendments to the bylaws to become effective, they shall be approved by the Mayor.

Adopted by Library Commission November 18, 1957

Approved as amended by the Library Commission December 21, 1959

Approved as amended by the Library Commission Resolution 3-66, April 18, 1966

Approved as amended by Mayor Harvey W. Moelke by letter dated Oct. 18, 1966

Approved as revised by the Library Commission resolution #8-77, April 18, 1977

Approved as revised by Mayor Edward H. McNamara by letter dated April 28, 1977

Approved as revised by the Library Commission resolution #3-08, March 17, 2008

Approved as revised by Mayor Jack Kirksey by letter dated May 8, 2008

Approved as revised by the Library Commission resolution #18-14, October 20, 2014

Approved as revised by Mayor Jack Kirksey by letter dated November 5, 2014

Approved as revised by the Library Commission resolution #1-17, January 23, 2017

Approved as revised by Mayor Dennis Wright by letter dated January 27, 2017

Approved as revised by the Library Commission resolution #07-23, February 27, 2023

Approved as revised by Mayor Maureen Miller Brosnan by letter dated March 9, 2023