

RIVER ROUGE PUBLIC LIBRARY
LIBRARY COMMISSION BYLAWS

Establishment and Membership:

1. The River Rouge Public Library Commission was established pursuant to Sec. 147 of the Charter and Code of Ordinances, City of River Rouge, Michigan.
 - a. Sec. 147 Library commission; composition; powers and duties.—The mayor by and with the consent of the council shall have the authority to appoint a library commission to be composed of three resident freeholders of the city of River Rouge, who shall serve without compensation, at any time hereafter when said city of River Rouge shall establish a public library. Such commission shall serve for such term and perform such duties and exercise such powers as shall be provided by the council.
2. The Commission shall be concerned with general policies whereas the Library Director shall be concerned with the administrative duties of the library, including library personnel.
3. The Commission shall receive from the Director a detailed bi-monthly report of the library's activities.

Officers:

1. The Commission shall elect the office of Chair to serve in perpetuity.
2. Election for the office of Chair will be held at the final meeting of the current chair. If an election at this meeting is not possible, election will be held at the meeting following the Chair's resignation.
3. In the absence of the Chair, the senior commission member will conduct the meeting. Seniority is determined based on date of appointment to the Commission.
4. The Director will act as Secretary for the Commission.

Meetings:

1. All meetings of the Commission shall be held in accordance with the Open Meetings Act of the State of Michigan (P.A. 267 of 1976):
 - a. Within 10 days of the first meeting of the Commission each calendar year, a list will be posted in the library stating the dates, times and places of all regular meetings.
 - b. If there is a change in schedule or cancellation, a posting will be made in the library within three days of the meeting at which the change was made. The posting will state the new dates, times and places of meetings.
 - c. For special or irregular meetings, a posting will be made in the library at least 18 hours before the meeting, indicating the date, time and place. Special meetings may be called by the Chair or upon the request of two Commission members.
 - d. Closed meetings will be held if two-thirds of the members vote affirmatively in a roll-call. The purpose for the closed meeting will be stated when the roll call is taken.
 - e. Proposed minutes will be available within 8 business days after a meeting. Approved minutes will be available within 5 business days after the meeting at which they were approved. Corrections in the minutes will show both the original entry and the correction.
2. A quorum for the transaction of business shall consist of a simple majority.
3. Members who miss three or more meetings during the calendar year may be asked to resign.