

**WINFIELD PUBLIC LIBRARY  
BYLAWS**

JANUARY 13, 2010

**WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BYLAWS**

**Article I  
Name**

The name of this group shall be the Board of Trustees of Winfield Public Library.

**Article II  
Object**

The purpose is to provide guidance and leadership to the director of the Winfield Public Library and the staff.

**Article III  
Members**

**Section 1. Election.** The Board shall consist of seven trustees who will be elected by the community at regularly scheduled elections. Trustees must be residents of the Village of Winfield.

**Section 2. Vacancy.**

- a. In addition to those situations provided for in the Local Library Act, a vacancy can be declared if a Trustee is absent without cause for more than one half of all Board Meetings for a period of one year or behaves in a manner that the majority of those directors present at a meeting where a quorum is present, determines is detrimental to the best interests of the Library.
- b. If a trustee position becomes vacant before the term is completed, the Library Board shall:
  1. Post a notice of the opening on the Library's public bulletin board.
  2. Request a resume and a letter of interest from interested candidates.
  3. The Library Board President shall appoint a review committee composed of two trustees who will recommend a candidate to the Library Board.
  4. The Library Board shall consider the review committee's recommendation and vote to appoint a new trustee. Election will be by simple majority of the trustees present.

## **Article IV Officers**

**Section 1. Officers.** The officers of the Board shall be a President, Secretary and a Treasurer.

**Section 2. Nominations and Elections.** Their term of office shall be one year. They shall be elected at the monthly meeting in April of each year, and shall remain in office until their successors are elected and qualified.

**Section 3. Term of Office.** Nomination and election of officers shall proceed in the following manner:

- a. Nominations shall be solicited and accepted by the President for each office individually. Election for each office will be completed prior to opening nominations for the next office.
- b. Offices shall be filled in the following order: President; Secretary; Treasurer.
- c. Nominations shall be by voice.
- d. No trustee shall be nominated for any office without his/her consent.
- e. Nominations shall remain open until it is apparent that no further nominations are forthcoming.
- f. Upon closing the nominations, the President shall call for a vote by a show of hands.
- g. Election is by simple majority of trustees present. If no candidate receives a majority of the vote, the two candidates with the most votes will be placed in a run-off election.
- h. The current President will preside over the nomination and election process for all offices. New officers will be qualified and installed at the completion of the entire election process.

## **Article V Duties of Officers**

**Section 1. General.** The duties of all officers shall be those specified by law and Board rules as well as those which have evolved through custom. The President shall be, ex officio, a member of all standing committees.

**Section 2. Other Responsibilities.**

- a. In the absence of the President, the meeting will be presided over by the Treasurer, or by the Secretary, if the Treasurer is also absent. In the absence of all of the officers, the presiding member will be chosen by mutual agreement.
- b. In the absence of the Secretary, a secretary pro tem will be chosen by mutual agreement. The secretary pro tem shall perform the duties, responsibilities and have the authority of the Secretary as directed by the board.

## **Article VI**

## **Meetings**

**Section 1. Regular Meetings.** Regular Meetings shall be held on the second Wednesday of each calendar month at 7:30 in the Library meeting room or such other time and place that the Board may determine.

**Section 2. Special Meetings.** Special Meetings may be held at any time at the call of the President or Secretary, or at the call of any two members of the Board, provided verbal notice by the President or Secretary be given to all trustees at least forty-eight hours in advance of the special meeting. Written notice of any special meetings will be posted in the library at least 48 hours in advance.

**Section 3. Quorum.** A quorum at any meeting shall consist of four or more trustees. In the absence of a quorum, payment of bills may be approved by an ad hoc committee consisting of one officer and two other members of the Board.

### **Section 4. Attendance by Conference Call.**

- a. A member wishing to attend via video or audio conference must give advance notice to the secretary of his/her desire to attend by conference call (unless notice is impractical).
- b. A quorum of the Board must be physically present at the meeting location.
- c. Reasons for attending via conference call are limited to:
  - i. Personal illness or disability;
  - ii. Employment purposes;
  - iii. Business of the Public Body;
  - iv. Family emergency;
  - v. Other emergency
- d. The meeting will be recorded.

## **Article VII Committees**

**Section 1. General.** There shall be the following standing committees, appointed by the President for one year at the next regular meeting following the election of officers, said committees to be reviewed on an annual basis. Each committee shall consist of a chairperson and other members as are necessary. The duties of each standing committee shall be such as are associated with its name, or as shall be committed to it by action of the Board.

### **Section 2. Committee on Administration and Personnel.**

### **Section 3. Committee on Finance.**

## **Article VIII General**

**Section 1. Suspension.** Any of the foregoing bylaws may be temporarily suspended by a unanimous vote of all the trustees present at any meeting, and the vote on such suspensions shall be taken by yeas and nays, and entered in the official record.

**Section 2. Amendment.** These bylaws may be amended by a 2/3 vote of the Board of Trustees.

**Section 3. Consent Agenda.** Each meeting will begin with a Consent Agenda to contain the following:

- a. Disposition of minutes of previous meeting
- b. Bills
- c. Finance Report

These items will be distributed prior to the meeting and can be approved in a group by a majority vote of those present. Alternatively, if requested by a board member, each item may be approved individually.

**WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**RULES**

I. The order of business at all public meetings of the Board shall be:

1. Opening
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Consent Agenda
  - a. Approval of minutes of previous meeting
  - b. Finance Report
  - c. Approval of Bills
6. Communications and correspondence
7. Citizens to Speak
8. Reports of Standing Committees
  - a. Finance
  - b. Administration and Personnel
  - c. Other
9. Library Director's Report
10. Old Business
11. New Business
12. Other Business
13. Adjournment

II. Members of the public wishing to address the Board may be requested to fill out the form, "To Speak to the Board During Meetings" and to agree to its spirit and stipulations (see addenda).

III. During the April meeting, the Board shall consider the need for additional committees during the coming year including: Committee on Building and Property, Committee on Policy, Library System Representative, and Committee on Special Projects.

IV. Board members are reminded that they are governed by SB 585, an amendment to the Illinois Open Meetings Act, which states that "Meeting means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business" and by all other restrictions of the Illinois Open Meetings Act.

Revised January 13, 2010

Signed and adopted by the Winfield Library Board of Trustees the day of

\_\_\_\_\_.

\_\_\_\_\_  
President,  
Library Board of Trustees

\_\_\_\_\_  
Secretary  
Library Board of Trustees

## To Speak to the Board During the Meeting

The Winfield Library Board of Trustees welcomes you to this meeting. We conduct our meetings in strict compliance with the Illinois Open Meetings Act. The law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate.

However, we value the ideas and insights of the members of our community and therefore we set aside a maximum of 15 minutes during each board meeting for a forum. If you wish to speak to the board during the forum section of our agenda, please complete the form on the bottom and hand it to one of the board members before the meeting begins.

**Only those persons who have completed the form and given it to a board member prior to the meeting will be allowed to speak.**

When the board reaches the "Citizens to Speak" section on its agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine how long each person may speak.

**Please do not expect the board to respond at this meeting to your questions or requests. The board will note your concerns or questions and respond in a manner and at a time that is appropriate and after the board has had time to deliberate.**

At other times during this meeting, board members may wish to ask for information from persons in the audiences, but please refrain from comment unless asked by a member of the board. Members of the Board are always pleased to hear from constituents outside the meeting, but our agenda is usually full and does not allow for continuous open forum.

Thank you for your participation and for helping us to conduct an open and orderly meeting.

---

### Request to Speak to the Winfield Public Library Board of Trustees During the Forum

This form must be completed and handed to a board member prior to the beginning of the meeting if you wish to speak to the board during the "Citizens to Speak" section of the agenda.

Your Name \_\_\_\_\_

Group or Organization you represent, if any \_\_\_\_\_

Address \_\_\_\_\_

Subject about which you wish to speak

\_\_\_\_\_

---

\_\_\_\_\_