

BYLAWS OF THE HEYWORTH PUBLIC LIBRARY DISTRICT

ARTICLE I. NAME

The name of this organization shall be the Board of Trustees of the Heyworth Public Library District.

ARTICLE II. PURPOSE AND DUTIES

The purpose of the Board of Trustees shall be to maintain Heyworth Public Library District and to provide quality library service to the residents of Heyworth Public Library District in harmony with the spirit and intent of the current Illinois Public Library District Act.

Specific, but not exclusive, duties of the Board shall be the establishment of necessary policies; enactment of necessary ordinances; employment of necessary personnel; supervision of the expenditure of library funds; and to discharge legal responsibilities as determined by law.

ARTICLE III. MEMBERSHIP

Section 1. There shall be seven members of the Board of Trustees, elected biennially, each serving a six-year term.

Section 2. The election of Trustees shall be in the manner described by The Illinois Compiled Statutes. The term of each member shall begin as provided by statute.

Section 3. In the case of a vacancy on the Board, the vacancy shall be appointed by the remaining Trustees for the duration of the vacant position's term.

ARTICLE IV. OFFICERS

Section 1. The officers shall consist of President, Vice-President, Secretary, and Treasurer.

Section 2. Trustee officers shall be elected as provided by statute. The election will be conducted by the District in accordance with provisions of the Library District Act.

Section 3. The current President or Secretary shall preside and take nominations from the assembled Trustees. Consent must be obtained from the potential nominee before placing that person in nomination. No second to a nomination is needed. Officers shall be elected by a majority of all Trustees present. In the event of a tie, the winner will be determined by seniority of service on the Board. Those elected will begin serving at once.

Section 4. Election by ballot must be made if requested, however, it must comply with the Open Meetings Act. Ballots shall be furnished by the Library Director. A teller to read the ballots will be appointed by the President.

Section 5. No Trustee will hold more than one office at a time.

Section 6. The term of office shall be two years or until successors are elected and qualified.

Section 7. A vacancy in any office shall be filled by the Board for the unexpired term.

Section 8. Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice

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specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the full board of the vacancy.

Section 9. The Board may declare a vacancy when the elected or appointed trustee declines or is unable to serve; or becomes a nonresident of the district; or is absent from Board meetings for a period of one calendar year. A vacancy is also declared when the trustee fails or neglects to pay the library tax levied by the district.

Section 10. Conflict of Interest

Any conflict of interest on the part of any Trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any Trustee having a conflict of interest shall not vote or use his personal influence on the matter and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties in addition to any applicable provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall preside over all meetings; appoint all committees; sign official documents; and assume duties and responsibilities deemed necessary by the Board.

Section 2. The Vice-President shall assume the duties and responsibilities of the President in the absence of the President and perform other such duties as the board may direct.

Section 3. The Treasurer shall direct the maintenance of financial accounts and records of the Library, subject to yearly audit; shall give bond in such amount and by a surety firm approved by the Board; and perform other such duties as the Board may direct.

Section 4. The Secretary shall sign official documents; preside over meetings in the absence of both the President and Vice President; direct the maintenance of appropriate records; have the power to administer oaths and affirmations for the purpose of the Library Act; and perform other such duties as the Board may direct.

ARTICLE VI. MEETINGS AND QUORUM

Section 1. There shall be eleven monthly regular scheduled Board meetings held the second Tuesday of each month at the library at 7:00 p.m., unless specified in the Establishing Dates of Regular Meetings Ordinance. A meeting time and date may be changed by the request of one Board member and consented to by a majority of the Board members.

Section 2. A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question.

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Section 3. Special meetings for a stated purpose may be called by the President or the Secretary or by any four Trustees provided that reasonable prior notice is given Board members in accordance with the Illinois Compiled Statutes.

Section 4. The Board may adjourn to Executive Session for the purpose of considering matters of personnel, land acquisition, and other matters as authorized by The Illinois Compiled Statutes. Matters decided in Executive Session shall not be binding unless put into motion and passed at an open meeting.

ARTICLE VII. PARLIAMENTARY PROCEDURE

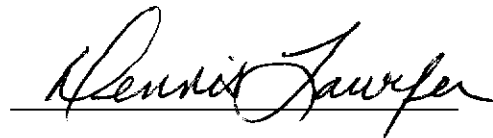
Robert's Rules of Order, Revised, when not in conflict with these By-Laws or The Illinois Compiled Statutes, shall govern the proceedings of this organization.

ARTICLE VIII. AMENDMENTS

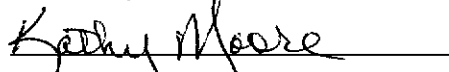
Amendments to these By-Laws may be made at any public meeting of the Board providing that the proposed amendment has been submitted in writing to each Trustee at a prior Board meeting.

Adopted: August 11, 2015

Reviewed and Amended: July 10, 2018



President, Board of Trustees



Secretary, Board of Trustees