
**BELOIT PUBLIC LIBRARY
MUNICIPAL BOARD OF TRUSTEES
BELOIT, WISCONSIN**

AUTHORITY

Pursuant to Section 1.85 of the code of General Ordinances of the City of Beloit, The following shall constitute the Constitution and Bylaws of the Library Board of the City of Beloit, Rock County, Wisconsin. The municipal library system shall operate under the provision of Chapter 43 of the Wisconsin Statutes and all applicable City of Beloit Ordinances.

CONSTITUTION AND BY LAWS

PREAMBLE

The Library Board of the City of Beloit shall administer the public library and exercise the powers and authority granted to it under Chapter 43 of the Wisconsin Statutes and under all other applicable state laws and local ordinances. The Board shall determine the library and information needs of the community and propose a plan of service that addresses those needs.

ARTICLE I

The public library shall be administered by a Library Board comprised of nine members.

ARTICLE II

OFFICERS

The officers of the Library Board shall consist of a President, Vice President, and Secretary and such other officers, as the Board deems necessary to carry out the purposes of the library.

ARTICLE III

The President shall preside over all meetings of the Board and shall enforce due observation of the Constitution and Bylaws and rules of order. The President shall decide all questions of order and in cases not governed by the Constitution and Bylaws. The President shall rely upon the Rules of Parliamentary Practice comprised in "Roberts Rules of Order" where applicable. The President shall decide all questions of order, offer for consideration all motions regularly made,

assign duties, call special meetings, and perform any and all other duties which the office may require, or which the members of the Board shall direct.

In the absence of the President, the Vice President shall perform the duties of the President.

The Secretary shall call and record the roll of attendance, keep the minutes of the meetings, effect the communications of the Board and otherwise have charge of any and all of the records of the Board. The Secretary shall not be a voting member of the Board.

ARTICLE IV

APPOINTMENT OF OFFICERS

The President of the Board shall be elected by the members of the Library Board by August 1 of each year. No member of the Board shall serve as President for over two consecutive terms of office.

Pursuant to 1.85(3)(d) of the code of General Ordinances of the City of Beloit, The President will also serve on the City of Beloit Board of Ethics Committee.

The office of Secretary shall not be elective, or chosen from the members of the Board, but shall be held by the Library Director of the City of Beloit, or his or her authorized representative, and shall be a non-voting position.

ARTICLE V

MEMBERSHIP OF BOARD

The Board shall consist of nine (9) members who shall be appointed by the Council President of the City of Beloit, with the approval of the City Council.

The following shall govern the membership of the Board:

1. Members shall be residents of the City of Beloit, except that not more than two members may be residents of towns adjacent to the City of Beloit.
2. Upon their first appointment, the members shall be divided as follows: Three members to serve for three years; two members to serve for two years; and two members to serve for one year, for July 1 in the year of appointment. Thereafter each regular appointment shall be for a term of three years. No member may serve more than two consecutive terms. If appointed to fill a vacancy, a member may be reappointed twice. After serving two consecutive terms, a member must wait three years before being eligible for reappointment. The School District representative on the Board shall be exempt from these limits on terms.

3. One member of the Library Board shall be a member of the School Board or School Administrator from the City of Beloit School District, or a representative from the City of Beloit School District. One member of the Library Board may be a member of the City Council or the City Administration.

4. The Board may adopt rules and regulations to govern its activities and use of the Library facilities, hours and duties.

5. Board members are expected to attend all Board meetings. It is the Board member's responsibility to notify the secretary prior to the meeting if the member will not be able to attend. Any member who misses more than 25% of the regular meetings during any year of his or her term shall be subject to removal from the board. Absences may be excused if caused by health problems, family emergencies, or civic responsibilities.

6. The Library Board shall have and exercise the powers and duties prescribed by Section 43.58 to 43.72 of the Wisconsin statutes.

ARTICLE VI

AMENDMENTS TO CONSTITUTION AND BYLAWS

The Constitution and Bylaws may be amended from time to time by two-thirds vote of the members of the Board. Every proposed amendment or addition to this Constitution or Bylaws shall be submitted in writing to the President and the same shall be presented to the Board without alteration at the next regular meeting of the Board.

ARTICLE VII

MEETINGS

The regular meeting of the Library Board shall be held monthly at a date, hour and place to be determined by the Board. Special meetings may be called by the President of the Board or by a majority of members. The July meeting shall be designated the annual meeting at which officers will be elected.

Public notice of all meetings of the board shall be given in accordance with the open meeting law of the State of Wisconsin, §§19.81 to 19.97, Wis. Stats.

Five members of the Library Board shall constitute a quorum.

ARTICLE VIII

ORDER OF BUSINESS

A motion to change the order of business or to postpone the performance of regular duties shall require for adoption a vote of two-thirds of the members present. The order of business at both the regular and annual meeting shall be as follows:

Minutes of Previous Meetings

Report of Library Director

Report of Standing and Special Committees

Public Presentation

Unfinished Business

Trustee Comments

New Business

ARTICLE IX

SUSPENSION OF BYLAWS

A Bylaw may be suspended in case of an emergency by a vote of two-thirds of the membership of the Board present at any meeting. Such action shall not carry over to subsequent meetings.

History: Adopted March 15, 1978; Amended July 17, 1985; Amended April 17, 1989; Amended February 19, 1992; Amended June 16, 1993; Amended December 13, 2000; Revised April 2016