

Clinton Township Public Library Bylaws

These bylaws, adopted by the Clinton Township Public Library Board of Trustees, are supplementary to the **Illinois statutes** that govern library boards. If any part of these bylaws conflicts with Illinois state law, the state law takes precedence.

Section I: Name and Location

The official name of this organization is the **Clinton Township Public Library Board of Trustees**, also referred to as "the Board." The Board meets at the Clinton Township Public Library, located at 110 South Elm Street, Waterman, Illinois.

Section II: Board of Trustees

1. **Trustees:** The Board consists of seven members. Trustees are elected to a four-year term in accordance with the Illinois Election Code (10 ILCS 5/).
2. **Duties:** The Board's duties and responsibilities are defined by the Illinois Library Act (75 ILCS 5). Additional duties may be outlined in the Board's Policies and Procedures.
3. **Filling a Vacancy:** If a trustee position becomes vacant, the Board President will appoint, with board approval, a new trustee to serve until the next election cycle.
4. **Conflict of Interest:** A Board member must recuse themselves from any vote or discussion where they have a personal or financial interest in the matter at hand.

Section III: Officers

1. **Officer Positions:** The Board's officers are the President, Secretary, and Treasurer.
2. **Duties:**
 - a. **President:** Presides over all Board meetings, appoints all committees, and serves as an ex-officio member of all committees. The President is the official spokesperson for the Board in all matters concerning library staff. When presiding over meetings, the President uses **Robert's Rules of Order**.
 - b. **Secretary:** Keeps official minutes of all Board meetings, records of attendance, and takes roll call votes as needed.
 - c. **Treasurer:** Manages the Board's financial records and is authorized to sign checks. The Treasurer must report on the status of funds at each meeting.

The President is authorized to perform the Treasurer's duties in their absence. The Treasurer and President must be bonded in the amount approved by the Board and required by state statute.

3. **Election of Officers:** Officers are elected annually by the Board from its members. The election takes place at the April regular meeting. If this conflicts with the Illinois election cycle, the election will be held at the first regular meeting after the new election results are finalized.
4. **Filling a Vacancy:** A permanent officer vacancy is filled by an election at the first regular meeting after the vacancy occurs. A temporary vacancy may be filled by the Board President as needed. If the President is absent, the Board members in attendance can appoint a temporary presiding officer by mutual agreement.
5. **Officer Removal:** An officer can be removed by a simple majority vote of the Board. To remove the Board President, the Secretary can call a special meeting with the single item of the President's removal on the agenda. All other special meeting procedures must be followed as outlined in the Board's Policy Manual.

Section IV: Committees

The President may appoint committees as needed.

Section V: Meetings

1. **Regular Meetings:** Regular meetings are generally held on the first Monday of each month at 6:30 p.m. at the library. The annual meeting schedule is set before December 31st.
2. **Special Meetings:** Special meetings are called as specified by state statute and outlined in the Board's Policy Manual.
3. **Quorum:** A quorum, which is required to make decisions, consists of a **simple majority of a full board** (four members), regardless of how many seats are currently filled.

Section VI: Order of Business

The President sets the agenda for all regular meetings.

Section VII: Minutes

Meeting minutes must accurately reflect attendance and actions taken by the Board and should follow the order of the meeting's agenda.

Section VIII: Amendments

1. These bylaws can be amended by a **simple majority vote of the Board**.
2. A proposed amendment must be presented in writing at a Board meeting for discussion, provided it was listed on the agenda.
3. The vote on the amendment will take place at the next regular meeting.

Section IX: Policy and Bylaws Review

1. **Bylaws** are reviewed biennially at the June meeting in even-numbered years.
2. **Policies and Procedures** are reviewed biennially at the June meeting in odd-numbered years, unless a shorter review period is specified in the Board Policies.

Adopted this 5th day of January, 2026.