

Revised April 10, 2003

**WAUKESHA PUBLIC LIBRARY BOARD  
BY-LAWS**

**ARTICLE I - NAME**

- Section 1. This organization shall be called The Waukesha Public Library Board existing by virtue of the provisions of Chapter 43.54 of the Laws of the State of Wisconsin, 1991-1992, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**ARTICLE II - BOARD**

- Section 1. The board shall include up to eleven members, nine of whom shall be appointed by the Mayor with the approval of the Common Council. Up to two additional members may be appointed according to 1991-1992 Wisconsin Statutes 43.60 (3).
- Section 2. No more than one member shall be a member of the Common Council.
- Section 3. One member shall be a school district administrator or his representative.
- Section 4. Terms for these board members shall be for three years, commencing on July 1 and staggered according to 1991-1992 Wisconsin Statutes 43.54 (b).
- Section 5. The members of the board shall abide by the Ethics Code of the City of Waukesha.

**ARTICLE III - OFFICERS**

- Section 1. The officers of the Board shall be President, Vice-President, and Secretary, who shall be elected annually from their own members.
- a. The President shall perform the duties generally pertaining to that office.
  - b. The Vice-President shall in the absence or disability of the President perform all the duties of the President.
  - c. The Secretary shall record or oversee the recording of all the official actions of the board and shall be responsible for all its official records, books, and accounts except those in current use by another officer.

## ARTICLE IV - MEETINGS

Section 1. Regular Meetings - The regular meeting of the board shall be the second Thursday of each month, at a time approved by the Library Board of Trustees, at the Public Library.

Annual Meeting and Election of Officers shall be held in July of each year.

Section 2. Special Meetings - The President is authorized to call a special meeting for the purpose of transacting only such business as stated in the call. Special meetings shall also be called by the President upon request of two board members.

Section 3. Adjourned Meetings - Members may continue a regular or a special meeting at a later time, by moving to adjourn the meeting and to continue it at a definite later time.

Section 4. Open Meetings - Agenda and meeting notices shall conform to requirements of 1991-1992 Wisconsin Statutes, Section 19.83 - 19.85.

## ARTICLE V - QUORUM

Section 1. A majority of the membership of the board constitutes a quorum. Three members shall constitute a quorum for the purpose of approving bills and transacting routine business. 1991-1992 Wisconsin Statutes 43.54 (e).

Section 2. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

## ARTICLE VI - LIBRARY DIRECTOR AND STAFF

Section 1. The library board shall appoint a Library Director, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation. 1991-1992 Wisconsin Statutes 43.58 (4).

## ARTICLE VII - COMMITTEES

Section 1. The President shall appoint committees of one or more members each for the specific purpose as the business of the board may require.

## ARTICLE VIII - CONDUCT OF MEETINGS

Section 1. The order of business for regular meetings shall include, but not be limited to, the following items:

- a. Roll call of members
- b. Approval of minutes of prior meeting(s)
- c. Auditing and approval of all vouchers for expenditures by oral roll call
- d. Report of the Library Director
- e. Reports of Committees
- f. Communications
- g. Unfinished Business
- h. New Business
- i. Public presentation to, or discussion with, the board
- j. Adjournment

Section 2. Proceedings shall be governed by Robert's Rules of Order.

Section 3. A consent agenda may be used. Items of business that are expected to be so routine as to not require discussion may be placed on this agenda by the chairperson of a committee, the board president, or the library director. Items may be removed from the consent agenda by the request of any board member. The board will vote on the consent agenda in its entirety without discussion.

## ARTICLE IX - AMENDMENT OF BY-LAWS

Section 1. These by-laws can be amended at any regular meeting of the board by a two-thirds vote, provided the amendment was submitted in writing at the previous regular meeting.