

## Topics Recommended for Inclusion in Board Bylaws

Official name and location of library

Trustees

Method of election or appointment

Length of terms

Duties and responsibilities

Filling a vacancy

Conflict of interest/ethics provision

Removal

Officers

Definition

Duties

Nomination and election procedure and meeting

Filling a vacancy

Removal

Committees

Standing

Appointment of ad hoc

Meetings

Time and place of regular meetings

Method for calling special meeting

Quorum for making decisions

Compliance with the *Open Meetings Act*

Quorum for board action

Follow a current edition of a standard parliamentary procedure manual

Order of business

Roll call

Approval of previous meeting minutes

Correspondence and communications

Officers' reports

Committee reports

Financial report and approval of expenditures

Library administrator's report

Unfinished business

New business

Adjournment

Minutes

Reflect attendance and actions taken

Appointment/termination of library administrator

Amendments—procedures for repealing, amending, or adding

Time frame for review