

**TOWNSHIP ADVISORY COUNCIL OF  
THE PETER WHITE PUBLIC LIBRARY  
BYLAWS**

**Mission Statement**

The Mission of the Township Advisory Council of the Peter White Public Library is to recommend library services and methods of service delivery to townships served under contract by the Peter White Public Library.

**ARTICLE I. MEMBERSHIP**

- A. The Township Advisory Council (hereafter call Council or TAC) of the Peter White Public Library (PWPL) will be the official name for the body representing the residents of all Townships served by the PWPL.
- B. Council membership will be comprised of two members from each township with a valid Contract for Library Services with the PWPL.
- C. Council members will be appointed by the governing body of the township they represent.
- D. Council members must be legal residents of the Township they represent.
- E. Townships may name alternates in addition to the two (2) appointed TAC members. These alternates will receive all TAC packets and will be considered members of the TAC. Only two representatives of each Township will be allowed to vote at regular and/or special meetings.
- F. Council members cannot be removed from the TAC unless official action is taken by the Township they represent.
- G. The Library Director, or an alternate named by the Library Director will serve as non-voting ex-officio members of the TAC.

**ARTICLE II. OFFICERS**

- A. Officers of the Council will be President, Vice President, and Secretary.
- B. Officers shall serve for one year and can be re-elected.
- C. Officers will be elected annually from the Council membership by voting members.
- D. Officer Roles will be:
  - a. President
    - i. Presides at all TAC meetings.

- ii. Conducts all regular and special TAC meetings.
  - iii. Sets a schedule for TAC members to attend Library Board of Trustees meetings.
  - iv. Serves as official spokesperson for the TAC.
  - v. Appoints all Committees.
- b. Vice President
    - i. Assumes all duties of the President in the President's absence.
    - ii. Assumes the duties of the Secretary in the Secretary's absence.
  - c. Secretary
    - i. Acts as recorder at all regular and special TAC meetings.
    - ii. Prepares all official TAC correspondence.
    - iii. Shall prepare all minutes for regular and special TAC meetings within seven (7) days of the meeting.

**ARTICLE III. MEETINGS**

- A. Each year the Township Advisory Council will establish a meeting schedule for the calendar year. Meetings of the TAC will be held a minimum of 4 times a year. The schedule will include:
  - a. The location of each meeting - Meetings may be held at the Peter White Public Library or a Township Hall in the service area.
  - b. The joint meeting between the Township Advisory Council and the Peter White Public Library Board of Trustees.
  - c. The meeting in which the election of officers will be held.
- B. Meeting Agendas will be set by the TAC President and the Library Director.
- C. Special Meetings may be called by the President of the TAC or at the request of four members.
- D. The agenda for the Special Meeting must list the reason for the meeting.
- E. Quorum is one member over half in attendance of the meeting.
- F. The Official Order of Business will be:
  - i. Call to Order
  - ii. Approval of the Agenda
  - iii. Approval of the Previous Meeting(s) Minutes
  - iv. Public Participation
  - v. Financial Report
  - vi. Library Director's Report
  - vii. Old Business
  - viii. New Business
  - ix. Council Members' comments/Reports
  - x. Public Participation
  - xi. Adjournment
- G. Robert's Rules of Order will govern all business meetings.

H. All Council meetings will be conducted in accordance with the Michigan Open Meetings Act.

**ARTICLE IV. COMMITTEES**

- A. Special Committees for the study and investigation of specific issues may be named.
- B. The President will appoint all Committee members.
- C. Committees will serve until the study and/or investigation of the issue for which they were appointed is completed.

**ARTICLE V. GENERAL**

- A. Council actions will only be official when there has been a formal motion made, seconded, and passed by a majority vote in a meeting where a quorum is present.
- B. The Council President may move, second, or introduce a motion.
- C. Council Bylaws may be amended at any time by a majority vote in a meeting where a quorum is present, provided the proposed amendment of the Bylaws is listed in the call for the meeting or it has been presented during a previous meeting.

Revised: September 2008  
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