

Conant Free Public Library
Sterling, Massachusetts
Board of Trustees

By-Laws

1. MEETINGS

- a. Regular meetings shall be held on the second Monday of each month at 7:00 in the Library Building. If the second Monday is a holiday, the Trustees will agree on an alternate date.
- b. Special meetings shall be called by the Chair as needed.

2. QUORUM

A quorum is required and shall be four of the six elected Trustees.

3. ELECTION OF CHAIR AND SECRETARY

- a. An election is to be held on the first regular meeting after the town election.
- b. A quorum must be present for the election of the Chair and Secretary.

4. DUTIES OF THE CHAIR

- a. The Chair may appoint special committees.
- b. The Chair may declare order whenever discussion strays from the business at hand.
- c. The Chair, working with the Library Director, will set an agenda for each meeting.
- d. The Chair cannot make a motion but may ask for a motion to be made.
- e. When the Chair is absent, the Secretary shall appoint an acting Chair for that meeting.
- f. If both the Chair and Secretary are absent, the Trustees present shall elect an acting Chair for the meeting and the acting Chair shall appoint a Secretary for the meeting.

5. SECRETARY

- a. The Secretary will record the minutes of each regular meeting and any special meeting.
- b. In the Chair's absence, the Secretary will appoint an acting Chair for that meeting.
- c. The Secretary will handle all official correspondence on behalf of the Board.

6. ORDER OF BUSINESS

The order of business shall follow the agenda.

7. AGENDA

- a. An agenda shall be set by the Chair and the Library Director and shall include specific topics which are covered by, but not limited to the following categories:
 1. Reading and approval of minutes
 2. Reports of the Library Director
 3. Reports of committees
 4. Other business
- b. The agenda shall be emailed to Trustees in advance of each meeting.
- c. A Trustee may bring up relevant topics not on the agenda without prior notice. A member of the public may put an item on the agenda by submitting it to the Chair in writing at least 2 weeks prior to the meeting at which it will be discussed.

8. PROCEDURE FOR VOTING ON A MOTION

A motion, once made, seconded, and discussed according to parliamentary procedure, is resolved by a majority vote of Trustees present.

9. AMENDMENTS

Amendments to the by-laws may be made by submitting the amendment to the Board for discussion one meeting prior to the vote.

10. ATTENDANCE AT MEETINGS

Trustees must notify the Library Director in a timely fashion if they cannot attend a meeting.

Adopted by the Board of Trustees 4 October 1977

Amended 10 October 1979

Amended 14 August 2006

Amended 11 June 2007

Amended 19 October 2020

Amended 13 June 2022