

Cromaine District Library Policy	Policy #: 8002
<i>BOARD OF TRUSTEES MEETINGS</i>	<u>Tracking Record</u> Date Approved: 7/15/99 Revised: 4/21/05

Purpose

The Board recognizes the need to define the type of meetings it may call.

Scope

This policy addresses the different types of Board meetings.

Description

Regular Board meetings are scheduled for the third Thursday of each month. Meetings shall begin at 7:00 p.m., prevailing Eastern Time, in the Community Room of the Cromaine District Library, unless a change was agreed upon in a previous open meeting.

The Board schedules three different types of meetings, each serving a specific purpose.

1. Regular Monthly Meetings – The Board conducts regular business at Regular Meetings. Within three (3) days after a meeting at which the schedule for regular meetings is changed, notice must be given of the new regular meeting dates, times and places.
2. Emergency Meetings – The Board calls an Emergency Meeting only when action is required that is of an emergency nature and cannot be held until the next Regular Meeting.
3. Special Meetings – Special Meetings are called by the Board President or at the request of a Board member. The Board President may not deny a Board member’s request for a Special Meeting. The meeting shall be held within 72 hours of the request. Each Board member shall be notified of the special meeting at least 24 hours before the meeting. Public notice shall be given at least 18 hours prior to the convening of the meeting. Board members take official action at Special Meetings.
4. Board Workshop – The Board calls workshops to study specific items in depth or to have information presented relevant to an agenda item to be voted on at a Regular or Special Meeting. No official action will be taken at Board workshops.

Closed sessions shall be scheduled as required consistent with the Michigan Open Meetings Act (MCL 15.261-15.275) at a Regular or Special Meeting.