

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board of Trustee Meetings

Number 8002

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Date approved:

3/18/10; 4/21/11

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#### ***Purpose***

The board recognizes the need to define the types of meetings it may call.

#### ***Scope***

This procedure 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. Emergency meetings require approval of 2/3 of the body (five members).
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 may take official action at special meetings. The board member who calls a special meeting must be in attendance at the meeting.
4. Board Workshops– 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 Public Act 267 of 1976 (MCL 15.261-15.275) at a regular or special meeting. Those provisions are shown below:

***“Closed Meetings:***

*The law provides for closed meetings in a few specified circumstances. In order for a public body to hold a closed meeting, two-thirds of its members must vote affirmatively in a roll call. Also, the purpose for which the closed meeting is being called has to be stated in the meeting when the roll call is taken.*

*Closed meetings may be called without a two-thirds vote for the following reasons:*

- (1) considering the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing;*
- (2) considering the dismissal, suspension or disciplining of a student of a public school when the student or guardian requests a closed hearing;*
- (3) strategy and negotiation sessions necessary in reaching a collective bargaining agreement when either party requests a closed hearing; and*
- (4) partisan caucuses of the State Legislature.*

*(5) for a compliance conference the department of commerce conducts under MCL §333.16231, concerning an investigation of certain licensed medical professionals.*

*(6) to conduct searches for a university president, until the board has narrowed the search to 5 candidates.*

*Other reasons a public body may hold a closed meeting are:*

- (1) to consider the purchase or lease of real property;*
- (2) to consult with its attorney about trial or settlement strategy in pending litigation, but only when an open meeting would have detrimental financial effect on the public body’s position;*
- (3) to review the contents of an application for employment or appointment to a public office when the candidate requests the application to remain confidential. However, all interviews by a public body for employment or appointment to a public office have to be conducted in an open meeting; and*
- (4) to consider material exempt from discussion or disclosure by state or federal statute.”*