ONEIDA COMMUNITY LIBRARY BOARD
BYLAWS

Article I. Authority

1-1. *Name.* The name of this body shall be "Oneida Community Library Board" hereinafter referred to as "Board."

1-2. *Authority.* The Board is delegated authority by the Oneida Business Committee pursuant to the authority delegated by the Constitution of the Oneida Tribe of Indians of Wisconsin, under Article IV., Section 1, Subsection (g) and is further recognized by the adoption of these bylaws by the Oneida Business Committee on April 3, 1996 as amended on November 13, 2013.

1-3. *Office.* The official office of the Board shall be:
Oneida Community Library
P.O. Box 365
201 Elm Street
Oneida, WI 54155
C/O Oneida Community Library Board

1-4. *Membership.*

a. *Number of Board Members.* The Board shall consist of five (5) members.

b. *How Appointed.* Board members shall be appointed by the Oneida Business Committee in accordance with Tribal law governing boards, committees and commissions.

c. *Vacancies.* In case of vacancy, due to death, termination of appointment or resignation, the vacancy shall be filled by the Oneida Business Committee for a full three (3) year term in accordance with Tribal law governing boards, committees and commissions.

d. *Qualifications.* Any Tribal member whose name appears on the official roll of the Oneida Tribe of Indians of Wisconsin and is eligible to vote in accordance with the Tribal Constitution can serve on the Board. A Board member shall not be a consultant, contractor or staff of the Oneida Community Library

e. *Terms.* Members of the Board shall serve three (3) year terms.

f. *Termination of Appointment and Resignation.* Failure to attend three (3) consecutive meetings without an excused absence or five (5) meetings total within a term may be cause for termination of appointment. Any member desiring to resign from the Board shall submit their written resignation to the Board.

g. *Orientation.* Orientation for a new Board member shall be conducted at the first meeting the new Board member attends after being sworn in as a member of the Board.

1-5. *Purpose and Policy.*

a. It is the purpose of the Board to monitor and advise programs and service and acquisitions of print and non-print materials provided to library clientele.

b. It is the policy of the Board to be self-supervised according to these bylaws. The Oneida Tribe shall remove itself from the activities of the Board.

c. Policy Statement of the Oneida Community Library Board: Supporting and endorsing the American Library Association's Library Bill of Rights and freedom to

read statement, the Board accepts that its purpose is to assist the Oneida General Tribal Council and library staff:

1. To provide quality library and information services to the people of the Oneida community as well as Brown and Outagamie county residents through the continuation of existing tribal, county and interlibrary system agreements.
2. To encourage and promote the development of library services to meet the informational, educational, cultural and recreational needs of the Oneida Community Library clients.
3. To develop policies which will protect the unique resources held by the Oneida Community Library, specifically those pertaining to the Oneida/Hotinonshonni and other Native American Nations.
4. To promote the use of meeting areas within the Oneida Community Library for socially useful and cultural activities.

Article II. Officers

2-1. *Officers.* The Board shall have three (3) officers: a chairperson, a vice chairperson and a secretary, who shall serve three (3) year terms.

2-2. *Chairperson.* The Chairperson of the Board shall:

a. Call and preside over meetings.
b. Receive, review and monitor all correspondence of the Board, present to the Board and sign all correspondence as approved by the Board.
c. Submit approved and signed Board meeting minutes, in conjunction with the Board Secretary, to the Oneida Tribal Secretary.
d. Submit quarterly reports to the Oneida Business Committee, annual and semi-annual reports to the General Tribal Council and any other reports as required or requested by the Oneida Business Committee or General Tribal Council, in conjunction with the Secretary of the Board.
e. Other duties as assigned by the Board.

2-3. *Vice Chairperson.* The Vice Chairperson shall perform the Chairperson's duties in the absence of the Chairperson.

2-4. *Secretary.* The Secretary shall maintain all minutes, reports and correspondence of the Board and preside over Board meetings in the absence of the Chairperson and the Vice Chairperson.

2-5. *How Chosen.* Election of officers shall take place at the first regular meeting after appointment.

2-6. *Personnel.* The Board does not have the authority to hire personnel for the benefit of the Board.

Article III. Meetings.

3-1. *Regular Meetings.* The Board shall meet the second Wednesday of each month. The meeting dates and location may change from time to time as determined by the Board but shall be within the Reservation boundaries unless the Board membership is notified prior to designating the meeting location. The Secretary shall provide notice of the agenda, documents, and minutes to the members prior to the start of the meetings.

a. All other interested parties shall be encouraged to attend.
b. The Board follows Roberts Rules of Order.

c. Executive session shall be called as deemed necessary by the Board.

3-2. *Emergency Meetings.* The Chairperson or a majority of the Board may call an emergency meeting at any time provided twenty-four (24) hour notice is given by the Board Secretary.

3-3. *Quorum.* Three (3) members of the Board, including at least one (1) officer, shall constitute a quorum. If a quorum is not present within fifteen (15) minutes of the start time, the meeting shall be declared dismissed.

3-4. *Order of Business.* The order of business so far as applicable shall be:

a. Call to order
b. Roll Call
c. Agenda Approval
d. Minutes
e. New Business
f. Old Business
g. Executive Session
h. Adjournment

3-5. *Voting.* Each member, including the Chairperson, shall have one (1) vote. Any decision of the Board shall be by consensus voting.

3-6. *Stipends.* Board members shall be paid a meeting stipend in accordance with Tribal law governing boards, committees and commissions, provided that the meeting has established a quorum for a minimum of one (1) hour and the Board member collecting the stipend was present for at least one (1) hour of the established quorum.

Article IV. Reporting

4-1. *Reporting.* Agenda items shall be in a consistent format.

4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the meetings of the Board.

4-3. Handouts, memoranda, reports, etc. may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.

4-4. The Board shall report to the Oneida Business Committee member who is designated as their liaison. This reporting format may be as the liaison directs, but may not be less than that required in any policy on report developed by the Oneida Business Committee or General Tribal Council. Reports shall be made within a reasonable time after a meeting is held, or as the Oneida Business Committee directs, provided that the request is to uphold the ability of the liaison to act as a support to the Board.

4-5. *Accountability.* The Board shall maintain accountability by requiring detailed written and itemized financial reports of all individuals who are assigned activities related to the Oneida Community Library. These reports shall include the following: Telephone, Mileage, Per Diem, Lodging and all other related expenses that were incurred or will be incurred by all parties who are requesting advance payment or reimbursement for any and all Oneida Community Library activity.

4-6. *Travel Reports.* Written travel reports shall be submitted to the Board by all parties who have traveled in regards to Oneida Community Library matters no later than ten (10) days from the date of travel.

4-7. *Sub-Committees*. Sub-committees of the Board may be appointed by the Chairperson to carry out a special mission when deemed necessary based on the recommendation of the Library Director and/or the Board. The sub-committee shall serve until the duties with which the sub-committee has been charged are completed and a report is given to the Library Director. The Library Director shall be an ex-officio member of all sub-committees of the Board.

Article V. Amendments

5-1. The Board, upon written notice, may at any of its regular meetings, by a consensus vote of the members present, adopt, amend, or repeal the bylaws provided that the proposed bylaws or repeal of the bylaws has been submitted in writing at a previous regular meeting. All such approved bylaws are subject to subsequent approval by the Oneida Business Committee.

5-2. At least once every three (3) years, the Board shall review these bylaws in order to determine that they are current.

5-3. Bylaws shall be filed in the Tribal Secretary's Office prior to their implementation.

These bylaws as amended and revised were adopted by the Oneida Community Library Board at a duly called meeting held on the 11 day of June, 2013. 2014

Carol L Elm Vice Chairperson

Carol Elm, Vice-Chairperson
Oneida Community Library Board

Approved by the Oneida Business Committee at a duly called meeting held on the 13th day of November, 2013.

Patricia Hoeft

Patricia Hoeft, Oneida Tribal Secretary
Oneida Business Committee