

## ONEIDA COMMUNITY LIBRARY BOARD BYLAWS

### Article I. Authority

- 1-1. *Name.* The name of this entity shall be the Oneida Community Library Board and may hereinafter be referred to as the Board.
- 1-2. *Establishment.* The Board was established by the Oneida Business Committee (“OBC”) in accordance with Wis. Stat., § 43.52 through its adoption of resolution BC-7-28-80 and its subsequent entry into an “Agreement for System Participation” with the Nicolet Federated Library System by motion of the OBC at its regular meeting on July 20, 1981.
- 1-3. *Authority.*
- (a) *Purpose.* The purpose of the Board is to administer and oversee the administration of the Oneida Community Library in accordance with the laws of the Nation, Chapter 43 of the Wisconsin Statutes, and any policies adopted pursuant thereto.
    - (1) *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:
      - (A) 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 inter-library system agreements.
      - (B) To encourage and promote the development of library services to meet the informational, educational, cultural and recreational needs of the Oneida Community Library clients.
      - (C) To develop policies which will protect the unique resources held by the Oneida Community Library; specifically, those pertaining to the Oneida/Haudenosaunee and other Native American Nations.
      - (D) To promote the use of meeting areas within the Oneida Community Library for socially useful and cultural activities.
  - (b) *Powers and Duties.* The Board shall be responsible for:
    - (1) The monitoring of, and advising on, the programs, services and acquisitions of print/non-print materials provided to Oneida Community Library clientele.
    - (2) The carrying out of all powers and duties set forth in Wis. Stat., § 43.58, as well as any other law, rule, policy or contractual provision created thereunder.
    - (3) The carrying out of any other authority delegated through the laws, policies, rules and resolutions of the Nation.

- 1-4. *Office.* The official office location and mailing address of the Board shall be:
- (a) *Office Location:*  
Oneida Community Library  
201 Elm Street  
Oneida, WI 54155
  - (b) *Mailing Address:*  
Oneida Community Library Board  
P.O. Box 365  
Oneida, WI 54115
- 1-5. *Membership.*
- (a) *Number of Members.* The Board shall consist of five (5) members, one of whom shall be a school district administrator or administrator's representative.
    - (1) Each Board member shall hold office until his or her term expires, until his or her resignation, or until his or her appointment is terminated in accordance with the Boards, Committees and Commissions law.
      - (A) *Term Expiration.* Although a member's term has expired, he or she shall remain in office until a successor has been sworn in by the Oneida Business Committee.
      - (B) *Resignation.* A member may resign at any time verbally at a meeting or by delivering written notice to the Oneida Business Committee Support Office and the Board Chairperson or Chairperson's designee. The resignation is deemed effective upon acceptance by motion of a member's verbal resignation or upon delivery of the written notices.
  - (b) *Appointed.* Board members shall be appointed by the Oneida Business Committee in accordance with the Boards, Committees and Commissions law for terms of three (3) years.
  - (c) *Vacancies.* Any vacancy for an expired/unexpired term shall be filled by appointment by the Oneida Business Committee.
    - (1) The Board Chairperson shall review application materials and provide the Oneida Business Committee with recommendations on applicants for appointment by the executive session in which appointments are intended to be made.
  - (d) *Qualification for Membership.* Board members shall meet the following qualifications:
    - (1) Must be an enrolled member of the Oneida Nation;
    - (2) Must be a resident of either Brown or Outagamie County;
    - (3) Must be at least eighteen (18) years of age; and
    - (4) Must not be a contractor or employee of any Oneida Nation Library branch.
- 1-6. *Termination.* A Board member's appointment may be terminated by the Oneida Business Committee in accordance with the Boards, Committees and Commissions

law or any other law of the Nation governing the termination of appointed officials.

- (a) The Board may make recommendations to the Oneida Business Committee for the termination of a member's appointment based on the following:
  - (1) A failure to attend three (3) unexcused consecutive meetings;
  - (2) A failure to attend five (5) unexcused meetings within a one (1) year period; and/or
    - (A) An absence shall be deemed unexcused if a member fails to provide written notice of his or her absence to a Board Officer at least thirty (30) minutes prior to the missed meeting.
  - (3) Other conduct detrimental to the Board or any Oneida Library branch.
- (b) Recommendations to the Oneida Business Committee for termination of a Board member's appointment must be determined by a majority vote of the Board members present at a meeting of an established quorum.

1-7. *Trainings and Conferences.* Board members shall participate in mandatory trainings/conferences as follows:

- (a) Wisconsin Library Association Annual Conference;
- (b) Association of Tribal Archives;
- (c) Libraries & Museums Annual Conference;
- (d) American Indian Library Association Training; and/or
- (e) American Library Association Conferences.
- (f) On an annual basis or as needed not to exceed five (5) full days per member.
- (g) Regardless of the number of trainings/conferences that he or she is required to attend, no Board member shall be eligible to receive stipends for attending more than five (5) full days of mandatory trainings/conferences per year.

## **Article II. Officers**

2-1. *Officers.* The Board shall have three (3) Officer positions consisting of a Chairperson, a Vice-Chairperson and a Secretary.

2-2. *Responsibilities of the Chairperson.* The responsibilities, duties and limitations of the Chairperson of the Board shall be as follows:

- (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 Board meeting minutes, in conjunction with the Board Secretary, to the Oneida Business Committee Support Office and maintain all recordings of Board meetings in accordance with the state's, as well as the Nation's, laws governing open records.
- (d) In conjunction with the Board Secretary, submit reports, as requested by the Oneida Business Committee; submit quarterly reports to the Oneida Business Committee and annual/semi-annual reports to the Oneida General

Tribal Council, as required by the Boards, Committees and Commissions law, as well as Wis. Stat., § 43.58; and attend, or designate a member of the Board to attend, the Oneida Business Committee meeting where the Board's quarterly report appears on the agenda.

- 2-3. *Responsibilities of the Vice-Chairperson.* The responsibilities, duties and limitations of the Vice-Chairperson of the Board shall be as follows:
- (a) Perform the Chairperson's duties in the absence of the Chairperson.
- 2-4. *Responsibilities of the Secretary.* The responsibilities, duties and limitations of the Secretary of the Board shall be as follows:
- (a) Maintain all minutes, reports and correspondence of the Board in accordance with governing law, including, but not limited to, the Boards, Committees and Commissions law and the state's, as well as the Nation's, laws governing open records.
  - (b) Sign-off all expenditure approval statements referenced in section 2-6 of these bylaws and assist the Board Chairperson with the submission of reports referenced in section 2-2 of these bylaws.
  - (c) In the event that both the Chairperson and the Vice-Chairperson positions become vacant before the end of their terms, call Board meetings to fill the vacancies and preside over those meetings for the sole purpose of conducting an election of new Officers, at which point the Chairperson, or Vice-Chairperson in the absence of the Chairperson, shall preside.
- 2-5. *Selection of Officers.* An election of Officers shall take place annually at the beginning of the fiscal year and/or when a member is appointed for terms of one (1) year.
- (a) A Board member may be dismissed from his or her Officer position by a majority vote of the Board members in attendance at a meeting of an established quorum.
  - (b) Board Officers may only hold one (1) Officer position per Officer term.
- 2-6. *Budgetary Sign-Off Authority and Travel.* The Board shall follow the Oneida Nation's policies and procedures regarding purchasing and sign-off authority.
- (a) *Levels of Budgetary Sign-Off Authority.* The Board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure, and the purpose for which it was expended, to the person designated under the Nation's policies and procedures to issue payment for such expenditures.
    - (1) The Board shall include a statement, signed by the Board Secretary, that the expenditure has been incurred and that the Board has audited and approved the expenditure.
      - (A) Upon receiving the information referenced within this section 2-6, the person designated by the Nation's policies and procedures to issue payment for the expenditures shall then pay the bill as others are paid.

- (B) The Oneida Business Committee Support Office shall be the entity designated to sign-off on requests for stipends, travel per diem and business expense reimbursement.
- (b) *Regular Wages/Recurring Payments.* Regular wages/salary or other recurring payments, authorized by the Board and verified by the appropriate Oneida Community Library personnel, may be paid by the person designated under the Nation's policies and procedures to issue such payments by the date due or, in the case of salaries, by the regular pay day.
  - (1) The Board shall audit and approve payments under this subsection (b) at its next regular meeting.
- (c) The Board shall approve a member's request to travel by majority vote of its members in attendance at a regular or emergency Board meeting of an established quorum.

2-7. *Personnel.* Subject to approval by the Oneida Business Committee under the governing laws of the Nation, the Board shall have the authority set forth in Wis. Stat., § 43.58 to hire personnel for the benefit of the Board.

### **Article III. Meetings**

3-1. *Regular Meetings.* The Board shall meet the 2nd Wednesday of each month, commencing at 4:30 p.m., at the Oneida Community Library located on 201 Elm Street in Oneida, Wisconsin.

- (a) The regular meeting date, time and/or location may change from time-to-time as determined by majority vote of the members in attendance at a Board meeting of an established quorum so long as notice is provided to all members in writing and, along with the public, in accordance with the Nation's and the State of Wisconsin's open records/open meetings laws, prior to the implementation of a new date, time and/or location.
- (b) Notice of meeting location, agenda, minutes and materials shall be forwarded by the Chairperson with the assistance of the Vice-Chairperson and/or the Secretary to all members of the Board in writing and, along with the public, in accordance with the Nation's and the State of Wisconsin's open records/open meetings laws.
- (c) Meetings shall be run in accordance with Robert's Rules of Order.

3-2. *Emergency Meetings.* An emergency meeting may be called when time sensitive issues require immediate action.

- (a) The Chairperson or Chairperson's designee shall provide advance notice of emergency meetings to all Board members via telephone call, as well as email communication sent to the official Oneida Nation email address provided to each member to conduct business electronically on behalf of the Board, and, along with the public, shall further be provided notice in accordance with the Nation's and the State of Wisconsin's open records/open meetings laws.
- (b) Within seventy-two (72) hours after an emergency meeting, the Board shall provide the Nation's Secretary with notice of the emergency meeting, the

reason for the emergency meeting, and an explanation as to why the matter could not wait until the next regular meeting.

- 3-3. *Joint Meetings.* Joint Meetings between the Board and the Oneida Business Committee shall not be held.
- 3-4. *Quorum.* A quorum shall consist of a majority of the current Board members and shall include an Officer; provided, the Secretary shall only qualify as an Officer for purposes of this section 3-4 when presiding over meetings called pursuant to section 2-4(c) of these bylaws.
- 3-5. *Order of Business.* The order of business, as far as applicable, is:
- (a) Call to Order
  - (b) Adopt the Agenda
  - (c) Approval of Minutes
  - (d) Old Business
  - (e) New Business
  - (f) Reports
  - (g) Other Business
  - (h) Executive Session
  - (i) Adjournment
- 3-6. *Voting.* A simple majority vote of the members in attendance at a meeting of an established quorum is a required for all actions of the Board.
- (a) The Board Chairperson or presiding Officer shall only vote in case of a tie.
  - (b) E-polls are permissible so long as conducted in accordance with the Boards, Committees and Commissions law.
    - (1) The Vice-Chairperson shall serve as the Chairperson's designee for the responsibility of conducting an e-poll when the Chairperson is absent or unavailable.

#### **Article IV. Expectations**

- 4-1. *Behavior of Members.* Board members shall adhere to the Oneida Community Library Board Code of Conduct, these bylaws and any other applicable state laws and/or laws of the Nation while acting on behalf of the Board.
- (a) *Enforcement.* Any violation of this or any other section of these bylaws may result in the following:
    - (1) Upon a majority vote of the members present at a Board meeting of an established quorum, the Board may make a recommendation to the Oneida Business Committee for the termination of that Board member's appointment in accordance with the Boards, Committees and Commissions law or any other law of the Nation governing the termination of appointed officials.
    - (2) The Board may discipline that Board member in accordance with any state laws or laws of the Nation governing sanctions and penalties for appointed officials.

- 4-2. *Prohibition of Violence.* Board members are prohibited from committing any violent intentional act that inflicts, attempts to inflict, or threatens to inflict emotional or bodily harm on another person, or damage to property.
- 4-3. *Drug and Alcohol Use.* When acting in their official capacity as members of the Board, the use of alcohol or prohibited drugs is forbidden.
- (a) Prohibited drugs are defined as marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, narcotics, any other substances included in Schedules I through V under Section 812 of Title 21 of the United States Code, and prescription medication or over-the-counter medicine used in an unauthorized or unlawful manner.
- 4-4. *Social Media.* When using social media on behalf of or as a representative of the Board, members shall comply with any laws or policies of the Nation governing social media; their oaths of office; and any other applicable laws, rules, policies and/or contractual provisions promulgated and applied to the Board pursuant to participation as a member of the Nicolet Federated Library System under Wis. Stat., § 43.54.
- 4-5. *Conflict of Interest.* Conflicts of interest of Board members shall be governed by all applicable laws and policies of the Nation, as well as any laws, rules, policies and/or contractual provisions promulgated and applied to the Board pursuant to its participation as a member of the Nicolet Federated Library System under Wis. Stat., § 43.54.
- (a) Conflicts of interest shall be reported and mitigated/removed in accordance with the applicable laws and policies of the Nation, as well as any laws, rules, policies and/or contractual provisions promulgated and applied to the Board pursuant to its participation as a member of the Nicolet Federated Library System under Wis. Stat., § 43.54.

#### **Article V. Stipends and Compensation**

- 5-1. *Stipends.* Board members are eligible to receive a stipend for the following so long as in accordance with these bylaws, the Boards, Committees and Commissions law, and resolution BC-05-08-19-B titled, Amending Resolution BC-09-26-18-D Boards, Committees and Commissions Law Stipends, as may further be amended from time-to-time hereafter:
- (a) One (1) meeting stipend per month, whether called as a regular meeting or emergency meeting, provided that:
- (1) A quorum was established;
- (2) The meeting of the established quorum lasted for at least one (1) hour; and
- (3) The Board member requesting the stipend was physically present for the entire meeting.
- (b) A stipend for each day of attendance at a conference or training, provided that:

- (1) The Board member attended a full day of training or was present at the conference for a full day; and
- (2) The Board member's attendance at the training or conference was mandated by law, bylaws or resolution.
- (c) A stipend for attending a Judiciary hearing if the member's attendance was required by official subpoena.

5-2. *Compensation.* Besides travel, per diem and business expense reimbursement authorized by the Boards, Committees and Commissions law and Wis. Stat., § 43.54, members of the Board shall not be eligible to receive any other form of compensation for duties/activities they perform on behalf of the Board.

## **Article VI. Records and Reporting**

6-1. *Agenda Items.* Agenda items shall be consistently maintained in a format that complies with the State of Wisconsin's Open Meetings Law.

6-2. *Minutes.* Meeting minutes shall be typed and in a consistent format designed by the Oneida Business Committee Support Office and in compliance with the State of Wisconsin's Open Meetings Law to generate the most informative record.

- (a) Minutes shall include a summary of action taken by the Board.
- (b) Minutes shall be submitted to the Oneida Business Committee Support Office within seven (7) days of approval.

6-3. *Attachments.* Any handouts, reports, memorandum and the like provided at a meeting shall be included with the agenda items and other meeting material in which they were presented and maintained in accordance with the Nation's and the State of Wisconsin's open records/open meetings laws.

6-4. *Oneida Business Committee Liaison.* The Board shall meet with the member of the Oneida Business Committee who is its designated liaison as needed, the frequency and format of which may be as agreed upon between the liaison and the Board so long as no less than as required by law or policy on reporting developed by the Oneida Business Committee or Oneida General Tribal Council.

- (a) The Board shall contact the liaison quarterly.

6-5. *Audio Recordings.* All meetings of the Board shall be recorded using a device supplied or approved by the Oneida Business Committee Support Office.

- (a) Audio recordings shall be maintained by the Chairperson or the Chairperson's designee in accordance with the Nation's and the State of Wisconsin's open records/open meetings laws.
- (b) *Exception.* Audio recordings of executive session portions of a meeting shall not be required.



**Article VII. Amendments**

7-1. *Amendments.* Amendments to these bylaws shall be approved by a majority vote of the members in attendance at a regular Board meeting of an established quorum.

- (a) Amendments to these bylaws shall conform to the requirements of the Boards, Committees and Commissions law, any applicable state law, and all other governing policies of the Nation.
- (b) Amendments shall be approved by the Oneida Business Committee before implementation.
- (c) The Board shall conduct a review of these bylaws on an annual basis.

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These By-laws, as amended and revised, are hereby approved by the Oneida Business Committee at a duly called meeting held on September 25, 2019, by the Secretary of the Oneida Business Committee's signature.



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Lisa Summers, Secretary  
Oneida Business Committee