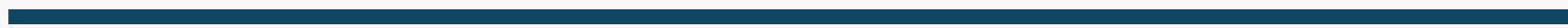


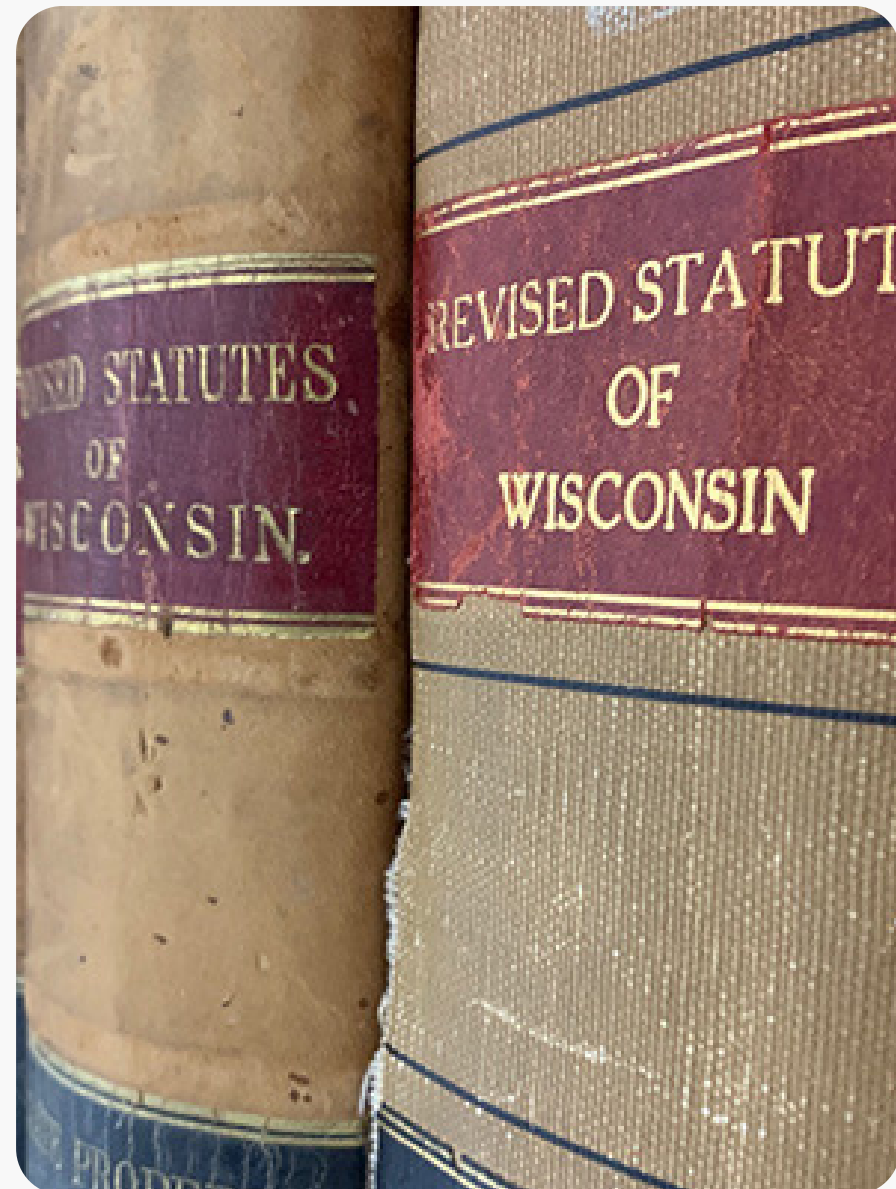
Bylaws, Meetings, and Robert's Rules of Order

NFLS Trustee Training

April 2025



Wis Stats. Chapter 43



Laws that govern public libraries & library systems

Available online:

<https://docs.legis.wisconsin.gov/statutes/statutes/43>

Bylaw Basics



Govern the board's activities



**Smooth and effective
functioning**



**Comply with relevant
statutes**



NFLS Constitution and Bylaws



Article II: Board of Trustees

- Members: 3-year term
- Pres and VP: 2-year term
- Sec, Treas, Member-at-Large: 1-year term
- Officers + Member-at-Large = Executive Committee



Article III: Duties of Officers

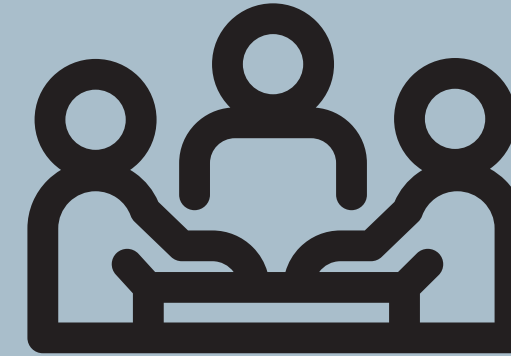
- President
- Vice President
- Secretary
- Treasurer
- Member-at-Large

NFLS Constitution and Bylaws



Article IV: Committees

- 3 Standing Committees
- Executive, Personnel, Finance
- Additional Committees
- Grants, Ad Hoc Policy Review, Nominating



Article V: Meetings

- Annual meeting + 6 board meetings
- Robert's Rules of Order
- Quorum
- Absences

NFLS Constitution and Bylaws



Article VI: Director

- Administration of system
- Personnel management
- Reports activities
- Makes recommendations
- Annual budget, plan, state report

Bylaws:

Approved by the Executive Committee 2/9/76.

Latest revision:

Amended and Adopted by the Board of Trustees, 10/14/2021

Effective Board Meetings

Preparation

Follow the law

At the meeting

Decision-making



Open Meetings Laws



Meeting Notice



Location & Conduct



Potential Violations



Open Meetings Laws



Meeting Minutes



Closed Sessions



Robert's Rules of Order: Making Decisions



Motion

Second

Restate Motion

Debate & Discussion

Put the Question to Vote

Announce the Result





Thank you

