

## Checklist of Bylaws Content

### General information

- Identification
  - Official name of the organization
  - Location of the Principal Office
- Authority and Purpose
  - Statement of Purpose
  - Authority of the Board
- Meetings
  - Frequency of meetings
  - Open meetings (Sunshine Law if applicable)
  - Quorums
  - Voting requirements
  - Special/Emergency meeting procedures
  - Parliamentary Procedures
- Amendments
- Dissolution Statements
  - Process for dissolving organization
  - Disposition of assets upon dissolution

### Board Member Information

- Membership
  - Number of Members
  - Qualification/Selection/Appointment of members
  - Terms and term limits
  - Filling vacancies
  - Removal Stipulation
- Committees
  - Standing Committees
  - Appointment/Process for Ad Hoc committees

- Conflict of Interest

- Officers
  - Required officers
  - Duties of officers (summary)
  - Election process
  - Filling vacancies
  - Terms and term limits
  - Removal of officers from position
- Provisions for Library Director
  - Role of Library Director

### Fiscal matters

- Definition of fiscal year
- Provision for annual audit or financial review
- Compensation, Indemnification & Insurance