**Checklist of Bylaw Content (Sample) – from Office of Commonwealth Libraries’ Getting on Board Manual**

General information

• official name of the organization

• location of the principal office

• statement of purposes

• meeting format

• frequency of meetings

• open meeting and documents policy (Sunshine Law like)

• standard agenda for meeting

• emergency decision making process

• any limitations required for tax exemption

• procedure for amending the bylaws

• procedure for dissolving the organization

• disposition of assets upon dissolution

Board member information

• qualification for membership

• number (5-7, up to 9 if serving multiple municipalities: see PA Library Code section 411)

• terms of office and term limits (up to 7 years)

• selection process

• process for filling vacancies

• quorum and voting requirements

• powers of the executive committee (if any)

• other standing committees (Such as Governance and Finance)

• circumstances under which trustees may be removed

• conflict of interest statement

Officers

• duties of officers

• process for selecting or appointing officers

• terms and term limits

• provision for a chief executive (Library Director)

• circumstances under which board officers may be removed

Fiscal matters

• provision for annual audits

• definition of the fiscal year (recommend calendar year)

• indemnification and insurance for board members