

Sonoma County Library

BYLAWS OF THE SONOMA VALLEY LIBRARY ADVISORY BOARD

PURPOSE OF ORGANIZATION

The Sonoma Valley Regional Library Advisory Board has been established by the Sonoma County Library Commission for a designated region of the County. The function of the Board is to make recommendations to the Commission and the Library Director on all matters affecting public library service in the region. The Advisory Board also serves as an advocate for the library before city and county governing bodies.

MEMBERSHIP

The Board shall consist of seven members who must be residents of the First Supervisorial District. They shall be appointed by the Library Commission upon the recommendation of the Commissioner representing the First Supervisorial District. The City Mayor or a City Council member designated by the Mayor shall be an ex-officio member of the Board, but will have no voting privileges.

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular quarterly meetings on the third Monday, of September, January, March and June, at 4:00 p.m. These meetings shall be held at the Sonoma Valley Regional Library.

CHANGES IN TIME AND PLACE OF MEETINGS

A meeting may be changed as to time or location upon approval of a majority of members.

SPECIAL MEETINGS

Special meetings may be called by the Chair with the approval of a majority of members. Notification of such special meetings shall be made to each member, specifying the time and place of the special meeting.

ADJOURNMENT

The Board may adjourn any regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

QUORUM

A majority of voting members shall constitute a quorum for the transaction of business. Only an action or decision, done or made, by a majority of the members

Bylaws of the Sonoma Valley Library Advisory Board (Cont'd)

present at a meeting at which a quorum is present shall be regarded as the action or decision of the Board.

ABSENCE

A member who intends to be absent from a regular or special meeting shall so notify the Clerk of the Board at least four hours prior to the time of meeting. When a member is absent two consecutive meetings, the Chair may request the Commissioner to have that member removed from the Board.

CHAIR

The Board shall elect a Chair at its regular September meeting. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold office until a successor shall be elected, unless he/she shall resign from the office or from the Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Board and to represent the Board as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises.

VICE-CHAIR

The Board shall elect a Vice-Chair at its regular September meeting. The Vice-Chair shall be chosen from among the members. The Vice-Chair shall take office upon election, and shall hold office until a successor shall be elected, unless he/she shall resign from the office or from the Board at an earlier date. The Vice-Chair shall, in the absence or disability of the Chair, or when a vacancy occurs in the office of Chair, perform the duties of the Chair.

SECRETARY

The Chair shall appoint a Secretary, who shall serve until he/she shall resign, be removed, or otherwise unable to serve, or a successor is appointed. If no one accepts the appointment, then each member of the Board, excluding the Chair, shall rotate this office. It shall be the duty of the secretary to take the minutes of the meetings of the Board, and to forward the same to the Clerk of the Board for duplication, distribution and preservation.

CLERK

The Director of the Sonoma County Library, or his or her deputy or designee, shall be the Clerk of the Library Advisory Board. It shall be the duty of the Clerk to prepare agendas for the meetings of the Board, conferring as necessary with the Chair. The Clerk shall present a copy of the agenda to each member of the Board and shall duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

Bylaws of the Sonoma Valley Library Advisory Board (Cont'd)

BYLAW AMENDMENTS

Bylaws may be amended at any time by a majority of the voting members present.

Revised: January 2003