
Sonoma County Library

BYLAWS OF THE COMMISSION

Principal Office. The Principal office for the transaction of business of the Sonoma County Library is located in the Central Library, Third and E Streets, City of Santa Rosa, County of Sonoma, State of California 95404.

Time and Place of Regular Meetings. The Commission shall hold regular meetings on the first Monday of each month at 7:00 p.m. These meetings shall be held in the Board Room of the Central Library, Third and E Streets, Santa Rosa.

Change In Time and Place of Meetings. A meeting may be changed as to time or location upon approval of a majority of the Commissioners at least 24 hours prior to the regular time of meeting, provided that written notice of such change of time or location is given to all Commissioners at least 24 hours to the meeting time.

Special Meetings. Special meetings may be called with the approval of a majority of the Commissioners. Notification of such special meetings shall be made to each Commissioner at least 24 hours before the time of such meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted.

Adjournment. The Commission may adjourn any regular, adjourned 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. If all members are absent from any regular or adjourned regular meeting the Clerk may declare the meeting adjourned to a stated time and place. Written notification of such adjournment shall be made in accordance with law.

Quorum. A majority of the total number of Commissioners shall be necessary to constitute a quorum for the transaction of business. Every action or decision, done or made, by a majority of the Commissioners present at a meeting duly held at which a quorum is present shall be regarded as the action of the Commission, unless a greater number be required by law.

Voting. All Commissioners shall have equal voting and other rights. Each Commissioner shall be entitled to one vote, which shall be cast in person. Votes shall be taken by voice, except that a vote shall be repeated by tally at the request of the Chair or any Commissioner.

Minutes. The minutes of every meeting shall be distributed prior to the next meeting to each Commissioner, and to such other persons, agencies or firms as may request them. A complete set of minutes as approved by the Commission and attested by the Clerk shall remain on file at the principal office of the Commission, and shall be open to inspection by any person at all reasonable times during office hours.

Chair. The Commission shall elect a Chair annually at its regular March meeting. The Chair shall take office at the next meeting. The Chair shall be chosen from among the Commissioners. The

Chair shall hold office until s/he shall resign, be removed, or otherwise disqualified to serve, or a successor shall be elected and qualified. It shall be the duty of the Chair to preside at meetings of the Commission; to consult with the Clerk as necessary in the preparation of the agendas for meetings of the Commission; to execute contracts and other instruments on behalf of the Commission as authorized by the Commission; to appoint committees as necessary; and to represent the Commission and the Library as occasion demands.

Vice-Chair. The Commission shall elect a Vice-Chair annually at its regular March meeting. The Vice-Chair shall take office at the next meeting. The Vice-Chair shall be chosen from among the commissioners. The Vice-Chair shall hold office until s/he shall resign, be removed, or otherwise be disqualified to serve, or a successor shall be elected and qualified. The Vice-Chair shall, in the absence or disability of the Chair, or when a vacancy exists in the office of Chair, perform all the duties of the Chair, and when so acting shall have the powers of, and be subject to the restrictions upon, the Chair.

Clerk. The Library Director shall be the Clerk of the Commission ex officio. It shall be the duty of the Clerk to duplicate and mail notices and/or agendas in advance of meeting dates; to take and cause to have transcribed the minutes of the meeting; to certify official documents of the Commission; and to maintain such official records as are required. In the absence of the Clerk s/he shall designate a staff member as Clerk Pro Tempore, or the Commission may designate one of its members Clerk Pro Tempore. The Clerk Pro Tempore shall perform all the duties of the Clerk and when so acting shall have the powers of, and be subject to the restrictions upon, the Clerk.

Removal and Resignation. Any officer may resign and may be removed with or without cause by the Commission at any time. A vacancy caused by death, resignation, or removal of any officer may be filled immediately by the Commission.

Execution of Documents. The Commission may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Library, and such authority may be general or confined to specific instruments; and unless so authorized by the Commission, no officer, agent or other person shall have any power or authority to bind the Library by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Rules of Order. The rules contained in Roberts Rules of Order, latest revised edition, shall govern all meetings of the Commission, except in instances of conflict between said Rules of Order and these Bylaws or the Agreement establishing the Sonoma County Library or provisions of law, in which case the Rules of Order shall not apply.

Adoption of Bylaws. New bylaws may be adopted or these Bylaws may be amended or repealed by majority vote at any regular meeting of the Commission at which a quorum is present.

State Law. Notwithstanding any provision of these Bylaws, the Commission shall conduct its business in accordance with the Government Code and the Education Code of the State of California and all other applicable laws.