

Sonoma County Library

BYLAWS OF THE PETALUMA LIBRARY ADVISORY BOARD

PURPOSE OF ORGANIZATION

As representatives of the local community, the members of the Board shall provide suggestions, ideas, concerns, views, etc. to the Commission and its staff. The Board shall also serve as an advocate for the library before the City and County governing bodies.

MEMBERSHIP

The Board shall consist of at least seven members but not more than eleven members who must be residents of the greater Petaluma area. At least one, but not more than two members shall be residents from outside city limits. The regular appointment shall be for a term of four years commencing on July 1 of the first year and ending on June 30 of the fourth year. Terms may be renewable. Members shall be appointed by the Library Commission upon the recommendation of the Commissioner representing Petaluma. One member shall be a youth member with full rights and privileges of Board membership. Said membership shall be for a two-year term, commencing on July 1 through June 30 of the second year. The youth member shall be appointed in the normal manner, upon application of a person in grades 9 through 12. The City Council of Petaluma shall designate a Council Member as a non-voting liaison.

ABSENCE, RESIGNATION, AND VACANCIES

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 three consecutive meetings with or without notification, the Chair may request the Commissioner to have that member removed from the Board. A member who is unable to fulfill their duties may resign by notifying the Chair or Commissioner. A member whose residence changes such that they no longer qualify to serve on the LAB will be considered to have vacated their seat. When there is a vacancy, the Commissioner may appoint a new member to fill the seat; appointments made mid-term should conclude on the date of the original member's term expiration.

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular quarterly meetings on the fourth Wednesday of January, March, May, July, September, and November. These meetings shall be held at 4:00 p.m. in the Petaluma Regional Library, or at a location with public access designated by the chair.

CHANGES IN TIME AND PLACE OF MEETINGS

A meeting may be changed as to time or location upon approval of a majority of members and with proper public notification.

QUORUM

A majority of members shall constitute a quorum for the transaction of business. Only an action or decision, done or made, by a majority of the members present at a meeting at which a quorum is present shall be regarded as the action or decision of the Board.

SPECIAL MEETINGS

The Chair, Vice-Chair or Commissioner can call a special meeting if needed. Notification of such special meetings shall be made to each member, specifying the time and place of the special meeting. Public notification of such meetings shall be completed in accordance with the Ralph M. Brown Act by the Clerk of the LAB or his/her designee.

CHAIR

The Board shall elect a Chair at its regular July meeting. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold office until his/her 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 July meeting. The Vice Chair shall be chosen from among the members. The Vice Chair shall take office upon election, and shall hold office until his/her 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.

CLERK

The Branch Manager of the Petaluma Regional shall be the Clerk of the Board. It shall be the duty of the Clerk to prepare agendas for meetings of the Board, conferring as necessary with the Chair. The Clerk shall send email a notice of the meeting in advance of each meeting to each member of the Board. The Clerk shall ensure that minutes are recorded of the meeting of the Board, shall duplicate and distribute them as necessary,

and shall preserve the official minute book. In the absence of the Clerk, the Chair shall appoint a temporary meeting minutes taker.

BYLAWS

The Bylaws will be reviewed at the regularly scheduled January meeting every even year. Bylaws may be amended at any time by a majority of the voting members present.

Amended: 07/2002, 04/2007, 07/2013, 10/2013, 01/2014, 01/2020, 01/24/2024, 10/22/2025, 1/2026, 5/2026, 7/2026