

## BYLAWS OF THE MENDOCINO COUNTY LIBRARY ADVISORY BOARD

### Purpose of Organization

The Mendocino County Library Advisory Board, hereinafter referred to as the “Advisory Board,” was established in 1970 by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors has since adopted Resolutions amending and superseding this Resolution No. 06-138 on July 18, 2006 which amended and superseded Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 15-118 on August 7, 2015 to further clarify their intent with the most recently adopted being Resolution No. \_\_\_\_\_ adopted on \_\_\_\_\_.

The Advisory Board shall act in an advisory capacity to the Board of Supervisors. ~~The function of the Advisory Board is~~ to make recommendations to the County Librarian and the Board of Supervisors regarding issues of County Library operations, policy, services and programs, review of budget programs and recommendations, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations and for the County Library, consideration of proposals or requests submitted by citizens or groups pertaining to the County Library operations, review of budget programs and recommendations, and all matters affecting public library service in Mendocino County.

The passage of Measure O in November 2022, making permanent a one-quarter cent (0.25%) sales tax for library services with at least forty percent (40%) reserved for capital investments, requires the LAB to determine a fair and equitable distribution of funds to all areas of the county. Proceeds from this tax shall be allocated by the Board of Supervisors in consideration of recommendations of the Advisory Board.

The Advisory Board seeks input from the public and will make time for public comment at its meetings. The Advisory Board shall be governed by the Brown Act and all applicable State Laws.

### Time and Place of Regular Meetings

The Advisory Board shall set their annual calendar at their January meeting. There will be at least six (6) meetings a year to be rotated between the individual library sites. Dates, times, and locations of meetings shall be posted on the County Library website. Meetings will be held on the third Wednesday of the month at 1:00 PM. Meeting locations shall be set at the January meeting. Dates and locations of meetings shall be posted on the Library website. A notice of Advisory Board meetings will be posted at the meeting venue at least seventy-two hours in advance of each meeting. ~~These~~ meetings and agendas shall be announced by email or other means to Advisory Board members, the Board of Supervisors, and other interested parties ~~that contact the Recording Secretary of the Advisory Board~~. Advisory Board members shall be reimbursed for mileage to and from a regular scheduled meeting upon request of the Advisory Board member, at an amount as determined by the Mendocino County Auditor Controller and pursuant to County travel policy. This charge shall be borne by the County Library budget.

### Special Meetings

Special meetings may be called with the approval of a majority of the Advisory Board or by the Chair. Notification of such special meetings shall be made to Advisory Bboard members, the Board of Supervisors, and to other interested parties ~~those media outlets and members of the public who have requested, in writing, notice of such meetings,~~ at least 24 hours before they occur. The special meeting information will be posted on the County Library website.

### **Membership**

There are to be no more than nine voting members on the Advisory Board. The Advisory Board shall be composed of a) a resident nominated by each Supervisor from their respective supervisorial district and appointed by the Board of Supervisors to serve a four(4) year term, or if no resident in a Supervisor's district is willing to accept appointment, a Supervisor may nominate a resident from a different supervisorial district-~~concurrent with the term of the Supervisor who nominated them;~~ b) a resident of each City appointed by their respective City Council to serve a two (2) year term; and c) one or more alternates nominated by each Supervisor and appointed by the Board of Supervisors or appointed by each City Council, except an alternate shall only vote in the absence of the regular member for whom they are an alternate; and d) the County Librarian, who shall be an ex-officio member of the Advisory Board but shall have no vote, nor be part of a quorum. d) A member of the Library Advisory Board not wishing to serve another term may continue to serve until a successor is appointed; and e) A member whose term is completed and volunteers to serve another term must reapply and be appointed by the Board of Supervisors or City Council for another term. The members of the Board of Supervisors and City Councilmembers are encouraged to attend Advisory Board meetings, ~~but shall have no votes. Members of the Advisory Board may continue to serve until a successor is appointed, unless that member has submitted their resignation. No~~ current Supervisor shall be appointed to the Advisory Board.

### **Quorum**

A majority of the current voting membership shall constitute a quorum for the transaction of business. Each Advisory Board member shall have one vote. Only an action or decision, taken or made by a majority of members present at a meeting at which a quorum is present, shall be regarded as the action or decision of the Advisory Board. The Chair may adjourn meetings with less than a quorum. ~~The Advisory Board shall be governed by the Brown Act and all applicable State laws.~~

### **Annual Report to the Board of Supervisors**

The Mendocino County Library Advisory Board shall submit an annual written report to the ~~Library Director Board of Supervisors in November~~ by February 15<sup>th</sup> of each year, to be presented as an agenda item by Advisory Board members at a regular Supervisors meeting or in a joint meeting. ~~The Library Director shall submit the report to the Board of Supervisors on behalf of the Library Advisory Board. The report shall include results of Advisory Board recommendations, budget issues and funding data analysis, and considerations for the following year.~~

### **Notification of Intent to be Absent**

A member who intends to be absent from a regular meeting shall so notify the Chair ~~or Recording~~ Secretary of the Advisory Board at least four hours prior to the time of the

meeting. If a member has missed 50% of meetings in one calendar year, the Advisory Board may recommend that the appropriate Supervisor or City Council appoint a replacement.

### **Elections**

Election of the Chair, Vice Chair and ~~Recording~~ Secretary shall be held at the regular January meeting, or the next regularly scheduled meeting should a quorum not be present. Election of these officers shall be by a majority vote.

### **Chair**

The Advisory Board shall elect a Chair from its members at its regular January meeting for a term of one year. ~~The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold this office until a successor shall be elected,~~ unless the Chair shall resign from the office or from the Advisory Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Advisory Board and to represent the Advisory Board as occasion demands. The Chair shall have the power to appoint temporary or permanent committees as the need arises. The Chair, with input from the ~~Recording~~ Secretary and County Librarian, shall prepare agendas for the meetings of the Advisory Board.

### **Vice Chair**

The Advisory Board shall elect a Vice Chair ~~at its regular January meeting~~ for a one-year term. The Vice Chair shall, in the absence of the Chair, or when a vacancy occurs in the office of the Chair, perform the duties of the Chair.

### **~~Recording~~ Secretary of the Board**

The Advisory Board shall elect a ~~Recording~~ Secretary ~~at its regular January meeting~~ for a one-year term. ~~It shall be the duty of the Recording Secretary to take minutes of the meetings, and prepare official communications of the Advisory Board, conferring as necessary with the Chair. The Secretary will assist the Chair in the preparation of the agenda and shall collaborate with the Chair to prepare official communications. Library staff shall support the Secretary in all tasks requiring online information and communication.~~

It shall be the duty of the Secretary to take minutes of the meetings. The Secretary shall have the draft minutes proof-read by the Chair and Library administrative staff, and then make available to the Advisory Board within 14 days specifying Actions decided on, who is responsible for them, and a plan for the time frame. The complete draft minutes shall then be sent to the County Librarian within one week of the upcoming Advisory Board meeting for inclusion in the publication of all meeting materials. The Recording Secretary shall preserve the official minute book. The Recording Secretary shall make available to the Advisory Board a draft version of the Action Minutes, within five working days of the Advisory Board's meeting. Advisory Board members may make corrections or additions to the minutes and then vote for their approval by a majority vote of the Advisory Board.

### **Changes to the Bylaws**

An Advisory Board member may propose revisions to the Bylaws as an agenda item to

form a committee and the committee shall report their recommendations as an agenda item at the next regularly scheduled or special meeting. If approved, the Bylaws will be presented to the Board of Supervisors for approval.

~~Revision to the Bylaws may be proposed in writing by any member of the Advisory Board and be presented to the Advisory Board at any regularly scheduled or special meeting. Proposed revisions shall be discussed at that meeting and duly reflected in the minutes of the meeting. Each member of the Advisory Board shall receive a copy of the proposed Bylaw changes and related discussions, and any member who is not present at the meeting shall have opportunity to submit in writing to the Chair of the Advisory Board any comments. At the next regularly scheduled or special meeting, the Chair shall summarize the discussions of proposed Bylaw changes, including reading any writings received from absent Advisory Board members, and the Chair will call for a vote for adoption or disavowal of any or all of the proposed revisions. After the revision of the Bylaws has been approved by the Advisory Board, the Chair shall give the revised Bylaws to the County Librarian who will present them to the Board of Supervisors for their approval.~~

~~The Bylaws will be reviewed and revised as necessary.~~

Ayes:

Noes:

Absent:

Whereupon, the Chair declared the Bylaws adopted, and SO ORDERED.

Date:

Signature:

Michele Savoy, Chair

Mendocino County Library Advisory Board