

## **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 by the Mendocino County Board of Supervisors by Resolution No. 70-191. The Board of Supervisors adopted Resolution No. 06-138 on July 18, 2006 which amended and superseded Resolution No. 70-191.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.

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 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 Advisory Board seeks input from the public and will make time for public comment at its meetings.

### **Time and Place of Regular Meetings**

The Advisory Board shall set their annual calendar at their January meeting. 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 shall be announced by email to board members and 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 Advisory Board or by the Chair. Notification of such special meetings shall be made to board members, and to those media outlets and members of the public who have requested, in writing, notice of such meetings, at least 24 hours before they occur.

### **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 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; 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. 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.

### **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 report to the Library Director by February 15<sup>th</sup> of each year. The Library Director shall submit the report to the Board of Supervisors on behalf of the Library Advisory Board.

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

A member who intends to be absent from a regular meeting shall so notify the 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 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, shall prepare agendas for the meetings of the Advisory Board. The Chair shall present a copy of the agenda to the Library Director's administrative assistant who shall forward a copy to each member of the Advisory Board, the Board of Supervisors, Library staff and the Library website.

**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 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**

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: 7

Noes: 0

Absent: 2

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

Date: May 18, 2016

s/ Marc Komer

Marc Komer, Chair

Mendocino County Library Advisory Board