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**Sonoma County Library**

**BYLAWS OF THE GUERNEVILLE REGIONAL  
LIBRARY ADVISORY BOARD**

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**MEETINGS**

**A. TIME**

The Board shall hold quarterly meetings on the second Wednesday of January, April, July and October at 7:00 p.m.

**B. PLACE**

The members of the Board shall be notified at least twenty-four (24) hours in advance as to the location of the meeting. If all members cannot be contacted, notice shall be posted at the Guerneville Regional Library.

**C. QUORUM**

A majority of members shall constitute a quorum for the conducting of business. Only a decision made by a majority of members present at quorum shall be regarded as a decision of the Board.

**D. ADJOURNMENT**

The Board may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn.

**E. NOTIFICATION OF ABSENCE**

A member who intends to be absent from a regular or special meeting shall so notify the Clerk of the Board least four (4) 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.

**F. BYLAWS AMENDMENTS**

Bylaws may be amended at any time by a majority of the voting members present at quorum, subsequent to their proposal and discussion at a previous meeting. Written notice must be given in advance of a pending bylaw amendment.

**OFFICERS OF THE BOARD**

**A. CHAIRPERSON**

The Board shall elect a Chairperson from among its members at twelve (12) month intervals during its regular January meeting. The Chairperson shall take office upon election and hold office until a successor be elected unless he or she resigns from office or the Board at an earlier date. It shall be the duty of the Chairperson to preside at meetings of the Board and to represent the Board as occasion demands.

**B. VICE CHAIRPERSON**

The Board shall elect a Vice Chairperson from among its members at twelve (12) month intervals during its regular January Meeting. The Vice Chairperson shall take office upon election and hold office until a successor be elected unless he or she resigns from office or the Board at an earlier date. It shall be the duty of the Vice Chairperson in the absence or disability of the Chairperson, or when a vacancy occurs in the office of Chairperson, to perform the duties of the Chair.

**C. SECRETARY**

The Board shall appoint a Secretary to serve until he or she resigns, be removed, or is unable to serve or until a successor is appointed. It shall be the duty of the Secretary to take minutes of Board meetings in the absence of the designee and to deal with Board correspondence.

**D. CLERK**

The Director of the Sonoma County Library, his/her deputy, or designee, shall be the Clerk of the Board. It shall be the duty of the Clerk to prepare agendas and take minutes for meetings of the Board, conferring as necessary with the Chairperson. The Clerk shall present a copy of the agenda and minutes to each member of the Board prior to meetings.

**MEMBERSHIP**

**YOUTH POSITION**

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".