

**Sonoma County Library**  
**BYLAWS OF THE HEALDSBURG LIBRARY ADVISORY BOARD**

Purpose of Organization

The Healdsburg Library Advisory Board has been established by the Sonoma County Library Commission for a designated region of the county. The function of the Board is to make recommendations to the Commission and the Library Director on all matters affecting public library service in the region. The Advisory Board also serves as an advocate for the library before city and county governing bodies.

Members

The Board shall consist of 7 but not more than 9 members.

Time and Place of Regular Meetings

The Board shall hold regular quarterly meetings on the first Thursday of March, June, September and November at 4:30 p.m. These meetings shall be held in the Healdsburg Library.

Changes in Time and Place of Meetings

A meeting may be changed as to time or location upon approval of a majority of members.

Special Meetings

Special meetings may be called with the approval of a majority of members. Notification of such special meetings shall be made to each member, specifying the time and place of the special meeting.

Adjournment

The Board may adjourn any 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.

### 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 any meeting at which a quorum is present shall be regarded as the action of decision of the Board.

### Notification of Intent to be Absent

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 the meeting.

### Chair

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

### Vice-Chair

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

The Director of the Sonoma County Library, or his or her deputy or designee shall be the Clerk/Secretary of the Library Advisory Board. It shall be the duty of the Clerk/Secretary to prepare agendas for meetings of the Board, conferring as necessary with the Chair. The Clerk/Secretary shall present a copy of the agenda to each member of the Board, shall record, duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

Revised November 8, 2006