

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 seven 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. 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.

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular quarterly meetings on the fourth Tuesday of January, April, July and October. These meetings shall be held at 4:00 p.m. in the Board Room, Petaluma Regional 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 and with proper public notification.

SPECIAL MEETING

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.

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 mail a notice of the meeting in advance of each meeting to each member of the Board. The Clerk shall take the minutes of the meeting of the Board, shall duplicate and distribute them as necessary, and shall preserve the official minute book.

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 4/07

Amended 7/02