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**Sonoma County Library**

**BYLAWS OF THE  
SANTA ROSA LIBRARY ADVISORY BOARD**

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**PURPOSE OF ORGANIZATION**

The Santa Rosa Libraries 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.

**MEMBERSHIP**

The Board shall consist of no fewer than nine (9) members who reside in the greater Santa Rosa area.

**TIME AND PLACE OF REGULAR MEETINGS**

The Board shall hold regular quarterly meetings on the third Wednesday of January, March, June, and September at 7:00 p.m. These meetings shall be held at the Central Library, Santa Rosa.

**CHANGES IN TIME AND PLACE OF MEETINGS**

A meeting may be changed as to time and/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**

Five 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 a meeting at which a quorum is present shall be regarded as the action or 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 meeting.

### **CHAIR**

The Board shall elect a Chairperson at its regular September meeting. The Chairperson shall be chosen from among the members. The Chairperson shall take office upon election, and shall hold office until a successor shall be elected, unless he or she shall resign from the office or from 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.

### **VICE CHAIR**

The Board shall elect a Vice-Chairperson at its regular September meeting. The Vice-Chairperson shall be chosen from among the members. The Vice-Chairperson shall take office upon election, and shall hold office until a successor shall be elected, unless he or she shall resign from the office or from the Board at an earlier date. The Vice-Chairperson shall, in the absence or disability of the Chairperson, or when a vacancy occurs in the office of Chairperson, perform the duties of the Chairperson.

### **CORRESPONDING SECRETARY**

The Chairperson shall appoint a Corresponding Secretary, who shall serve until he or she shall resign, be removed, or otherwise be unable to serve, or a successor shall be appointed. It shall be the duty of the Corresponding Secretary to handle all correspondence deemed necessary by the Board.

**RECORDING SECRETARY**

The Library Advisory Board shall request of the Library Director, in writing, that the role of Recording Secretary to assigned to one or more of the Branch Managers. It is understood that the Library Director may rescind the assignment at any time and so inform the Board. It shall be the duty of the Recording Secretary to take the minutes of the meetings of the Board, and to forward the same to the Clerk of the Board for duplication, distribution and preservation.

**CLERK**

The Director of the Sonoma County Library, or his or her deputy or designee, shall be the Clerk of the Library Advisory 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 present a copy of the agenda to each member of the Board, shall duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

**BYLAWS AMENDMENTS**

The bylaws will be reviewed at the regularly scheduled September meeting. Bylaws may be amended at any time by a majority of the voting members present.

Revised  
1/6/03  
3/07