

1  
2  
3 **Sonoma County Library**

4  
5 **BYLAWS OF THE**  
6 **SANTA ROSA LIBRARY ADVISORY BOARD**  
7  
8

9  
10  
11 **PURPOSE OF ORGANIZATION**

12  
13 The Santa Rosa Libraries Advisory Board has been established by the Sonoma County  
14 Library Commission for a designated region of the county. The function of the Board is to  
15 make recommendations to the Commission and the Library Director on all matters affecting  
16 public library service in the region. The Advisory Board also serves as an advocate for the  
17 Library before city and county governing bodies.  
18

19 **MEMBERSHIP**

20  
21 The Board shall consist of no fewer than nine (9) members who reside in the greater Santa  
22 Rosa area.  
23

24 One member shall be a youth member with full rights and privileges of Board  
25 membership. Said membership shall be for a two-year term, commencing on July 1  
26 through June 30 of the second year. The youth member shall be appointed in the normal  
27 manner, upon application of a person in grades 9 through 12.  
28  
29

30 **TIME AND PLACE OF REGULAR MEETINGS**

31  
32 The Board shall hold regular meetings on the third Wednesday of January, March, May,  
33 July, September, and November at 7:00 p.m. These meetings shall be held at the Central  
34 Library, Santa Rosa.  
35

36 **CHANGES IN TIME AND PLACE OF MEETINGS**

37  
38 A meeting may be changed as to time and/or location upon approval of a majority of  
39 members.  
40

41 **SPECIAL MEETINGS**

42  
43 Special meetings may be called with the approval of a majority of members. Notification of  
44 such special meetings shall be made to each member, specifying the time and place of the  
45 special meeting.

1  
2 **ADJOURNMENT**  
3

4 The Board may adjourn any regular, special, or adjourned special meeting to a time and  
5 place specified in the order of adjournment. Less than a quorum may so adjourn from time  
6 to time.  
7

8 **QUORUM**  
9

10 Five members shall constitute a quorum for the transaction of business. Only an action or  
11 decision, done or made, by a majority of the members present at a meeting at which a  
12 quorum is present shall be regarded as the action or decision of the Board.  
13

14 **NOTIFICATION OF INTENT TO BE ABSENT**  
15

16 A member who intends to be absent from a regular or special meeting shall so notify the  
17 Clerk of the Board at least four hours prior to the time of meeting.  
18

19 **CHAIR**  
20

21 The Board shall elect a Chairperson at its regular September meeting. The Chairperson  
22 shall be chosen from among the members. The Chairperson shall take office upon election,  
23 and shall hold office until a successor shall be elected, unless he or she shall resign from the  
24 office or from the Board at an earlier date. It shall be the duty of the Chairperson to preside  
25 at meetings of the Board and to represent the Board as occasion demands.  
26

27 **VICE CHAIR**  
28

29 The Board shall elect a Vice-Chairperson at its regular September meeting. The Vice-  
30 Chairperson shall be chosen from among the members. The Vice-Chairperson shall take  
31 office upon election, and shall hold office until a successor shall be elected, unless he or she  
32 shall resign from the office or from the Board at an earlier date. The Vice-Chairperson  
33 shall, in the absence or disability of the Chairperson, or when a vacancy occurs in the office  
34 of Chairperson, perform the duties of the Chairperson.  
35

36 **CORRESPONDING SECRETARY**  
37

38 The Chairperson shall appoint a Corresponding Secretary, who shall serve until he or she  
39 shall resign, be removed, or otherwise be unable to serve, or a successor shall be appointed.  
40 It shall be the duty of the Corresponding Secretary to handle all correspondence deemed  
41 necessary by the Board.  
42

43 **RECORDING SECRETARY**  
44

45 The Library Advisory Board shall request of the Library Director, in writing, that the role of  
46 Recording Secretary to assigned to one or more of the Branch Managers. It is understood

1 that the Library Director may rescind the assignment at any time and so inform the Board.  
2 It shall be the duty of the Recording Secretary to take the minutes of the meetings of the  
3 Board, and to forward the same to the Clerk of the Board for duplication, distribution and  
4 preservation.

5  
6 **CLERK**

7  
8 The Director of the Sonoma County Library, or his or her deputy or designee, shall be the  
9 Clerk of the Library Advisory Board. It shall be the duty of the Clerk to prepare agendas for  
10 meetings of the Board, conferring as necessary with the Chair. The Clerk shall present a  
11 copy of the agenda to each member of the Board, shall duplicate and distribute the minutes  
12 as necessary, and shall preserve the official minute book.

13  
14 **BYLAWS AMENDMENTS**

15  
16 The bylaws will be reviewed at the regularly scheduled September meeting. Bylaws may be  
17 amended at any time by a majority of the voting members present.

18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32 Revised:  
33 September 2010  
34 March 2007  
35 January 2003  
36  
37