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3 **Sonoma County Library**
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5 **BYLAWS OF THE**
6 **SEBASTOPOL LIBRARY ADVISORY BOARD**
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10 **PURPOSE OF ORGANIZATION**

11 The Sebastopol Regional Library Advisory Board has been established by the Sonoma County
12 Library Commission for a designated region of the county. The function of the Board is to make
13 recommendations to the Commission and the Library Director on all matters affecting public library
14 service in the region. The Advisory Board also serves as an advocate for the library before city and
15 county governing bodies.
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17 **TIME AND PLACE OF REGULAR MEETINGS**

18 The Sebastopol Library Advisory Board, hereinafter referred to as the "Board," shall hold regular
19 quarterly meetings on the fourth Monday of February, August and November and the third Monday
20 in May at 7:00 p.m. These meetings shall be held in the Sebastopol Public Library Forum Room or
21 the meeting room in Sebastopol City Hall if the Forum Room is previously occupied.
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23 **CHANGES IN TIME AND PLACE OF MEETINGS**

24 A meeting may be changed as to time or location upon approval of a majority of members.
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26 **SPECIAL MEETINGS**

27 Special meetings may be called with the approval of a majority of members. Notification of such
28 special meetings shall be made to all members and to all media outlets that have requested notice in
29 writing at least 24 hours prior to the meeting, specifying the time and place of the special meeting.
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31 **ADJOURNMENT**

32 The Board may adjourn any regular, special, or adjourned special meeting to a time and place
33 specified in the order of adjournment. Less than a quorum may so adjourn from time to time.
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35 **MEMBERSHIP**

36 There are to be a minimum number of seven members and no more than eleven members on the
37 Sebastopol Library Advisory Board.
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39 One member shall be a youth member with the full rights and privileges of Board membership.
40 The youth member appointment shall be for a term not to exceed two years, commencing on July
41 1 and ending June 30. The youth member shall be appointed in the normal manner by the
42 Library Commission, upon application of a person in grades 9 through 12.
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44 The Friends of the Sebastopol Library shall appoint one of its members as an Ex-officio
45 Representative to the Library Advisory Board. The Ex-officio Representative shall have no vote, and
46 thus not be part of a quorum.
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48 The City of Sebastopol shall appoint one of its Council members as an Ex-officio Representative to

1 the Library Advisory Board. The Ex-officio Representative shall have no vote, and thus not be part
2 of a quorum.

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4 **QUORUM**

5 A majority of the current voting membership shall constitute a quorum for the transaction of
6 business. Only an action or decision, done or made, by a majority of the members present at a
7 meeting at which a quorum is present shall be regarded as the action or decision of the Board.

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10 **NOTIFICATION OF INTENT TO BE ABSENT**

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

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14 If a member has missed two consecutive meetings, the Library Advisory Board may recommend
15 replacement.

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17 **ELECTIONS**

18 Elections of officers shall be held at the regular August meeting or at the next regularly scheduled
19 meeting should a quorum not be present in August.

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21 **CHAIR**

22 The Board shall elect a Chair at its regular August meeting for a term of one year. The Chair shall
23 be chosen from among the members. The Chair shall take office upon election, and shall hold this
24 office until a successor shall be elected, unless the Chair shall resign from the office or from the
25 Board at an earlier date. It shall be the duty of the Chair to preside at meetings of the Board and to
26 represent the Board as occasion demands. The Chair shall have the power to appoint temporary or
27 permanent committees as the need arises

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29 **VICE CHAIR/SECRETARY**

30 The Board shall elect a Vice Chair/Secretary at its regular August meeting for a term of one year.
31 The Vice Chair/Secretary shall, in the absence of the Chair, or when a vacancy occurs in the office
32 of Chair, perform the duties of the Chair. The Vice Chair/Secretary shall direct the Clerk of the
33 Board to take the minutes of the meeting and prepare official communications of the Board.
34 Comments about or corrections to the final form of the minutes shall be made by members of the
35 Board at their next regularly scheduled meeting.

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37 **CLERK OF THE BOARD**

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

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45 **BYLAWS**

46 Revisions to the Bylaws may be proposed in writing by any member of the Board and presented to
47 the Board at any regularly scheduled or special meeting. Proposed revisions shall be discussed at
48 that meeting and duly reflected in the minutes of the meeting. All members of the Board shall
49 receive a copy of the proposed Bylaw changes and related discussions, and any member who is not
50 present at the meeting shall have the opportunity to write a letter to the Chair of the Board to voice

1 comments. At the next regularly scheduled or special meeting, the Chair shall summarize the
2 discussions of proposed Bylaw changes, including reading any letters received from absent Board
3 members, and the Chair will call for a vote for adoption or disavowal of any or all of the proposed
4 revisions.

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6 The Bylaws will be reviewed once a year at the regularly scheduled August meeting.

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12 Revised:

13 05/24/04

14 2/22/08

15 8/25/08

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