

**Sonoma County Library**  
**Library Commissioner Appointments**  
**Guidance for JPA Member Jurisdictions**

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## **Purpose**

This document clarifies the responsibilities of Joint Powers Authority (JPA) member jurisdictions in appointing Library Commissioners, and outlines the timeline for filling vacancies.

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## **JPA Member Responsibilities**

The JPA (Joint Powers Authority) consists of nine municipalities and the County of Sonoma. Under the Joint Powers Agreement, each member jurisdiction appoints one Library Commissioner. In addition, the County of Sonoma and the City of Santa Rosa jointly appoint one Commissioner, resulting in an 11-member Library Commission.

In accordance with the JPA and Commission bylaws, Library Commissioner appointments shall be for a term of four years, beginning on August 1 and ending on July 31 four years later.

Each member jurisdiction is responsible for establishing and maintaining an internal process to ensure that Commissioner vacancies are filled in a timely manner. Vacancies may occur due to:

- Expiration of a term
- Resignation
- Other unforeseen circumstances

The JPA requires that vacancies be filled **within 60 days** of the position becoming vacant.

Member jurisdictions are encouraged to broadly announce openings to ensure diverse and qualified applicants. Outreach methods may include jurisdiction websites, social media channels, print and online notice platforms, and outreach to community organizations and library supporters.

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## **Library Responsibilities to JPA Members**

### **Scheduled Term Expirations**

Approximately five months prior to a term expiration (around March 1), the Commission Assistant will notify the relevant jurisdiction of the upcoming vacancy.

### **Unscheduled Vacancies**

If a Commissioner vacates their position before the end of their term, the Commission Assistant will notify the relevant jurisdiction as soon as possible so that the vacancy may be filled within the required timeframe, which is 60 days..

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### **Appointment Timeline**

In accordance with the JPA, Library Commissioner appointments are for a term of four years, beginning on August 1 and ending on July 31 four years later.

As per the JPA, terms are staggered so that approximately one half of Commissioners' terms expire every two years.

Based on the original JPA start date of August 1, 2014, the staggered schedule is as follows:

#### **Term Cycle A**

Terms begin August 1, 2022, 2026, 2030, etc.

- Petaluma
- Santa Rosa
- Rohnert Park
- Sebastopol
- Healdsburg
- Joint Santa Rosa/County representative

#### **Term Cycle B**

Terms begin August 1, 2024, 2028, 2032, etc.

- Windsor
- Sonoma
- Cotati
- Sonoma
- Cloverdale
- County