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3 **Sonoma County Library**

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

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11 **PURPOSE OF ORGANIZATION**

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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.

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19 **MEMBERSHIP**

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21 The Board shall consist of no more than twelve (12) members who live and/or work in the  
22 greater Santa Rosa area. The appointment shall be for a term of four years with an option to  
23 renew at the end of each term.

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25 At least one member and no more than two members shall be a youth member with the full  
26 rights and privileges of Board membership. The youth member(s) appointment shall be for  
27 a term of two years with an option to renew, commencing on July 1 and ending June 30.  
28 The youth member(s) shall be appointed in the normal manner by the Library Commission,  
29 upon application of a person in grades 9 through 12.

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31 **TIME AND PLACE OF REGULAR MEETINGS**

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33 The Board shall hold regular meetings on the last Wednesday of January, March, May, July,  
34 September, and November at 7:00 p.m. These meetings shall be held at the Central Santa  
35 Rosa Library or other branch locations as designated by the LAB.

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

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

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42 **SPECIAL MEETINGS**

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

1 special meeting.  
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3 **ADJOURNMENT**  
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5 The Board may adjourn any regular, special, or adjourned special meeting to a time and  
6 place specified in the order of adjournment. Less than a quorum may so adjourn from time  
7 to time.  
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9 **QUORUM**  
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11 A simple majority of the current members shall constitute a quorum for the transaction of  
12 business. Only an action or decision, done or made, by a majority of the members present at  
13 a meeting at which a quorum is present shall be regarded as the action or decision of the  
14 Board.  
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16 **NOTIFICATION OF INTENT TO BE ABSENT**  
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18 A member who intends to be absent from a regular or special meeting shall so notify the  
19 Clerk of the Board at least four hours prior to the time of meeting.  
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21 **CHAIR**  
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23 The Board shall elect a Chairperson at its regular September meeting. The Chairperson  
24 shall be chosen from among the members. The Chairperson shall take office upon election,  
25 and shall hold office until a successor shall be elected, unless he or she shall resign from the  
26 office or from the Board at an earlier date. It shall be the duty of the Chairperson to preside  
27 at meetings of the Board and to represent the Board as occasion demands. It shall be the  
28 duty of the Chairperson to handle all correspondence deemed necessary by the Board.  
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30 **VICE CHAIR**  
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32 The Board shall elect a Vice-Chairperson at its regular September meeting. The Vice-  
33 Chairperson shall be chosen from among the members. The Vice-Chairperson shall take  
34 office upon election, and shall hold office until a successor shall be elected, unless he or she  
35 shall resign from the office or from the Board at an earlier date. The Vice-Chairperson  
36 shall, in the absence or disability of the Chairperson, or when a vacancy occurs in the office  
37 of Chairperson, perform the duties of the Chairperson.  
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39 **RECORDING SECRETARY**  
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42 The Library Advisory Board shall request of the Library Director, in writing, that the role of  
43 Recording Secretary be assigned to one or more of the Branch Managers. It is understood  
44 that the Library Director may rescind the assignment at any time and so inform the Board. It  
45 shall be the duty of the Recording Secretary to take the minutes of the meetings of the

1 Board, and to forward the same to the Clerk of the Board for duplication, distribution and  
2 preservation.

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4 **CLERK**

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

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12 **BYLAWS AMENDMENTS**

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

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30 Revised:  
31 March 2022  
32 March 2017  
33 January 2017  
34 September 2015  
35 March 2014  
36 December 2012  
37 September 2010  
38 March 2007  
39 January 2003  
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