Sonoma County Library

BYLAWS OF THE SANTA ROSA LIBRARY ADVISORY BOARD

PURPOSE OF ORGANIZATION

The Santa Rosa Library 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 more than twelve (12) members who live and/or work in the greater Santa Rosa area. The appointment shall be for a term of four years with an option to renew at the end of each term.

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

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular meetings on the last Wednesday of January, March, May, July, September, and November at 6:00 p.m. These meetings shall be held at the Central Santa Rosa Library or other branch locations as designated by the LAB.

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**

A simple majority of the current 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. It shall be the duty of the Chairperson to handle all correspondence deemed necessary by the Board.

**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.

**RECORDING SECRETARY**

The Library Advisory Board shall elect a Recording Secretary at its regular September meeting. The Recording Secretary shall be chosen from among the members. The Recording Secretary 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.
date. 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. In case of the absence or disability of the Recording Secretary, the Chair shall appoint another Board member to perform the functions of the Secretary.

**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:
May 2023
March 2023
March 2022
March 2017
January 2017
September 2015
March 2014
December 2012
September 2010
March 2007
January 2003