

BYLAWS OF THE GUERNEVILLE REGIONAL LIBRARY ADVISORY BOARD

Sonoma County Library

MEETINGS

A. TIME

The Board shall hold bi-monthly meetings on the second Wednesday of January, March, May, July, September and November at 7:00 p.m.

B. PLACE

The members of the Board shall be notified at least twenty-four (24) hours in advance as to the location of the meeting. If all members cannot be contacted, notice shall be posted at the Guerneville Regional Library.

C. QUORUM

A majority of members shall constitute a quorum for the conducting of business. Only a decision made by a majority of members present at quorum shall be regarded as a decision of the Board.

D. ADJOURNMENT

The Board may adjourn any meeting to a time and place specified in the order of adjournment. Fewer than a quorum may so adjourn.

E. NOTIFICATION OF ABSENCE

A member who intends to be absent from a regular or special meeting shall so notify the Clerk of the Board least four (4) hours prior to the time of meeting. When a member is absent for two consecutive meetings, the Chair may request the Commissioner to have that member removed from the Board.

F. BYLAWS AMENDMENTS

Bylaws may be amended at any time by a majority of the voting members present at quorum, subsequent to their proposal and discussion at a previous meeting. Written notice must be given in advance of a pending bylaw amendment.

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OFFICERS OF THE BOARD

A. CHAIRPERSON

The Board shall elect a Chairperson from among its members at twelve (12) month intervals during its regular January meeting. The Chairperson shall take office upon election and hold office until a successor be elected unless he or she resigns from office or 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.

B. VICE CHAIRPERSON

The Board shall elect a Vice Chairperson from among its members at twelve (12) month intervals during its regular January Meeting. The Vice Chairperson shall take office upon election and hold office until a successor be elected unless he or she resigns from office or the Board at an earlier date. It shall be the duty of the Vice Chairperson in the absence or disability of the Chairperson, or when a vacancy occurs in the office of Chairperson, to perform the duties of the Chair.

C. SECRETARY

The Board may appoint a Secretary to serve until he or she resigns, be removed, or is unable to serve or until a successor is appointed. It shall be the duty of the Secretary to deal with Board correspondence.

D. CLERK

The Director of the Sonoma County Library, his/her deputy, or designee, shall be the Clerk of the Board. It shall be the duty of the Clerk to prepare agendas and take minutes for meetings of the Board, conferring as necessary with the Chairperson. The Clerk shall present a copy of the agenda and minutes to each member of the Board prior to meetings.

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MEMBERSHIP

YOUTH POSITION

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

RIVER FRIENDS OF THE LIBRARY (RFoL)

One member shall be an Officer of the River Friends of the Library with full rights and privileges of Board membership. The RFoL member shall be appointed in the normal manner.

COMMITTEES

Section 1: Appointments The Chair will establish Committees as needed. The Chair will appoint up to six Board members [less than a quorum] to the Committee and identify a Chair and Co-Chair to govern each committee. The Committee Chair and Co-Chair will appoint other volunteers from the District, as needed, to perform and complete their tasks and responsibilities.

Section 2: Meetings Decisions by committees are advisory. Committees are not authorized to exercise the powers of the full Board. Meetings of all standing committees, and of any other committee, board or other body, irrespective of their composition, whether permanent or temporary, decision-making or advisory, created by resolution or formal action of the Board, shall be noticed and held in accordance with the requirements of the Brown Act.

Section 3: Standing Committees There shall be the following standing committees.

- (a) Budget
- (b) Public Outreach