

Sonoma County Library

**BYLAWS OF THE
SEBASTOPOL LIBRARY ADVISORY BOARD**

PURPOSE OF ORGANIZATION

The Sebastopol Regional Library Advisory Board, hereinafter referred to as the "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, Library Director, and Branch Manager on all matters affecting public library service in the region. The Board seeks input from the public and patrons, and also serves as an advocate for the library before city and county governing bodies.

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular meetings on the second Wednesday of February, April, June, August, October, and December. These meetings shall be held in the Sebastopol Public Library Forum Room or at another location.

SPECIAL MEETINGS

A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

MEMBERSHIP

There are to be no more than eleven members on the Board. Members are appointed by the Library Commission. The regular appointment shall be for a term of four years commencing on July 1 and ending on June 30. Terms may be renewable.

At least one member shall be a youth member with the full rights and privileges of Board membership. The youth member appointment shall be for a term not to exceed two years, commencing on July 1 and

ending June 30. The youth member shall be appointed in the normal manner by the Library Commission, upon application of a person in grades 9 through 12.

The Board shall request that the Friends of the Sebastopol Library appoint one of its members as an Ex-officio Representative to the Board. The Ex-officio Representative shall have no vote, and thus not be part of a quorum.

The Board shall request that the City of Sebastopol appoint one of its Council members as an Ex-officio Representative to the Board. The Ex-officio Representative shall have no vote, and thus not be part of a quorum.

The Board shall request that the Sonoma County Library Director, or designee, attend Board meetings. The Library Director or designee shall have no vote, and thus not be part of a quorum.

The Sonoma County Library Sebastopol Regional Library Branch Manager will attend Board meetings and act as Recording Secretary to the Board. The Branch Manager shall have no vote, and thus not be part of a quorum.

QUORUM

A majority of the current voting membership 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. The Chair shall adjourn meetings with less than a quorum.

NOTIFICATION OF INTENT TO BE ABSENT

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

If a member has missed 50% of meetings in one year's time, starting July 1 and ending June 30, the Board may recommend replacement.

ELECTIONS

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

CHAIR

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

VICE CHAIR

The Board shall elect a Vice Chair at its regular September meeting for a term of one year. The Vice Chair shall, in the absence of the Chair, or when a vacancy occurs in the office of Chair, perform the duties of the Chair.

RECORDING SECRETARY OF THE BOARD

The Sebastopol Regional Library Branch Manager shall be the Recording Secretary of the Board. It shall be the duty of the Recording Secretary to prepare agendas for the meetings of the Board, take minutes of the meeting, and prepare official communication of the Board, conferring as necessary with the Chair. The Recording Secretary shall present a copy of the agenda to each member of the Board and shall preserve the official minute book. The Recording Secretary shall make available to the Board a draft version of the Minutes within five working days of the Board Meeting. Board members may submit corrections to the Recording Secretary within 10 working days of the Board Meeting. After compiling corrections, the Recording Secretary will make available for public posting the Board corrected, draft meeting minutes. The Recording Secretary shall have no vote, and thus not be part of a quorum.

BYLAWS

Revisions to the Bylaws may be proposed in writing by any member of the Board and presented to the Board at any regularly scheduled or special meeting. Proposed revisions shall be discussed at that meeting and duly reflected in the minutes of the meeting. All members of the Board shall receive a copy of the proposed Bylaw changes and related discussions, and any member who is not present at the meeting shall have the opportunity to submit in writing to the Chair of the Board any comments. At the next regularly scheduled or special meeting, the Chair shall summarize the discussions of proposed Bylaw changes, including reading any writings received from absent Board members, and the Chair will call for a vote for adoption or disavowal of any or all of the proposed revisions.

The Bylaws will be reviewed and revised every September and as necessary.

RULES OF PROCEDURE

Any voting Member of the LAB may offer a proposal for LAB consideration. Discussion requires a second.

The Chair will facilitate discussion of the proposal, assuring that every Member has an opportunity to be heard. Members will speak to the proposal when called upon by the Chair. The Chair may reframe the proposal, so as to reflect Member objections, concerns, or comments. The Chair will provide members of the public a reasonable opportunity to express their views on the proposal(s) under consideration by the Board before any consensus is reached or vote is taken.

The Chair will conduct a vote on the proposal among the voting Members. Voting shall be by show of hands or any other non-secret procedure. A majority (of voting Members present) in favor will result in adoption of the proposal. The Recording Secretary will tally the votes and record the result of the voting in the minutes.

Revised: 12/11/2024