

# **Sonoma County Library**

## **Bylaws of the Windsor Library Advisory Board**

### Purpose of the Organization

The Windsor Regional 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 five to seven voting members. They shall be appointed by the Library Commission upon the recommendation of the Commissioner representing Town of Windsor. Said membership shall be for a two-year term.

One member may be a youth with full rights and privileges of Board membership. Said membership shall be for a one-year term. The youth member shall be appointed in the normal manner, upon application of a person in grades 9 through 12.

The Town Mayor or designee shall be an ex-officio member of the Board, but shall have no voting privileges. The Windsor Regional Library Branch Manager shall be an ex-officio member of the Board, but shall have no voting privileges.

### Time and Place of Regular Meetings

The Board shall hold regular bi-monthly meetings in July, September, November, January, March and May. The meetings shall be held at the Windsor Regional Library.

### Changes in Time and Place of Regular Meetings

A meeting may be changed as to time 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.

### Quorum

A majority of the current voting membership of the Board shall constitute a quorum for the transaction of business. Only an action or decision done or made by a majority of the voting members present at a meeting at which a quorum is present shall be regarded as the action or decision of the Board.

## Elections

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

## Chair

The Board shall elect a Chair. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold office until a successor is elected, unless he/she 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.

## Vice-Chair

The Board shall elect a Vice-Chair from among the members. The Vice-Chair shall take office upon election, and shall hold office until a successor is elected, unless he/she shall resign from the office or from the Board at an earlier date. The Vice-Chair shall, in the absence or disability of the Chair, or when a vacancy occurs in the office of Chair, perform the duties of the Chair.

## Clerk

The Windsor Regional Library Branch Manager, 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 the 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.

## Secretary

The Board shall elect a Secretary from among the members. The Secretary shall take office upon election, and hold office until a successor shall have been elected, unless he/she shall resign from the office or from the Board at an earlier date. It shall be the duty of the Secretary to review the minutes of the meetings of the Board and to forward the same to the Chair of the Board for approval. The Clerk will be responsible for duplication, distribution, and preservation of the minutes.

## Bylaws Amendments

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 be 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 write a letter to the Chair of the Board to voice his/her comments. At the next regularly scheduled or special meeting, the Chair shall summarize the discussions of proposed Bylaw changes, including reading any letters he/she 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.