

**SONOMA COUNTY LIBRARY
BYLAWS OF THE
CLOVERDALE LIBRARY ADVISORY BOARD**

Purpose of Organization

The Cloverdale 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 a minimum of seven members who must be residents of the service area of the Cloverdale Regional Library. They shall be appointed by the Library Commission upon the recommendation of the Commissioner appointed by the City of Cloverdale. The City Mayor or a City Council member designated by the Mayor shall be an ex-officio member of the Board, but shall have no voting privileges.

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 and junior college.

Time and Place of Regular Meetings

The Board shall hold regular quarterly meetings on the third Tuesday of February, May, August and November, at 6:00 p.m. These meetings shall be held at the Cloverdale 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.

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 majority of voting 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. The Cloverdale City Liaison shall serve as a non-voting ex-officio member 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 the meeting.

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 at its regular May Meeting. 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 at its regular May meeting. The Vice Chair shall be chosen from among the members. The Vice Chair shall take office upon election, and shall hold his/her office until his/her successor shall be 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 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 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 and shall duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

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 of all of the proposed revisions.

November 2015 revised
February 2015 revised
Nov 2011 revised
May 2007 revised
January 2003 revised
May 1997 revised
March 1995 revised