

BYLAWS

LIBRARY ADVISORY COMMISSION Santa Cruz City/County Library System, California

ARTICLE I. NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the LIBRARY ADVISORY COMMISSION of the Santa Cruz City/County Library System, California, hereinafter referred to as the "Commission".

Section 2. Authority

The Commission is established pursuant to the authority of Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, Relating to Library Services.

ARTICLE II. POWERS AND DUTIES

The Library Advisory Commission is advisory only and shall have the function and duties set forth in Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement and any amendments thereto. Section 5 (B) currently provides for the following functions and duties:

- a. Act as a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries.
- b. Review Library System programs and services and make necessary recommendations as they pertain to the provision of these programs and services.
- c. Prepare an annual report for consideration by the Governing Board.

ARTICLE III. MEMBERSHIP AND TERM OF OFFICE

Section 1. Number and Qualifications

The Library Advisory Commission shall consist of seven members who must be registered voters.

Section 2. Selection and Appointment of Members

The Commission shall consist of the following Commissioners:

- a. Three residents of unincorporated Santa Cruz County appointed by and serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2, and 5.
- b. Two Santa Cruz city residents appointed by and serving at the pleasure of the Santa

- Cruz City Council.
- c. One Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
 - d. One Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Commissioners should reflect the diverse interests of the Library System including a wide cross-section of ages, ethnicities and backgrounds as well as representation in the areas of technology, education and business, or other areas identified by the Governing Board. Elected members of each jurisdiction are not eligible for appointment to the Commission.

Section 3. Term of Office

Each Commissioner shall serve a four-year term, except that the terms of the initial Commissioners shall be staggered to end at 36 months and 48 months, respectively, so as to ensure continuity among the Commissioners. The initial Commissioners shall draw lots to establish the lengths of their respective terms. Each Commissioner shall be limited to two terms. Commissioners replacing a Commissioner mid-term shall be limited to serving one additional term after completion of the remainder of the original term.

Section 4. Removal of Members

Any member who is absent for three meetings, and who fails to provide an excuse that is determined by the member's appointing jurisdiction to be reasonable, shall be removed by the appointing body of the jurisdiction which the Commissioner represents. All members of the Commission serve at the pleasure of the jurisdiction which they represent and therefore may be removed from office, without cause, and at any time, by the appointing jurisdiction.

ARTICLE IV. OFFICERS

Section 1. Selection of Officers

As soon as practicable, following the first day of January of each year, there shall be elected as officers for the Commission a Chairperson and a Vice Chairperson. An election shall be held at the next regular meeting to fill any office that becomes vacant during the calendar year.

Section 2. Chairperson

The Chairperson shall be elected by a majority vote of the members from among their membership. The Chairperson shall preside at all regular meetings and shall call all special meetings. The Chairperson shall use Roberts Rules of Order to conduct the meetings. He or she shall represent the Commission before the Governing Board.

Section 3. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Commission members. He or she shall assume all duties of the Chairperson in the absence of the Chairperson.

Section 4. Staff Representative

The Staff Representative shall be the Director of Libraries. General duties include:

1. Preparing, assembling and mailing meeting packets;
2. Correspondence and communication;
3. Record keeping;
4. Staff reports;
5. Financial reports;
6. Meeting minutes;
7. Liaison to the public; and
8. Other tasks as assigned.

ARTICLE V. COMMITTEES

Section 1. Establishment of the Committees

Committees shall be composed of no more than (3) Commissioners. The committees may include volunteer members as deemed necessary by the Library Advisory Commission. The committees shall report to the Library Advisory Commission on no less than a quarterly basis.

Section 2. Membership of Committees

The Chairperson shall make all assignments and appoint the Chairperson of each committee with the consensus of the Commission.

ARTICLE VI. MEETINGS

Section 1. Open Meetings

All regular and special meetings of the Commission are subject to the Brown Act and therefore are advertised and open meetings to which the public and the press shall be invited.

Section 2. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on a day, time and location to be decided upon by the Commission on an annual basis. Any changes to regular meeting day, time and location will be provided to the Board Clerk of the Joint Powers Authority for calendaring purposes.

Section 3. Special Meetings

A special meeting may be called by the Chairperson of the Commission or by vote of the Commission. Notice of such special meeting shall be given as required by law, and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Section 4. Quorum

A quorum shall consist of a majority of the members of the Commission.

Section 5. Absence of Quorum

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum until a fifteen (15) minute period after the scheduled time of the meeting has elapsed.

Section 6. Conduct of Meeting

At the time and place established for any meeting, when a quorum is present, the Chairperson shall call the meeting to order. The meeting minutes will be recorded with the tapes to be retained for one year. Staff will prepare and submit to the Commission the minutes in action form for their review. The normal order of business shall include at least the following:

- a. Roll call;
- b. Adoption of the Agenda;
- c. Oral communications (open to the public items not on the agenda);
- d. Approval of minutes of previous meetings;
- e. Discussion of old or unfinished business; review of recommendations and action on same;
- f. New business;
- g. Commissioner Reports;
- h. Staff Reports;
- i. Communications;
- j. Future Agenda Items; and
- k. Adjournment.

Section 7. Voting

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by roll call vote, voice vote, or by the raising of hands provided that, at the request of any member, the vote shall be taken by a roll call vote.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended from time to time by a vote of the Commission and approval by the Governing Board.

ARTICLE VIII. ADOPTION AND EFFECT

Section 1. Adoption

Immediately upon a majority vote of the Commission and approval by the Governing Board

these Bylaws shall be in full force and effect; any and all provisions of previously adopted Bylaws, policies, or procedures which may be totally or partially in conflict herewith are hereby repealed.

Section 2. Effect

These Bylaws shall not be considered or construed as superseding any directive of the Governing Board nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.