

1 **Sonoma County Library**

2
3 **BYLAWS OF THE**
4 **SONOMA VALLEY LIBRARY ADVISORY BOARD**
5 **Draft Revision – 9.8.11**

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7 **PURPOSE OF ORGANIZATION**

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9 The Sonoma Valley Regional Library Advisory Board has been established by the
10 Sonoma County Library Commission for a designated region of the County. The
11 function of the Board is to make recommendations to the Commission and the
12 Library Director on all matters affecting public library service in the region. The
13 Advisory Board also serves as an advocate for the library before city and county
14 governing bodies.

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16 **MEMBERSHIP**

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18 The Board shall consist of seven members who must be residents of the First
19 Supervisorial District. They shall be appointed by the Library Commission upon
20 the recommendation of the Commissioner representing the First Supervisorial
21 District. The City Mayor or a City Council member designated by the Mayor shall
22 be an ex-officio member of the Board, but will have no voting privileges.

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24 **TIME AND PLACE OF REGULAR MEETINGS**

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26 The Board shall hold regular monthly meetings on the second Thursday at 4:00
27 p.m. These meetings shall be held at the Sonoma Valley Regional Library.

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29 **CHANGES IN TIME AND PLACE OF MEETINGS**

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31 A meeting may be changed as to time or location upon approval of a majority of
32 members.

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34 **SPECIAL MEETINGS**

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36 Special meetings may be called by the Chair with the approval of a majority of
37 members. Notification of such special meetings shall be made to each member,
38 specifying the time and place of the special meeting.

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40 **ADJOURNMENT**

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42 The Board may adjourn any regular, special, or adjourned special meeting to a
43 time and place specified in the order of adjournment. Less than a quorum may so
44 adjourn from time to time.

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46 **QUORUM**

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48 A majority of voting members shall constitute a quorum for the transaction of
49 business. Only an action or decision, done or made, by a majority of the members

1 **Bylaws of the Sonoma Valley Library Advisory Board (Cont'd)**
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3 present at a meeting at which a quorum is present shall be regarded as the action
4 or decision of the Board.
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6 **ABSENCE**
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8 A member who intends to be absent from a regular or special meeting shall so
9 notify the Clerk of the Board at least four hours prior to the time of meeting.
10 When a member is absent two consecutive meetings, the Chair may request the
11 Commissioner to have that member removed from the Board.
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13 **CHAIR**
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15 The Board shall elect a Chair at its regular September meeting. The Chair shall
16 be chosen from among the members. The Chair shall take office upon election,
17 and shall hold office until a successor shall be elected, unless he/she shall resign
18 from the office or from the Board at an earlier date. It shall be the duty of the
19 Chair to preside at meetings of the Board and to represent the Board as occasion
20 demands. The Chair shall have the power to appoint temporary or permanent
21 committees as the need arises.
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23 **VICE-CHAIR**
24

25 The Board shall elect a Vice-Chair at its regular September meeting. The Vice-
26 Chair shall be chosen from amount the members. The Vice-Chair shall take
27 office upon election, and shall hold office until a successor shall be elected, unless
28 he/she shall resign from the office or from the Board at an earlier date. The Vice-
29 Chair shall, in the absence or disability of the Chair, or when a vacancy occurs in
30 the office of Chair, perform the duties of the Chair.
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32 **SECRETARY**
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34 The Chair shall appoint a Secretary, who shall serve until he/she shall resign, be
35 removed, or otherwise unable to serve, or a successor is appointed. If no one
36 accepts the appointment, then each member of the Board, excluding the Chair,
37 shall rotate this office. It shall be the duty of the secretary to take the minutes of
38 the meetings of the Board, and to forward the same to the Clerk of the Board for
39 duplication, distribution and preservation.
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41 **CLERK**
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43 The Director of the Sonoma County Library, or his or her deputy or designee,
44 shall be the Clerk of the Library Advisory Board. It shall be the duty of the Clerk
45 to prepare agendas for the meetings of the Board, conferring as necessary with the
46 Chair. The Clerk shall present a copy of the agenda to each member of the Board
47 and shall duplicate and distribute the minutes as necessary, and shall preserve the
48 official minute book.
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1 **Bylaws of the Sonoma Valley Library Advisory Board (Cont'd)**

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3 **BYLAW AMENDMENTS**

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5 Bylaws may be amended at any time by a majority of the voting members present.
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38 **Revised:**
39 **September 2011**
40 **January 2003**

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