

STANISLAUS COUNTY FREE LIBRARY ADVISORY BOARD BY-LAWS

Approved by the Board of Supervisors on August 17, 1993
Revised April 12, 1996; June 9, 1998; August 17, 1999; April 11, 2013

I. NAME

This group will be known as the Stanislaus County Free Library Advisory Board. Whenever the word Board is used in these by-laws, it will mean the Stanislaus County Free Library Advisory Board.

II. PURPOSE

This Board will advise the Stanislaus County Board of Supervisors on matters pertaining to the county library. The Board will work in cooperation with the County Librarian.

III. MEMBERSHIP

1. The Board will be composed of nine members.
2. One member will be appointed by the Board of Supervisors from each supervisorial district. Four at-large members, from the constituencies of education, business, and agriculture will be chosen by the original five members. One of these at-large members may be a member of the library's Youth Advisory Council, chosen by that group to represent them on the Library Advisory Board. Any Youth Advisory Council member will be non-voting.
3. Terms of membership will be for three years. No member will serve more than two terms, but after one year off the board, a member may return for another term. An exception will be made if the Board member ending his/her final term is the only member who can provide the history and continuity of the Board for a new incoming County Librarian. This Board member will be allowed to serve a third term.
4. Members would be removed if they missed more than 3 meetings in a row, or were absent from 50% or more of the meetings in a year, or if they moved from their district or otherwise lost the status which qualified them for membership.
5. The County Librarian will serve as ex-officio member of the Board in a non-voting capacity.
6. Vacancies on the Board will be filled in the same manner in which the departing member was appointed.
7. Initial Board members served staggered terms commencing their terms in three consecutive years. Thereafter, Board members shall serve three-year terms with

no more than three Board members with terms expiring in the same year. Each Board member shall hold office until the annual meeting when his/her term expires and until his/her successor has been elected and qualified.

Officers and Duties

- a) The Board will, at its first official meeting, and at each first official meeting of every calendar year thereafter, nominate and elect a chairperson, a vice-chairperson, and a secretary.
- b) The duties of the chairperson will be:
 - i. Prepare an agenda for each meeting.
 - ii. Call each meeting to order.
 - iii. Enumerate the business of the meeting and the order in which it is to be acted upon.
 - iv. Recognize members who are entitled to the floor.
 - v. State and put to a vote all questions which are properly moved.
 - vi. Maintain order throughout the meeting.
- c) The duties of the vice-chairperson are to assume the duties of the chairperson when s/he is absent.
- d) The duties of the secretary are:
 - i. Record the minutes of all meetings of the Board, and provide the minutes of the previous meeting.
 - ii. Maintain a register of those who attend each meeting of the Board.

IV. MEETINGS

1. Regular meetings of the Board shall be held at least on a quarterly basis at such time and place as the Board may determine.
2. Notice of all regular and special meetings will be posted in a conspicuous location at the Stanislaus County Free Library, in county library branches, and on the Library Web site. In addition, written or email notice will also be given to all members of the Library Advisory Board.
3. Special meetings of the Library Advisory Board may be called by the Chairman of the Library Advisory Board, or if the Chairman is not available by the Vice-Chairman. The notice calling for a special meeting will specify the time and place of the special meeting and the business to be considered at that meeting.

In addition, each member of the Library Advisory Board must be notified in writing of all special meetings, and the business to be transacted at any such special meeting, unless a waiver of such notice is given by a Board member.

4. Five members will constitute a quorum.

V. PARLIAMENTARY RULES

Conduct of Meetings

The meetings of the Board will be conducted in accordance with Robert's Rules of Order and the Brown Act.

VI. AMENDMENT

These By-Laws are subject to amendment in accordance with Robert's Rules of Order. The By-Laws may be amended by a two-thirds (2/3) vote of a quorum of the Board and subsequent approval by the Board of Supervisors provided that fifteen (15) days prior to the meeting, the full Board is notified of the language of such changes.