

**SONOMA COUNTY LIBRARY
BYLAWS OF THE ROHNERT PARK-COTATI
LIBRARY ADVISORY BOARD**

PURPOSE OF ORGANIZATION

The Rohnert Park-Cotati 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 up to eleven members who must be residents of the greater Rohnert Park-Cotati service area. Membership shall be for a two-year renewable term. Up to three members may be youth members with full rights and privileges of Board membership. Youth membership shall be for a one-year term, commencing on July 1 through June 30 of the next year. The Library Commission upon the recommendation of the area Commissioner shall appoint members. The youth member shall be appointed in the normal manner, upon application of a person in grades 9 through 12. The Mayors of Rohnert Park and Cotati are encouraged to appoint liaisons to the Library Advisory Board who shall be non-voting members.

TIME AND PLACE OF REGULAR MEETINGS

The Board shall hold regular meetings on the third Tuesday of February, April, June, August, October and December at 5:00 p.m. These meetings shall be held in the Rohnert Park-Cotati Regional Library.

CHANGES IN TIME AND PLACE OF 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 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.

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. If a member is absent two times in a twelve month period the Chairperson will contact him/her. Three absences in the course of a twelve month period will result in a letter to the Library Commission Chair notifying him/her of the member's absences unless overridden by the Board.

CHAIR

The Board shall elect a Chair at its regular October meeting. The Chair shall be chosen from among the members. The Chair shall take office upon election, and shall hold office until a successor shall be 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-SECRETARY

The Board shall elect a Vice Chair-Secretary at its regular October meeting. The Vice Chair-Secretary shall take office upon election, and shall hold office until a successor shall be elected, unless he/she shall resign from the office or from the Board at an earlier date. The Vice Chair-Secretary 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. The Vice Chair-Secretary shall also prepare official communications of the Board.

CLERK

The Director of the Sonoma County Library, his deputy, or his designee, shall be the Clerk of the Board. It shall be the duty of the Clerk to prepare agendas for 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 will also duplicate and distribute the minutes as necessary, and shall preserve the official minute book.

BYLAWS AMENDMENTS

The bylaws will be reviewed at the regularly scheduled October meeting. Revisions to the Bylaws may be proposed by any member of the Board and placed on the agenda as an action item for the next meeting. Any member who will not be present at the meeting shall have the opportunity to send written comments to the Chair of the Board to voice his/her opinions. At the next regularly scheduled or special meeting, the Chair shall lead a discussion of the proposed Bylaw changes, including reading any written comments 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.