

BYLAWS

of the

OC Public Libraries Advisory Board

Established pursuant to O.C. Board of Supervisors Resolution No. 96-903
dated December 17, 1996

Amended pursuant to O.C. Board of Supervisors Action dated July 20, 1999
Amended pursuant to O.C. Board of Supervisors Action dated September 30, 2014

**BYLAWS
of the
OC PUBLIC LIBRARIES ADVISORY BOARD**

PREAMBLE

The establishment of the OC Public Libraries Advisory Board allows its member cities to have direct input to the Orange County Board of Supervisors. These Bylaws have been accepted by the OC Public Libraries Advisory Board and formally approved by the Orange County Board of Supervisors on September 16, 2014.

SECTION I

1.1 Name

The name of this body is the OC Public Libraries (OCPL) Advisory Board, hereafter referred to as “Board.”

1.2 Establishment

This Board was established December 17, 1996, by the Orange County Board of Supervisors (Resolution No. 96-903, Section 2) pursuant to Section 19160 of the California Education Code, which grants the Board of Supervisors authority to make general rules, and regulations regarding the policy of the County free library.

The Board shall meet and perform its duties on a permanent basis. As a permanent Board, it shall be required to submit an annual review in compliance with the County’s requirements.

1.3 Purpose

The purpose of the Board shall be to provide member-cities with a mechanism for more direct input to the Orange County Board of Supervisors as to policies concerning operation of the library system. This in no way limits the rights of any individual city member.

1.4 Board Membership

Board membership shall fall into one of two categories:

- a. Voting, or
- b. Non-voting

The term of appointment shall be two (2) years, with the period to coincide with individual cities' appointments and elections.

All voting-members shall be elected officials and each member-city shall designate, in writing, its representative as well as another elected official as an alternate.

All members shall serve without compensation.

All members shall serve at the discretion of the appointing authority and any member or members of the Board may have his or her membership terminated by a majority vote of the appointing authority.

Any vacancies on the Board, due to termination, resignation, or any other cause shall be filled in the same manner as the original appointment by the appointing authority.

1.5 Voting Members

The twenty-four (24) cities of *Aliso Viejo, Brea, Costa Mesa, Cypress, Dana Point, Fountain Valley, Garden Grove, Irvine, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Los Alamitos, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Seal Beach, Stanton, Tustin, Villa Park, and Westminster* are currently a part of the OCPL system. Each of these cities shall have one member on the Board. In addition, the branches located in the unincorporated areas of the County shall be represented by two of the Supervisors from the Orange County Board of Supervisors (selected by said Board of Supervisors), making a total of twenty-six (26) voting members on the Board. In the event that additional cities in the OCPL system are incorporated in the future, they shall be deemed listed and afforded the opportunity to appoint a voting member to the Board and the total number of voting members shall be adjusted accordingly without need for further amendment to these Bylaws.

In the absence of a Board member, the member's alternate shall have the authority to vote and act in place of the regular member at Board and Committee meetings.

1.6 Non-Voting Members

There shall be one non-voting member of the Board, who shall represent cities in the County which are not a part of the OCPL system.

The cities which are not members shall be responsible for designating an elected official to serve as their representative (as well as an alternate) and notifying the Board as to who those designees are. This representative, while not able to vote, shall have the ability to present issues which are of concern to the non-OCPL cities.

The City Managers Association (CMA) shall also designate a representative to serve as a non-voting member of the Board, representing and selected by the CMA's Library Services Technical Committee.

1.7 Authority and Responsibility

No provision of these Bylaws is intended either to delegate authority to, or remove the authority from, any party when such delegation or removal would result in a violation of governing statutes.

Voting members of the Board shall be responsible for electing officers and adopting bylaws.

The County Librarian and County Library staff shall support and work with the Board. This includes, but is not limited to, presenting reports and information regarding library operations, generating proposals and recommendations for Board consideration, transmitting and presenting Board recommendations to the Board of Supervisors, drafting documents as requested by the Board, acting as liaison between the Board and the County Executive Officer, and providing clerical and technical support services for Board operations. In conformance with State statute, full responsibility and authority for operation of the OCPL is recognized to reside with the Orange County Board of Supervisors, the County Librarian, and the County Executive Officer. Responsibility for specific administrative actions, including personnel, fiscal, and other operational transactions, shall reside with the County Librarian.

SECTION II

2.1 Meetings of Members

Subject to the provisions of these Bylaws, Robert's Rules of Order shall prevail at all meetings.

Regular, full Board meetings shall be held at least three (3) times per year, as scheduled by the Chair and Executive Board.

Any member who fails to attend three (3) consecutive regular meetings of the Board without previous notice of excuse to the Chair or Secretary shall automatically vacate their position.

Board meetings and notices of meetings shall comply with the provisions of The Brown Act. Board meetings shall be open to the public and include a public-comment period. The office of the County Librarian and the Board Chair and Secretary shall be responsible for the preparation and posting of the meeting agenda in compliance with Government Code Section 54954.2.

Agendas and minutes of Board meetings shall be sent to each member of the Board. They shall also be available at the County Library Headquarters. At least three (3) years of accumulated minutes will be maintained at County Library Headquarters.

Special meetings of the Executive Committee and standing or *ad hoc* committees may be held as needed and reported to the Board.

Ten (10) members shall constitute a quorum at any regular or special meeting. An affirmative vote by ten (10) of the voting members present shall be sufficient for an action to pass.

The Board may use a "consent calendar" containing items generally non-controversial in nature. Any Board member or member of the public may request that an item be taken from the consent calendar and voted on separately.

2.2 Officers and Duties

The Chair, Vice-Chair, and Secretary shall be elected by a majority of those present at the annual Board meeting.

The Chair shall oversee the activities of the Board, conduct Board meetings, and appoint members to standing and *ad hoc* committees, ***subject to review of the Board.***

The Vice-Chair shall assume the duties of the Chair in his or her absence.

The Secretary shall record attendance and take minutes at each meeting. Minutes shall be sent out at least one (1) week prior to the next regularly scheduled Board, Executive Committee, standing committee, or *ad hoc* committee meeting.

2.3 Elections and Term of Office

At the annual meeting each January, the officers and Executive Committee members shall be elected for a term of one (1) year.

No officer may serve more than two (2) consecutive terms in the same office.

2.4 Executive Committee

The Executive Committee shall consist of the Chair, the Vice-Chair, the Secretary, and six (6) Executive Committee members for a total of nine (9) members.

The remaining six (6) Executive Committee members shall be elected by a majority vote of those present at the annual Board meeting held each January. Each shall serve for a period of one (1) year or until another Executive Committee member is elected or appointed to fill the position. Executive Committee members may be appointed by a majority vote of the Executive Committee when a vacancy occurs during a member's term of office.

The Executive Committee shall work directly with the County Librarian in an advisory capacity, identifying and finding reasonable, mutually acceptable solutions to issues of concern to the cities, the County, and the patrons of the OCPL system.

The Executive Committee, by a majority vote, shall make its recommendations to the Board for its consideration. Those recommendations which are approved by a majority vote of the Board shall then be presented to the Orange County Board of Supervisors for its approval and implementation insofar as they do not encroach upon the statutory duties and responsibilities of either the County Librarian, the County Executive Officer, or the Orange County Board of Supervisors.

2.5 Standing Committees

The Board shall establish the following standing committees, or any others as may be required. Membership on these committees is to be by appointment of the Board Chair, subject to review by the Board. Chairs of standing committees shall be drawn from the members of the Executive Committee.

2.5.1 Finance and Revenue

This committee shall review and formulate recommendations regarding the financial and budgetary situation of the Library System.

2.5.2 Services and Operations

This committee shall review and formulate recommendations regarding current and potential services offered to the public by the Library.

2.6 Ad Hoc Committees

From time to time, the Board Chair may establish and appoint *ad hoc* committees as deemed necessary to carry out the work of the Board, ***subject to review of the Board.***

SECTION III

3.1 Responsibilities of Board

The Board shall recommend positions on policy, operations, and strategic planning issues to the Orange County Board of Supervisors.

3.2 Recommendations Requiring Approval by the O.C. Board of Supervisors

Recommendations of the Board requiring approval by the Orange County Board of Supervisors shall be agendaized and presented by the County Librarian for their consideration. An override of a Board recommendation shall require a four-fifths vote of the members of the Orange County Board of Supervisors, except for those

recommendations pertaining to budget, personnel, and collection development issues which, statutorily, may not be delegated. Functions, duties and support operations of OCPL are described in the Resolution of the Board of Supervisors of Orange County, California, of December 17, 1996 (Resolution No. 96-903).

SECTION IV

4.1 Finances

The Fiscal Year shall be July 1 through June 30.

SECTION V

5.1 Effective Date of Bylaws

These Bylaws shall become effective upon an affirmative majority vote of the Board and approval by the Board of Supervisors. Bylaws may be amended by the Executive Committee and agreed upon by a two-thirds vote of the Board, provided that the amendment has been submitted in writing to all members of the Board at least two (2) weeks in advance of the scheduled vote. Amendments must then be agendized for approval by the Board of Supervisors.