CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 1

MEETING DATE: Thursday, June 15, 2010
AGENDA ITEM #: 6
ITEM: CORRESPONDENCE

RECOMMENDED ACTION:
- None
CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 2

MEETING DATE: Thursday, June 15, 2010
AGENDA ITEM #: 7 A
ITEM: REVIEW BY-LAWS

RECOMMENDED ACTION:

The By-law Committee of the Library Commission will review the current Library Commission By-laws and determine if updates are needed. They will prepare recommendations to present to the Library Commission at their July 22, 2010 meeting.
CONTRA COSTA COUNTY LIBRARY COMMISSION

BY-LAWS

SEPTEMBER 1991
AMENDED SEPTEMBER 1992
AMENDED JANUARY 1999
BY-LAWS OF THE

CONTRA COSTA COUNTY LIBRARY COMMISSION

ARTICLE I: NAME

The name of this organization shall be the Contra Costa County Library Commission ("the Commission").

ARTICLE II: AUTHORITY

The Commission is organized under Contra Costa County Board of Supervisors Order, dated March 12, 1991. It is a duly constituted advisory board to the Board of Supervisors and the County Librarian.

ARTICLE III: PURPOSE

The Commission is created for the following purposes:

A. To serve in an advisory capacity to the Board of Supervisors and the County Librarian.

B. To provide a community linkage to the County Library.

C. To establish a forum for the community to express its views regarding the goals and operations of the County Library.

D. To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need.

E. To develop and recommend proposals to the Board of Supervisors and County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

ARTICLE IV: DUTIES

The Commission is charged to perform the following advisory functions in regard to the County Library:

A. Participate in the planning process, including the Library element of the County General Plan and the Library Master Plan.
B. Hold hearings so the public can express its views on the County Library.

C. Monitor the progress in achieving the goals set forth in the adopted plans. Report and make recommendations to the Board of Supervisors and the County Librarian in this regard.

D. Where the Commission has any concerns or questions regarding the Library Budget, the Commission may make recommendations regarding the Library Budget to the Board of Supervisors.

E. Assist in the development of policies which the Commission and the County Librarian determine will improve the operations of the County Library and service to the public.

F. Determine what levels of funding are necessary to provide each level of service which is proposed. Explore alternative methods of establishing stable and adequate funding for each level. Report their findings to the Board of Supervisors and County Librarian along with their recommendations for actions which may be necessary to achieve the levels of service desired.

G. Perform such other tasks and undertake such other assignments as may, from time to time, be referred to them by the Board of Supervisors or County Librarian.

H. Provide reports to the Board of Supervisors and County Librarian when the Commission deems such reports to be timely and appropriate.

I. The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library.

The Commission shall review and ratify the actions of the Steering Committee, discuss and vote on major policy issues, be involved in providing local input for the County Library Needs Assessment and Master Plan, and give particular attention to the duties outlined under Article IV, Section A and B.

**ARTICLE V: MEMBERSHIP**

All members shall be selected in compliance with these by-laws. The number of members of the Commission shall not be more than twenty nine (29).
SECTION 1: NUMBER OF MEMBERS

18 representatives, one from each of the 18 cities (towns) in the County other than the City of Richmond, to be appointed by the City (Town) Council and to be other than a member of the city council.

1 representative from the City of Richmond, if they wish to participate on the Commission, to be appointed by the Richmond City Council and to be other than a member of the city council.

5 representatives of the County, one appointed by each member of the Board of Supervisors, other than a member of the Board of Supervisors.

5 special representatives of the following:

Superintendent of Schools
Contra Costa Central Labor Council
Contra Costa Council
Alliance for Better Libraries
Countywide Youth Commission

SECTION 2: TERM OF OFFICE

The Commission shall be established for a two year period commencing March 15, 1991 and ending March 14, 1993, except that the Commission may be continued for additional periods of time with the approval of the Mayors' Conference and the Board of Supervisors. All terms of office shall be the same as the Commission establishment dates.

SECTION 3: VACANCIES

Whenever a vacancy occurs on the Commission the appointing organization shall fill the vacancy.

SECTION 4: REPLACEMENT OF MEMBERS DUE TO NON-ATTENDANCE

The Commission may request an appointing organization to replace its member for the following reason:

Absence - Any member who misses three (3) regular meetings within one year for any unexcused reason. Excused reasons are: (1) illness of self; member of immediate family, or close friend; (2) death of member of immediate family or close friend; (3) requirements of his/her job or elected/appointed position; and (4) vacation. All members must contact the Secretary prior to the meeting to be excused from the meeting.
If the Commission shall request an appointing organization to replace its member, the Secretary of the Commission shall communicate such request to the appointing organization.

SECTION 5: ALTERNATES

Each appointing organization may appoint an alternate for its Commission seat. Each alternate shall have voting rights in the absence of the regularly appointed member at any meeting, with prior notification to the Secretary.

ARTICLE VI: OPEN MEETINGS AND CONFLICT OF FINANCIAL INTEREST

Consistent with the policy of the Board of Supervisors on open government, the Commission shall govern itself consistent with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act, as other advisory bodies have been advised by the County Counsel.

ARTICLE VII: OFFICERS

SECTION 1: OFFICERS

The officers of the Commission shall be the Chairperson, Vice-Chairperson and Secretary.

SECTION 2: CHAIRPERSON

The Chairperson shall: (1) preside at all business meetings; (2) set the agenda and review minutes for all meetings in consultation with the Secretary; (3) have general supervision over all Commission business conducted; (4) serve as Chairperson of the Steering Committee, and; (5) have such other powers and duties as may be assigned to him/her by the Commission.

SECTION 3: VICE-CHAIRPERSON

The Vice-Chairperson shall, in the absence or inability of the Chairperson to act, exercise all the powers and perform all the duties of the Chairperson. He/she shall also have such other powers and shall perform such other duties as may be assigned to him/her by the Commission.

SECTION 4: SECRETARY

The Secretary shall be the County Librarian. He/she will keep the minutes of the meetings of the Commission. In consultation with the Chairperson, he/she shall prepare all agendas. He/she shall distribute all agendas, be custodian of the
Commission's records, keep a register of the post office address of each member, which shall be furnished to the Secretary by each member and, in general, perform all duties incident to the office of Secretary.

SECTION 5: TERM OF OFFICE

The Chairperson and Vice-Chairperson shall serve a term of one year and may succeed themselves for one additional consecutive term. The elective officers shall serve until replacements are elected.

SECTION 6: ELECTION OF OFFICERS

The elective officers of this Commission are the Chairperson and Vice-Chairperson. Both officers shall be elected at the first regular meeting following re-authorization. Majority votes of both city and county members present constituting a quorum are required to elect.

ARTICLE VIII: MEETINGS

SECTION 1: REGULAR MEETINGS

The regular meetings of this Commission shall be held at least quarterly at 7:00 p.m. at the Contra Costa County Library Headquarters, 1750 Oak Park Blvd., Pleasant Hill, or other designated location.

If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the regular meeting. Appropriate public notice shall be posted for the adjourned meeting following the provisions of the Brown Act and the Better Government Ordinance.

Ninety-six (96) hours notice shall be given for all regular meetings.

SECTION 2: SPECIAL MEETINGS

A special meeting may be called at any time by the Chairperson, by a majority of the Steering Committee, or by a majority of the Commission.

SECTION 3: QUORUM

A quorum for all meetings shall be one more than half of the filled membership of the Commission.

SECTION 4: VOTING
The work of the Commission shall proceed by consensus whenever there is no objection from a member to proceeding in this manner. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote by the city representatives and the special representatives associated with them and a majority vote by the County representatives and the special representatives associated with them. (For example, on a 26 member Commission with all members present, approval of an item would require at least 10 "aye" votes from the 19 city representatives and four "aye" votes from the 7 County representatives.)

At the first regular meeting after re-authorization, for purposes of voting at Commission meetings, the five special representatives shall draw lots such that three of the special representatives are associated with the city representatives for voting purposes and the other two are associated with the County representatives for voting purposes.

SECTION 5: PROXY VOTING

Proxy voting is not permitted.

SECTION 6: MINUTES AND AGENDA

A copy of the agenda and minutes of each meeting shall be mailed to each member, and any additional persons as authorized by the Commission. Other persons requesting the minutes of a meeting shall do so in writing to the Secretary and pay the prevailing copying and mailing rates.

ARTICLE IX: CONDUCT OF BUSINESS

No business shall be transacted at any meeting of the Commission other than on those matters named in the publicly posted agenda.

All meetings shall be conducted under Robert's Rules of Order, except as noted in Article VIII, Section 4 of these by-laws or unless in violation of applicable statutes.

All meetings of the Commission shall be called to order by the Chairperson, or in the Chairperson's absence, by the Vice-Chairperson, or in the Vice-Chairperson's absence, by a Commission member designated for that purpose by the Chairperson or Vice-Chairperson.

Public comment at all meetings shall be as provided for under applicable law.

ARTICLE X: COMMITTEES
SECTION 1: STEERING COMMITTEE

The Steering Committee shall consist of ten (10) members, each of whom is to be drawn from the membership of the Commission and be selected as follows at the first regular meeting after reauthorization:

5 representatives of the cities, one representing the cities in each supervisory district, to be selected by the city representatives on the Commission from that supervisory district, in the absence of any other selection process having been identified.

3 representatives from the County, selected by the five County representatives on the Commission.

1 of the five special representatives, selected by the five special representatives.

The Chairperson of the Commission, serving ex officio during such time as he or she continues to be the Chairperson of the Commission.

The Steering Committee shall meet at least monthly, work closely with the County Librarian to implement the policy actions adopted by the Commission, and report to the Commission regularly on its actions for review and/or confirmation by the Commission.

The members of the Steering Committee shall serve a term of one year and may succeed themselves for one additional consecutive term.

Another Commissioner from the same subgroup may attend Steering Committee meetings in the absence of the designated member.

Minutes from Steering Committee meetings will be distributed to all Commission members.

SECTION 2: STANDING AND AD HOC COMMITTEES

The Commission shall appoint committees of one or more members for such specific purposes as the business of the Commission shall require. Such committees may either be standing or ad hoc.

All committees shall make progress reports to the Commission at each of its regular meetings.

All committees are encouraged to contain a mix of county, city and special members.
All committee meetings shall be conducted under the same policies governing meetings of the Commission.

ARTICLE XI: AMENDMENTS TO BY-LAWS

SECTION 1: AMENDMENT OF BY-LAWS

These by-laws shall be amended by two-thirds vote of both city and county members of the Commission on advance written notice. Items underlined may not be amended as they are contained in the Contra Costa County Board of Supervisors Order creating the Commission.

SECTION 2: NOTICE OF AMENDMENT

Notice of proposed by-law amendments shall be presented in writing at a regular meeting of the Commission for discussion. The proposed amendments shall be voted upon at the next regular meeting of the Commission. The agenda for the meeting at which the proposed amendments are to be voted upon shall contain an item entitled "Proposed By-Law Amendment."

ARTICLE XII: PUBLIC ACCESS TO COMMISSION RECORDS

The Commission shall make available to the general public all records as required by law.

Adopted by the Contra Costa County Library Commission on September 26, 1991.
Amended by the Contra Costa County Library Commission on September 24, 1992.
Amended by the Contra Costa County Library Commission on January 28, 1999.