CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 2

MEETING DATE: Tuesday, October 25, 2011

AGENDA ITEM #: 7 A

ITEM: REVIEW BY-LAWS

RECOMMENDED ACTION:

The By-laws Committee of the Library Commission will review the changes to the Library Commission By-laws and consider presenting them to the Library Commission at their November 17, 2011 meeting.
BY-LAWS OF THE

CONTRA COSTA COUNTY LIBRARY COMMISSION

As Amended ___________ 20xx

ARTICLE I: NAME

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

ARTICLE II: AUTHORITY

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

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 link between the community and the County Library.

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

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

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

ARTICLE IV: DUTIES

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

A. Participate in short and long range planning activities for libraries process, including the Library element of the County General Plan and the Library Master Plan.
B. Hold hearings so that permit the public can to express its views on matters related to the County Library.

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

D. Where if 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, and services available through, the County Library and service to the public.

F. Determine what Advocate and recommend the levels of funding are necessary to provide each level of service which is proposed by the Commission, the Board, or the County Librarian, as the case may be. Explore alternative methods of establishing stable and adequate funding for each level. Report their Commission’s findings, along with any related recommendations, to the Board of Supervisors and the 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. Commission 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. Oversee the actions of standing and ad hoc committees of the Commission.

J. Discuss and vote on major policy issues.

K. Provide community input for the County Library.

Note: The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, and (ii) 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**

A. All Board of Supervisors' district appointees are approved by the Board. Other representatives are appointed and approved by their community's local government body.

B. The Commission consists of up to twenty-nine members. The members who are appointed by the Superintendent of Schools, the Contra Costa Central Labor Council, the Contra Costa Council, the Friends Council, or the Contra Costa Community College District are the "Special Representatives." All nominations are to be made as follows:

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**

1. Five representatives of the County: One appointed by each member nominated by each of the five (5) members of the Board of Supervisors, other than a member of the Board of Supervisors.

2. One member nominated by 18 representatives, one from each of the nineteen (19) cities (towns) in the County of Contra Costa, other than the City of Richmond, to be appointed by the city council and to be other than a member of the city council.

3. One 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.

4. Special representatives of the following:

   i. One member nominated by the Superintendent of Schools
   ii. One member nominated by the Contra Costa Central Labor Council
   iii. One member nominated by the Contra Costa Council
   iv. One member nominated by the Friends Council
   v. One member nominated by the Contra Costa Community College District

   Countywide Youth Commission

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1 The nineteen (19) cities are: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek.
C. Nominations made by a member of the Board must be of someone other than a member of the Board.

D. Nominations made by a City Council must be of someone other than a member of that city's City Council.

E. Nominations made by the Special Representatives must be of someone other than a publicly elected member of the Special Representative; however, any such Special Representative who holds a publicly elected office as of the date of the adoption of these revised By-laws may remain on the Commission until that special Representative leaves his/her publicly elected office.

F. When a vacancy occurs, the Board member or entity represented by the vacant seat may nominate a replacement representative.

G. Each board member or entity eligible to nominate a member to the Commission may also nominate an alternate to attend meetings in the absence of the regular member. The Secretary must be given notice prior to a meeting that the alternate will be attending the meeting. Commission alternates may attend meetings, however Commission alternates only vote in the absence of the regular member.

SECTION 2:
VI. DURATION AND TERM OF OFFICE

A. The Commission terminates on June 30, 2016, unless extended by the Board with the approval of the Mayors' Conference (any such extension, a "Reinstatement.") and the Board of Supervisors. All terms of office shall be the same as the Commission establishment dates.

B. The term of each member's appointment is two years. An appointment made to fill a vacancy will be for the term remaining for the vacated seat.

SECTION 3: VACANCIES

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

VII. SECTION 4: REPLACEMENT OF MEMBERS DUE TO NON ATTENDANCE REQUIREMENTS

A. Regular attendance at meetings of the Commission is required. may request an appointing organization to replace its member for the following reason: An unexcused absence Any member who misses from three (3) regularly scheduled consecutive meetings will be considered grounds for the Commission to recommend to the Board that the absentee