member's appointment be rescinded by the Board within one year for any unexcused reason. Excused absences will be granted for the following reasons: (1) illness of self, member of immediate family, or close friend; (2) death of member of immediate family or close friend; (3) requirements of the member's job or elected/appointed position; and (4) vacation. All members must contact the Secretary prior to the meeting to be excused from the meeting.

B. If the Commission Chairperson will notify any appointing organization to replace its member at risk of having his or her appointment rescinded before recommending rescission to the Board, the Secretary of the Commission shall communicate such request to the appointing organization.

C. Rescission of an appointment to the Commission may only be effected by an action of the Board.

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 VIII. OPEN MEETINGS AND CONFLICT OF FINANCIAL INTEREST

Consistent with the policy of the Board of Supervisors on open government, the Commission meetings shall be conducted open to the public in accordance with the Board's policy on conflict of interest and the provisions of the Ralph M. Brown Act, (Gov. Code 54950 et seq.) and the Contra Costa County Better Government Ordinance. Commission members shall adhere to the principles and rules of the Political Reform Act of 1974 (Gov. Code 81000 et seq.), as other advisory bodies have been advised by the County Counsel.

ARTICLE VII. IX. OFFICERS

SECTION 1:

A. The officers of the Commission shall elect its own Chairperson and Vice-Chairperson. The County Librarian will be the Secretary.

SECTION 2: CHAIRPERSON

B. 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; and (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**

C. 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**

D. 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 act as custodian of the Commission's records, keep a register of the post-office address contact information of each member, which shall will 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**

E. The Chairperson and Vice-Chairperson shall be elected annually at the regular November meeting, 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**

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 officers to the Commission.

**ARTICLE VIII: X. MEETINGS**

**SECTION 1: REGULAR MEETINGS**

A. 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 **must** be given for all regular meetings.

**SECTION 2: SPECIAL MEETINGS**

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

**SECTION 3: QUORUM**

C. A quorum for all meetings shall be one more than half of the **total authorized seats filled membership** of the Commission.

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

**SECTION 4: XI. Voting**

A. At the first regular meeting after that follows a Reinstatement, -authorization, for purposes of voting at Commission meetings, the five Special Representatives **who will be shall draw lots** such that three of the special representatives are associated with the city representatives for voting purposes and the other two **Special Representatives who will be are associated** with the County representatives for voting purposes.

B. 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 296 member Commission with all members present, approval of an item would require at least 120 "aye" votes from the 19 22 city representatives and four "aye" votes from the 7 County representatives.)

C. Proxy voting is not permitted.

**SECTION 5: PROXY VOTING**

**SECTION 6: MINUTES AND AGENDA**

*(most of this moved up to D)* 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 XII. CONDUCT OF BUSINESS

A. 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.

B. 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.

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

ARTICLE XIII. 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 supervisorial district, to be selected by the city representatives on the Commission from that supervisorial 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.

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

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

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

C. All committees are encouraged to contain a mix of county, city, and special members.

D. All committee meetings shall be conducted under the same policies governing meetings of the Commission.

ARTICLE XIV. AMENDMENTS TO THE BY-LAWS

SECTION 1: AMENDMENT OF BY-LAWS

A. These By-Laws may 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 Order that established the Commission. All amendments that alter the provisions of the March 7, 1991 Board Order that established the Commission must be approved by the Board of Supervisors. Order creating the Commission.

SECTION 2: NOTICE OF AMENDMENT

B. Notice of proposed By-Law amendments shall be presented in writing at a regular meeting of the Commission for discussion. The Commission shall vote on the proposed amendments to 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 XVII. 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.
Amended by the Contra Costa County Library Commission on [xxvxx, xx, 20xx].