CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, September 24, 2015

AGENDA ITEM #: 12B

ITEM: NOMINATIONS FOR 2016 LIBRARY COMMISSION OFFICERS

RECOMMENDED ACTION:

Commissioners will consider making nominations for the Library Commission Officers for 2016. Nominations can be made during this meeting or submitted to Jessica Hudson, County Librarian, at Library Administration via email, voice mail, or in writing. Officers will be elected at the November 19, 2015 meeting.
IX. OFFICERS

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

B. The Chair 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, and (4) have such other powers and duties as may be assigned to him/her by the Commission.

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

D. The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, he/she shall prepare all agendas. He/she shall distribute all agendas, act as custodian of the Commission's records, keep a register of the contact information of each member, which will be furnished to the Secretary by each member and, in general, perform all duties incident to the office of Secretary.

E. The Chair and Vice-Chair shall be elected annually at the regular November meeting for a term of one year and may succeed themselves for one additional consecutive term. Majority votes of both city/town and County members present constituting a quorum are required to elect officers to the Commission.