CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 6

MEETING DATE: Thursday, January 26, 2017
AGENDA ITEM #: 10 C
ITEM: AD-HOC COMMITTEE UPDATE TO BYLAWS

RECOMMENDED ACTION:
Commissioners will vote on the updated Commission bylaws.
BYLAWS
OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION

SEPTEMBER 1991 AMENDED
SEPTEMBER 1992 AMENDED
JANUARY 1999 AMENDED
JANUARY 2012 AMENDED
JANUARY 2017
BY-LAWS OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION
As Amended January 2017

I. NAME
The name of the commission is the Contra Costa County Library Commission ("the Commission").

II. AUTHORITY
The Commission is organized and exists as an 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.

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 provide a forum for the 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 make recommendations to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, ways to ensure stable and adequate funding for libraries in the County.
   F. To provide community level support and advocacy for library services.

IV. DUTIES
The Commission shall perform the following advisory functions:
   A. Planning
      1. Participate in short and long-range planning activities for libraries.
      2. Monitor progress made in achieving goals set forth in plans adopted by the Board. Report and make recommendations to the Board and the County Librarian in this regard.
   B. Policy Review
      1. Assist in the development of policies that the Commission and the County Librarian determine will improve the operations of, and services available, through the County Library.
      2. Discuss and vote on major policy issues.
C. Finance

1. Make recommendations to the Board and County Librarian if the Commission has concerns or questions regarding the library budget.

2. Advocate and recommend the funding necessary to provide each level of service proposed by the Commission, the Board, or the County Librarian, as the case may be.

3. Explore alternative methods of establishing stable and adequate funding for each level of service. Report the Commission’s findings, along with any related recommendations, to the Board or County Librarian.

D. Community Outreach

1. Encourage the expression of community views on matters related to the County Library at regular commission meetings.

2. Provide community feedback to the County Librarian and Board of Supervisors.

3. Commission members will attend public meetings that are held by Library Staff for the purpose of seeking input from the community.

E. Other

1. Oversee the actions of committees of the Commission.

2. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.

3. Perform other tasks and assignments that are referred to the Commission by the Board or County Librarian.

Note: The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, and (ii) day-to-day administrative operations of the County Library.

V. MEMBERSHIP

A. All Board of Supervisors district nominees 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-four regular members. The members who are appointed by the Contra Costa Community College District, the East Bay Leadership Council, the Friends’ Council, and the Contra Costa County Office of Education are "Special Representatives" that serve ex officio. All appointments are to be made as follows:

1. One regular member nominated by each of the five (5) members of the Board

2. One regular member appointed by each of eighteen (18) cities in the County of Contra Costa.¹

3. One regular member appointed by the Central Labor Council of Contra Costa County

4. One ex officio member appointed by the Contra Costa Community College District

5. One ex officio member appointed by the East Bay Leadership Council

¹ The eighteen (18) cities are: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, San Pablo, San Ramon, and Walnut Creek.
6. One ex officio member appointed by the Friends’ Council
7. One ex officio member appointed by the Contra Costa County Office of Education

C. Nominations made by a member of the Board must be of someone other than a member of the Board.

D. Appointments made by a City/Town Council must be of someone other than a member of that City's/Town's Council.

E. The appointment made by the Contra Costa County Community College District must be of someone other than a member of the District's board.

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

G. Alternates as ex officio members may only vote in the absence of the regular member. Recommend that voting members, not ex officio members, be full participants for motions, committee assignments, etc.

VI. Each board member or entity eligible to nominate/appoint a member to the Commission may also nominate/appoint an alternate. Commission alternates may attend meetings at any time; however, Commission alternates as ex officio members may only vote in the absence of the regular member.

VII. DURATION AND TERM

A. The Commission terminates on December 31, 2019, unless extended by the Board with the approval of the Mayors' Conference (any such extension is called a “Reauthorization.”).

B. The standard 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.

VIII. ATTENDANCE REQUIREMENTS

A. Regular attendance at meetings of the Commission is required. An unexcused absence from three regularly scheduled consecutive meetings will be considered grounds for the Commission to recommend to the Board that the absentee member's appointment be rescinded by the Board. Excused absences will be granted for the following reasons: illness of self, member of immediate family, or close friend; death of member of immediate family or close friend; requirements of the member's job or elected/appointed position; vacation. A member must contact the Secretary prior to the meeting to be excused from a meeting.

B. The Chair will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.

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

IX. OPEN MEETINGS AND CONFLICT OF INTEREST

Commission meetings shall be conducted open to the public in accordance with 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.).
IV. 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 members present constituting a quorum are required to elect officers to the Commission. Officer vacancies shall be filled by election at the next regular meeting.

X. 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, 777 Arnold Drive, Martinez, CA 94553, or other designated location. Ninety-six (96) hours' notice must be given for all regular meetings.

B. A special meeting may be called at any time by the Chair or by a majority of the Commission.

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

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

XI. VOTING

A. Special Representatives appointed by the Contra Costa County Community College District, the East Bay Leadership Council, the Friends' Council, and the Contra Costa County Office of Education shall be ex officio members without voting privileges, by their election.

B. The work of the Commission shall proceed by consensus as long as there is no objection from a member to use consensus. On any matter where any member requests a recorded vote on a matter, approval of the matter shall require a majority vote. (For example, with all 24 regular members present, approval of an item would require at least 13 "aye" votes from the eighteen (18) city/town representatives, five (5) district representatives, and the one (1) Special Representative with a voting privilege, all voting together.)

C. Proxy voting is not permitted.
XII. CONDUCT OF BUSINESS

A. No business not on the publicly posted agenda shall be transacted at any meeting of the Commission.

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

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

XIII. COMMITTEES

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

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

C. All committees are encouraged to contain a mix of County, City/Town, and Special Representatives.

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

XIV. AMENDMENTS TO THE BY-LAWS

A. These By-Laws may be amended by two-thirds vote of both city/town and County members of the Commission on advance written notice. All amendments that alter the provisions of the March 7, 1991 Board Order that established the Commission must be approved by the Board.

B. Notice of proposed Bylaw amendments shall be presented in writing at a regular meeting of the Commission for discussion. The Commission shall vote on the proposed amendments 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 Bylaw Amendment."

XV. PUBLIC ACCESS TO COMMISSION RECORDS

The Commission shall make available to the 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 January 26, 2012.
Amended by the Contra Costa County Library Commission on January 26, 2017.