CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 4

MEETING DATE: Thursday, January 25, 2018
AGENDA ITEM #: 4.A.
ITEM: 2018 LIBRARY COMMISSION REVISED BYLAWS

RECOMMENDED ACTION:

Commissioners will review and discuss the draft of proposed commission bylaws.
BYLAWS

OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION

ADOPTED SEPTEMBER 1991
AMENDED SEPTEMBER 1992
AMENDED JANUARY 1999
AMENDED JANUARY 2012
AMENDED MARCH 2018
ADOPTED APRIL 2018
BYLAWS
OF THE CONTRA COSTA COUNTY
LIBRARY COMMISSION
As Adopted March xx, 2018

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 and reconstituted pursuant to an Order of the Board dated December 19, 2017.

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 community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.

C. To serve as 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 in providing library services based on assessed public need.

E. To develop and recommend proposals to the Board and the 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.

IV. DUTIES

The Commission shall perform the following advisory functions:

A. Planning

1. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.

2. Review progress made in achieving goals set forth in plans adopted by the Board of Supervisors

B. Policy Review

1. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library, and service to the public.
2. Discuss and make recommendations to the Board of Supervisors and County Librarian on major policy issues.
C. Finance

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

2. Discuss and recommend funding necessary to provide each level of service (e.g. hours of operation, etc.) proposed by the Commission, the Board of Supervisors or the County Librarian.

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 of Supervisors 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. Participate in community activities supporting the library, such as “friends of the library” groups and library foundations, or city/town library advisory groups.

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

E. Other

1. Oversee the actions of working sub-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.

4. The Library Commission is an advisory body and as such is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, (ii) day-to-day administrative operations of the County Library, and, (iii) from taking any action that would imply the County's support or opposition to legislation in the absence of or inconsistent with, adopted Board positions. Only the Board of Supervisors can send letters on a particular piece of legislation.
V. COMPOSITION

The composition of the Library Commission will be no fewer than 24 voting members and no more than 28 total members.

A. Eighteen (18) representatives, one from each of the 18 cities (towns)\(^1\) in the County Library Service area, to be appointed by the city (town) council and to be other than a member of the city council.

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

C. Four (4) representatives to serve as ex officio (non-voting) members of the following:
   Contra Costa County Office of Education
   Contra Costa Friends Council
   East Bay Leadership Council
   Contra Costa Community College District

D. One (1) representative of the following:
   Contra Costa Central Labor Council

E. Alternate members may be appointed and, when seated due to the absence of the primary member, may serve as the voting member for their appointing authority.

F. Appointments made by a city (town) council must be of someone other than a member of that city (town) council.

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

H. When a vacancy occurs, the Board of Supervisors or entity represented by the vacant seat may appoint a replacement representative.

I. 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 may only vote in the absence of the regular member.
VI. DURATION AND TERM

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

B. Members will each serve a 4 year term and may be reappointed by respective appointing authorities. The terms of new commissioners will be staggered so that each Supervisorial District and cities/towns within each District are equally represented; this may result in one, two, three or four year first terms. Each term of reappointment will commence on July 1 in the year appointed and end on June 30 of the final year of the 4 year term or until the vacant term is completed as follows:

C. An appointment made to fill a vacancy will be for the term remaining for the vacated seat.

VII. 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 of Supervisors that it rescind the absentee member's appointment. 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, her or their 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 of Supervisors or appointing entity.

VIII. 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.).

IX. OFFICERS

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

B. The Chair shall (i) preside at all business meetings, (ii) set the agenda and review minutes for all meetings in consultation with the Secretary, (iii) have general supervision over all Commission business and (iv) have such other powers and duties as may be assigned to him/her/they 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/they shall also have such other powers and shall perform such other duties as may be assigned to him/her/they by the Commission.

D. The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, he/she/they shall prepare all agendas. He/she/they shall distribute all agendas, act as custodian of Commission 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. Notice of ninety-six (96) hours must be given for all regular meetings.

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

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 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 proceeding in this manner.

C. 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 a majority vote by the County Board of Supervisors’ appointees.

D. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.
E. Alternate members may vote in the absence of the Primary member.

F. 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 working committees of no more than five members for such specific purposes as appropriate for the conduct of the business of the Commission.

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

C. All working committees are encouraged to contain a representative mix of county, city (town), Central Labor Council and ex officio representatives.

XIV. AMENDMENTS TO THE BYLAWS

A. These Bylaws may be amended by 60% of 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, and the December 19, 2017 Board Order that reconstituted the Commission must be approved by the Board of Supervisors.

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 County Library shall make available to the general public all records of the Library Commission 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
BYLAWS
OF THE CONTRA COSTA COUNTY LIBRARY COMMISSION

BY-LAWS
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OF THE

CONTRA COSTA COUNTY
LIBRARY COMMISSION
As Adopted March xx, 2018

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 and reconstituted pursuant to an Order of the Board dated December 19, 2017.

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 community linkage to the County Library including, but not limited to, providing regular reports on the activities of the Commission to appointing authorities.

C. To serve as 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 in providing library services based on assessed public need.

E. To develop and recommend proposals to the Board and the 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.

IV. **DUTIES**
The Commission shall perform the following advisory functions:

A. A. Planning
1. Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan.

2. Review progress made in achieving goals set forth in plans adopted by the Board of Supervisors.

P.: Hold hearings that permit the public to express its views on matters related to the County Library.
G. If the Commission has concerns or questions regarding the library budget, the Commission may make recommendations to the Board and County Librarian.

B. Policy Review

3.1. Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library, and service to the public.

4.2. Discuss and make recommendations to the Board of Supervisors and County Librarian on major policy issues.
V. V.

C. Finance

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

2. Discuss and recommend levels of funding necessary to provide each level of service (e.g., hours of operation, etc.) proposed by the Commission, the Board of Supervisors or the County Librarian, as the case may be.

4.3. 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 of Supervisors 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. Participate in community activities supporting the library, such as "friends of the library" groups and library foundations, or city/town library advisory groups.

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

E. Other

1. Oversee the actions of working sub-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.

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

5.

6. Oversee the actions of standing and ad hoc committees of the Commission.

7.

8. Discuss and vote on major policy issues.

9.

10. Provide community input for the County Library.
The Library Commission is an advisory body and as such is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, (ii) day-to-day administrative operations of the County Library, and, (iii) from taking any action that would imply the County’s support or opposition to legislation in the absence of or inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*
The composition of the Library Commission will be no fewer than 24 voting members and no more than 28 total members.

A. Eighteen (18) representatives, one from each of the 18 cities (towns)\(^1\) in the County Library Service area, to be appointed by the city (town) council and to be other than a member of the city council.

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

C. Four (4) representatives to serve as ex officio (non-voting) members of the following:
   - Contra Costa County Office of Education
   - Contra Costa Friends Council
   - East Bay Leadership Council
   - Contra Costa Community College District

D. One (1) representative of the following:
   - Contra Costa Central Labor Council

E. Alternate members may be appointed and, when seated due to the absence of the primary member, may serve as the voting member for their appointing authority.

F.\(\_\_\_\_\_\)
G. F. Appointments made by a city (town) council must be of someone other than a member of that city (town) council.

H. H.

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

J. H. When a vacancy occurs, the Board of Supervisors or entity represented by the vacant seat may appoint a replacement representative.

K. K.

L. I. Each board member or entity eligible to nominate/appoint/appoint a member to the Commission may also nominate/appoint/appoint 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 at any time; however, Commission alternates may only vote in the absence of the regular member.
VIII-VI. DURATION AND TERM

D. A. | The Commission terminates on December 31, 2019, unless extended by the Board of Supervisors with the approval of the Mayors Conference (any such extension is called "reinstatement.").

D. B. | Members will each serve a 4 year term and may be reappointed by respective appointing authorities. The terms of new commissioners will be staggered so that each Supervisorial District and cities/towns within each District are equally represented; this may result in one, two, three or four year first terms. Each term of reappointment will commence on July 1 in the year appointed and end on June 30 of the final year of the 4 year term or until the vacant term is completed as follows:

D. C. | An appointment made to fill a vacancy will be for the term remaining for the vacated seat.

IX-VII. ATTENDANCE REQUIREMENTS

A. 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 of Supervisors 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, her or their appointment rescinded before recommending rescission to the Board.
e.B.

f._

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

X.VIII. OPEN MEETINGS AND CONFLICT OF INTEREST

The 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.).

X.I.IX. OFFICERS

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

XIII. A-B. The Chair shall (i) preside at all business meetings, (ii) set the agenda and review minutes for all meetings in consultation with the Secretary, (iii) have general supervision over all Commission business and (iv) have such other powers and duties as may be assigned to him/her/they by the Commission.
B.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/they shall also have such other powers and shall perform such other duties as may be assigned to him/her/they by the Commission.

C.C.

D. The Secretary will keep the minutes of the meetings of the Commission. In consultation with the Chair, he/she/they shall prepare all agendas. He/she/they shall distribute all agendas, act as custodian of Commission 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.

The Commission's

D.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. Officer vacancies shall be filled by election at the next regular meeting.

MEETIN

GS XV.

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

XVI.

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

XVII.——

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

XVIII.——

A-D. A copy of the The agenda and minutes of each meeting shall be mailed 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.

XIX-XI. VOTING

XX.——

A. At the first regular meeting that follows a Reinstatement, the five Special Representatives will be appointed by the Contra Costa Community College District, the East Bay Leadership Council, the city/town representatives for voting purposes, Friends Council, and the two Special Representatives will be associated with the Contra Costa County representatives for voting purposes. Office of Education shall be determined by drawing lots. Ex officio members without voting privileges, by their election.

XXI.——

A-B. The work of the Commission shall proceed by consensus whenever as long as there is no objection from a member to proceeding in this manner.

B-C. 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 a majority vote by the County Board of Supervisors’ appointees.

C-D. Changes to the Bylaws are the exception, and will require 60 percent approval by voting members.

D-E. Alternate members may vote in the absence of the Primary member, by the city/town representatives and the Special Representatives associated with them.

XXII.——

A-F. Proxy voting is not permitted.

XXIII-XII. CONDUCT OF BUSINESS

XXIV.——

A. No business, not on the publicly posted agenda, shall be transacted at any meeting of the Commission other than on those matters named in the publicly posted agenda.

XXV.——

A-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.

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

**XXXVII. XIII COMMITTEES**

**XXVIII.**

**A.** The Commission shall appoint working committees of no more than five members for such specific purposes as appropriate for the conduct of the business of the Commission. **B.**

**A-B.** All working committees shall make progress reports to the Commission at each of the Commission's regular meetings.

**XXIX.**

**A-C.** All working committees are encouraged to contain a representative mix of county, city (town), Central Labor Council and special members ex officio representatives.

**XXX X. XIV. ANVBNDMENTSAMENDMENTS TO THE BYLAWS XXXXI.**

**A.** These By-Laws may be amended by 60% of 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, and the December 19, 2017 Board Order that reconstituted the Commission must be approved by the Board of Supervisors.

**XXXII.**

**A-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 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."

**XXXIII. XV. PUBLIC ACCESS TO COMMISSION RECORDS**

The County Library shall make available to the general public all records of the Library Commission 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 March 22, 2018
Approved by the Contra Costa County Board of Supervisors on April xx, 2018