

**BYLAWS**  
**LIBRARY ADVISORY COMMISSION**  
**Richmond Public Library, California**

**ARTICLE I. NAME AND AUTHORITY (3.16.010)\***

Section 1. Name

The name of this organization shall be the LIBRARY COMMISSION of the Richmond Public Library, California, hereinafter referred to as the "Commission".

Section 2. Authority

The Commission is established pursuant to the authority of [Section 3.16.010-070](#) of the Richmond Municipal Code.

**ARTICLE II. POWERS AND DUTIES (3.16.070)**

The Library Commission is advisory only and shall have the function and duties set forth in Section 3.16.070 of the Richmond Municipal Code, which currently provides for the following functions and duties:

- A. Recommend to the City Manager rules and regulations necessary for the administration and protection of the Richmond Public Library and its branches and all property therein;
- B. Review the operations of the Richmond Public Library and make an annual report of its findings and recommendations to the City Council;
- C. Make recommendations to the City Council for capital expenditures and improvements for the Richmond Public Library;
- D. Establish a policy for the selection of materials to be purchased and circulated by the Richmond Public Library;
- E. Call on the City Librarian or the library staff for research and advice on matters of a technical nature;
- F. Engage in a program of acquainting the public with the problems relating to the operation of the Richmond Public Library; and
- G. Perform such other duties as may from time to time be requested by the City Council.

Whenever a Library Commission member communicates with the news media or others, or appears at a public hearing or before another City Agency or Department to discuss existing or proposed legislation or policy, the Library Commission member shall make every reasonable effort to specify that the Library Commission member is expressing a personal opinion, view or position, unless speaking on a topic the full commission has approved.

## **ARTICLE III. MEMBERSHIP AND TERM OF OFFICE (3.16.010)**

### **Section 1. Number and Qualifications**

The Library Advisory Commission shall consist of five members who must be registered voters.

### **Section 2. Selection and Appointment of Members**

Commissioners of the Library Advisory Commission shall be appointed by the Mayor with the concurrence of the City Council. In making appointments to the Library Commission, the Mayor may accept for consideration recommendations for appointments offered by each Councilmember. Any vacancy upon the Library Commission shall be filled by appointment by the Mayor with the concurrence of the City Council.

Commissioners should reflect the diverse interests of the Library System including a wide cross-section of ages, ethnicities and backgrounds as well as representation in the areas of technology, education and business, or other areas identified by the Governing Board. Elected members of each jurisdiction are not eligible for appointment to the Commission.

### **Section 3. Term of Office**

Each Commissioner shall serve a three-year term. No member of the Commission shall serve for more than two consecutive full terms. Commissioners replacing a Commissioner mid-term shall fill the vacancy for the unexpired portion of the term only. The Commissioner filling the vacancy shall commence their first term upon the date following the expiration of the remaining portion of the vacant term.

### **Section 4. Removal of Members**

Any member who is absent for three regularly scheduled meetings of the commission within any twelve-consecutive-month period, and who fails to provide an excuse that is determined to be reasonable, shall constitute an automatic resignation from the Commission. Such resignation shall not, however, disqualify an individual from subsequently being appointed to the same or any other City commission or board. To assure participation of commission members, attendance by the members of the commission to all regularly scheduled and special meetings of the commission shall be recorded.

### **Section 5. Compensation**

The commissioners shall serve without compensation. (3.16.020)

## **ARTICLE IV. OFFICERS**

### **Section 1. Selection of Officers**

As soon as practicable, following the first day of January of each year, there shall be elected as officers for the Commission a Chairperson and a Vice Chairperson. An election shall be held at the next regular meeting to fill any office that becomes vacant during the calendar year.

#### Section 2. Chairperson (3.16.030)

The Chairperson shall be elected by a majority vote of the members from among their membership. The Chairperson shall serve for a term of one year. The Chairperson shall preside at all regular meetings and shall call all special meetings. The Chairperson shall actively engage commissioners regarding all things related to their ongoing membership. This includes eliciting feedback and answering questions. The City Librarian shall act as secretary of the Commission. The Chairperson shall use Rosenberg's Rules of Order to conduct the meetings. He or she shall represent the Commission before the City Council.

#### Section 3. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Commission members. He or she shall assume all duties of the Chairperson in the absence of the Chairperson.

#### Section 4. Staff Representative

The Staff Representative shall be the City Librarian who shall serve as the Secretary of the Commission. (3.16.030)

#### Section 5. City Council Liaison

The Mayor, with the concurrence of the City Council, shall designate a City Council member who will serve as a liaison to the Commission and who will provide advice to the Commission and serve as a link between the Commission and the City Council.

### **ARTICLE V. COMMITTEES**

#### Section 1. Establishment of Committees

Ad-hoc committees may be composed and shall contain no more than (2) Commissioners. Ad-hoc committees may include volunteer members as deemed necessary by the Library Commission. The committees shall report to the Library Commission on no less than a quarterly basis to address issues within the Commission's jurisdiction for a limited duration of time.

#### Section 2. Membership of Committees

The Chairperson shall make all assignments and appoint the Chairperson of each committee with the consensus of the Commission.

### **ARTICLE VI. MEETINGS (3.16.040)**

#### Section 1. Open Meetings

All regular and special meetings of the Commission are subject to the Brown Act and therefore are advertised and open meetings to which the public and the press shall be invited.

## Section 2. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on a day, time and location to be decided upon by the Commission on an annual basis. Any changes to regular meeting day, time and location will be provided to the Board Clerk of the City Council for calendaring purposes. The Commission shall establish rules for its proceedings and may adopt such rules and regulations as may be necessary for the exercise of the powers conferred and the performance of the duties imposed by it.

All of the meetings of the Commission, whether regular or special, shall be open to the public and the Commission shall keep a proper record of its proceedings. (3.16.060)

One City Council member attends the meeting as a representative of the Council.

## Section 3. Special Meetings (3.16.050)

A special meeting may be called by the Chairperson of the Commission or by vote of the Commission. Notice of such special meeting shall be given as required by law, and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

## Section 4. Quorum (3.16.060)

A quorum shall consist of a majority of the members of the Commission. Whenever a quorum attends any meeting of the Commission, the concurrence of a majority of the Commission present at such meeting shall be necessary to constitute an act of the Commission.

## Section 5. Absence of Quorum

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum until a fifteen (15) minute period after the scheduled time of the meeting has elapsed.

## Section 6. Conduct of Meeting

At the time and place established for any meeting, when a quorum is present, the Chairperson shall call the meeting to order. The meeting minutes will be recorded with the recordings to be retained for one year. Staff will prepare and submit to the Commission the minutes in action form for their review. The normal order of business shall include at least the following:

- A. Call to order/Roll call;
- B. Welcome and meeting procedures;
- C. Agenda review;
- D. Public comments (open to the public, items not on the agenda);
- E. Approval of minutes of previous meetings;
- F. Department reports for information (Staff reports);
- G. Old business: Discussions; Review of recommendations and action on same; Commissioner reports;
- H. New business;

- I. Communications;
- J. Items of interest to the Commission and announcements;
- K. Agenda setting and future topics; and
- L. Adjournment.

#### Section 7. Voting

All questions shall be resolved by a majority vote of the Commission members present. The vote shall be taken by roll call vote, voice vote, or by the raising of hands provided that, at the request of any member, the vote shall be taken by a roll call vote.

### **ARTICLE VII. AMENDMENTS**

These Bylaws may be amended from time to time by a vote of the Commission.

### **ARTICLE VIII. ADOPTION AND EFFECT**

#### Section 1. Adoption

Immediately upon a majority vote of the Commission and approval by the City Council these Bylaws shall be in full force and effect; any and all provisions of previously adopted Bylaws, policies, or procedures which may be totally or partially in conflict herewith are hereby repealed.

#### Section 2. Effect

These Bylaws shall not be considered or construed as superseding any directive of the City Council nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.

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\*Numbers refer to sections of the Municipal Code

[https://library.municode.com/ca/richmond/codes/code\\_of\\_ordinances?nodeId=ARTIIBOCO\\_CH3.16LICO](https://library.municode.com/ca/richmond/codes/code_of_ordinances?nodeId=ARTIIBOCO_CH3.16LICO)

*Approved by the Richmond Public Library Commission  
May 16, 2024*