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| <b>BY-LAWS</b><br><b>BUTTE COUNTY LIBRARY ADVISORY BOARD</b> |
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**Article I. NAME, AUTHORITY AND ADDRESS**

Section 1. The Butte County Library Advisory Board is authorized by the Butte County Board of Supervisors.

Section 2. The address of the Butte County Library Advisory Board shall be:

Library Advisory Board  
Butte County Library  
1820 Mitchell Avenue  
Oroville, CA 95966  
Telephone: (530) 538-7240

Email: [LibraryAdvisoryBoard@buttecounty.net](mailto:LibraryAdvisoryBoard@buttecounty.net)

Website <http://www.buttecounty.net/Library/SupportYourLibrary/Advisory%20Board.aspx>

**Article II. Purpose**

Section 1. The Library Advisory Board, hereafter called “the Board”, shall carry out the purposes authorized by the Butte County Board of Supervisors, Resolution 02-060 adopted April 23, 2002, and amended by the Butte County Board of Supervisors, Resolution 11-078 adopted July 26, 2011:

- To update and annually maintain a strategic plan for the Butte County Library;
- To develop and maintain a long range library financial plan;
- To provide an annual statement/report on the state of the Library for the past year;
- To develop fundraising plans for the Board of Supervisors approval;
- To provide oversight of the funds deposited with the North Valley Community Foundation on behalf of the Butte County Libraries, as authorized on May 15, 2002 by the Board of Directors of the Butte County Library Foundation and prior to the closure of the Foundation;
- To oversee the development of relationships with community partners, such as schools and businesses;
- To assist with the relationships with the cities and town in the county;
- To advise the Board of Supervisors on issues and trends impacting the Library;
- To monitor technology that will affect the operation of the library and provide guidance to the Board of Supervisors;

- To develop and oversee public relations campaigns in support of the Library; and to encourage in every possible way the development and advancement of the public library system.

Section 2. Investigate the requirements for setting up a non-profit foundation to assist in supporting the Butte County Library system, with the intent that any such foundation established shall not be established by Butte County or the Butte County Library Advisory Board

Section 3. For reference, a copy of Resolution 11-078 is included as Attachment A.

### **Article III. Membership and term**

Section 1. The Board shall have ten members appointed by the Butte County Board of Supervisors.

Section 2. Four members shall reside in the Chico area, two in the Paradise area, two in Oroville areas, one in the Gridley/Biggs area, and one in the Durham area.

Section 3. The Butte County Librarian shall be a non-voting member of the Board.

Section 4. The term for a member shall be for four (4) years.

Section 5. Vacancies shall be filled for an unexpired term.

Section 6. Absence from three (3) consecutive meetings without a valid reason, approved by the Board, will be considered as automatic resignation from the Board.

### **Article IV. Officers and Duties**

Section 1. The Officers shall be a Chair and Vice Chair.

Section 2. The Butte County Librarian shall be the secretary of the Board.

Section 3. The Chair and Vice Chair, with concurrence of the Board, shall appoint a Nominating Committee by October of each year. The Nominating Committee will provide recommendations of the Board Officers for the ensuing year. The election of Board Officers shall occur on the last meeting of each year.

Section 4. Officers shall be elected annually and shall serve from January 1 through December 31.

Section 5. The Chair shall preside at all meetings, and may represent the Board at meetings and public functions.

Section 6. The Chair shall communicate with the Vice Chair and the Secretary in establishing the agenda for each meeting.

Section 7. The Board Chair, in consultation with the Vice Chair, may call special meetings as needed:

Section 8. The Vice Chair shall assist the Chair and act in the Chair's absence.

Section 9. The Secretary shall be responsible for the preparation and distribution of the minutes, shall implement the legal requirements of notice of the agenda of each meeting, shall

handle correspondence of the Board, and shall be responsible for maintaining the records of the Board and making such records available to the public.

#### **Article V. Committees: appointment and duties**

Section 1. The Board may establish committees for specific purposes.

Section 2. Each committee shall consist of at least three and no more than four Board members. Committees may request staff assistance from the Secretary of the Board.

Section 3. The officers may authorize a committee and its membership with the advice and consent of the Board.

Section 4. The Board shall adopt a statement of purpose, membership and term of each committee.

#### **Article VI. Quorum, meetings and voting**

Section 1. A quorum shall consist of six of the ten voting members.

Section 2. There shall be a minimum of four meetings each year. The Board may schedule and conduct additional meetings as needed or desired.

Section 3. The Board shall establish its annual meeting schedule at the first meeting of each calendar year.

Section 4. The Board Chair, in consultation with the Vice Chair, may adjust the adopted meeting schedule if it becomes known a quorum will not be present at a scheduled meeting.

Section 5. Meetings shall follow the requirements of the California Public Meeting Act and be open and accessible to the public, unless otherwise provided by law.

Section 6. Each member shall have one (1) vote, except for the Librarian who shall be a non-voting member. .

Section 7. All questions presented for a vote shall be decided by a simple majority of the members present, except for amendments of the By-Laws as noted in Article VII.

#### **Article VII. Conflict of Interest**

Section 1. Each member of the Library Advisory Board makes a commitment to providing a high level of service to the community, to all citizens regardless of age, gender, ethnicity or economic status.

Section 2. Each member has a duty to disqualify self from taking a position where even the appearance of a conflict of interest exists.

#### **Article VIII. Amendment**

Section 1. The By-Laws may be amended by a majority vote of the full membership.

Section 2. Notice of a proposed amendment shall be provided to all members a minimum of 10 calendar days prior to the meeting.

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The following is provided for information:

Library Advisory Board created by Resolution 02-060 of the Board of Supervisors,  
April 23, 2002

Original Bylaws adopted January 8, 2003

Revised Bylaws adopted February 9, 2005

Revisions to bylaws started April 2011 and held until the Resolution of the Board of Supervisors was updated.

Library Advisory Board updated by Resolution 11-078 of the Board of Supervisors, July 26, 2011.

Revised Bylaws adopted November 9, 2011

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