

**BYLAWS OF THE
SOLANO COUNTY LIBRARY OVERSIGHT ADVISORY COMMITTEE**

ARTICLE I: PURPOSE

The Committee shall act in an advisory capacity to the Director of Library Services and to the Board of Supervisors in all matters pertaining to library service, including reviewing and reporting on the Solano County Library's administration of and compliance with the expenditure plan and the terms of Measure L, and monitoring and auditing the use of the funds, and preparing an annual report on the expenditures to the Board of Supervisors and the community.

ARTICLE II: MEMBERS OF LIBRARY OVERSIGHT ADVISORY COMMITTEE

Section 1.

The Committee shall consist of seven members, each appointed by the Board of Supervisors to represent one of the seven cities within the county's public library systems.

The ideal candidate will be:

- A library user;
- In good standing as a library user at Solano County Library or Benicia Public Library;
- Interested in and enthusiastic about public libraries, their principles, and what they represent to the community;
- Experienced/involved in community organizations/boards; and
- Interested/experienced in advocacy and community relations.

Section 2.

Each Committee member is appointed for a term of four years and may be reappointed for subsequent terms.

Section 3.

A Committee member whose term has expired may serve until a replacement has been appointed.

Section 4.

Unexcused absences of a member for two consecutive Committee meetings shall be considered a lack of interest in continuing to serve on the Committee. The Committee Chair may then request that the Board of Supervisors appoint a replacement.

Section 5.

Members of the Committee shall serve without compensation.

Section 6.

Vacancies in membership shall be filled for the unexpired term by the Board of Supervisors.

Section 7.

Committee members shall comply with applicable State and County conflict-of-interest and ethics laws, including recusal from discussions or votes where a financial conflict exists.

ARTICLE III: MEETINGS

Section 1.

Regular meetings of the Committee shall be held at least three times annually in March, June, and September, with an optional meeting in December, at a place, time, and date to be noticed in accordance with the Ralph M. Brown Act and other applicable regulations.

Section 2.

Seventy-two hours' notice shall be given for all regular meetings.

Section 3.

Special meetings may be called by the Chair, or a majority of the members of the Committee, or by the Director of Library Services.

Section 4.

A quorum for conducting business shall be a majority of the filled seats on the Committee. No action of the Committee shall be taken unless a quorum is present.

Section 5.

The Measure L annual expenditures report shall be presented and reviewed at each September meeting.

ARTICLE IV: CONDUCT OF BUSINESS

Section 1.

No business shall be transacted at any meeting of the Committee other than those matters named in the publicly posted agenda.

Section 2.

All meetings shall be conducted under Robert's Rules of Order.

Section 3.

All meetings of the Committee shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair, or in both the Chair's and the Vice-Chair's absence, by the Secretary.

Section 4.

The order of business at the regular meetings shall be as follows:

- (1) Call to order
- (2) Roll call and establishment of quorum
- (3) Approval of minutes of prior meeting
- (4) Approval of agenda
- (5) Public comment*
- (6) Correspondence
- (7) Report from Solano County Director of Library Services
- (8) Old business
- (9) New business
- (10) Announcements/Member reports
- (11) Date of next meeting
- (12) Adjournment

* Members of the public may speak for up to three minutes on any agenda item, not to exceed a combined total of 15 minutes. Comments on any matter not appearing on the agenda must be within the subject matter jurisdiction of the Committee and cannot be discussed or acted upon by the Committee.

Section 5.

Approval of any action requires an affirmative vote of a majority of the members present at a meeting where a quorum has been established. The Chair or any Committee member may call for a roll call vote. Unless a roll call vote is requested, or a member is participating remotely in accordance with the Ralph M. Brown Act, actions may be taken by voice vote.

Section 6.

The Chair shall vote on all matters and shall have equal privileges as a member for purpose of making motions, introducing resolutions, or making nominations.

Section 7.

Action shall be taken only by resolution or motion of the Committee.

ARTICLE V: EXPENDITURE PLAN

The Expenditure Plan required under Measure L is designed to accomplish the specific projects listed below with the revenues from the transactions and use tax. The Expenditure Plan provides for maintaining the existing public libraries and their collections, programs, and services.

This expenditure plan is intended to provide Solano County with libraries which are on a par with those operated in other Bay and Sacramento Area communities.

The specific projects for which the revenues from the transactions and use tax will be expended are as follows:

- a. Maintaining local public libraries throughout the County;
- b. Maintaining open hours at Solano County Library branches in the cities of Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo; and the Benicia Public Library;
- c. Maintaining funding to the books and materials budgets at Solano County Library branches and the Benicia Public Library;
- d. Maintaining library programs for children and young adults at Solano County Library branches and the Benicia Public Library; and
- e. Maintaining the cost of the Literacy Program at Solano County Library.

ARTICLE VI: OFFICERS AND ELECTIONS

Section 1.

The elected officers of the Committee are the Chair and the Vice-Chair. The Solano County Director of Library Services, or designee, will serve as Secretary and will preside in the Chair's and Vice-Chair's absence. The Secretary shall not vote.

Section 2.

The election of the Chair and Vice-Chair shall take place at the Committee's September meeting.

Section 3.

The Chair and Vice-Chair may not serve more than two consecutive one-year terms.

Section 4.

If the office of Chair or Vice-Chair becomes vacant prior to any September meeting, the Committee shall elect a successor to serve the remainder of the term.

Section 5.

- (1) The Chair shall preside at all meetings, appoint all ad hoc committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer. The Chair may appoint ad hoc committees of less than a quorum of members that serve a limited or single purpose. The ad hoc committee will be dissolved once its specific task is completed.
- (2) The Vice-Chair shall act as Chair in the Chair's absence.

Section 6.

- (1) The Secretary, in consultation with the Chair, shall prepare an agenda for each meeting. The agenda shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must include a brief description of each item of business to be considered, along with the time and location of the meeting.
- (2) The agenda shall be distributed electronically to all Committee members and made publicly available on the Library's website. Copies shall also be posted at each library branch. Notice to local media outlets shall be provided consistent with Brown Act requirements. The agenda and the minutes of the previous meeting shall also be provided to the Director of Library Services, the Library's management team, the County Administrator, the Library's Management Analyst, the Vacaville Library Commission, the Dixon Library Board, and each library supervisor for distribution to library staff.
- (3) The Secretary shall keep an accurate record of all proceedings and actions of the Committee, including attendance. Minutes shall be presented for approval at the next regular meeting.
- (4) The Secretary shall notify the Board of Supervisors of any vacancies on the Committee.

ARTICLE VII: AMENDMENT TO BYLAWS

Proposed amendments to these bylaws may be made by a majority vote of the Committee at any regular or special meeting. Such proposed amendments shall be submitted to the Board of Supervisors for final approval.