

OREGON CITY LIBRARY ADVISORY BOARD

BY-LAWS

(Amended May 2003)

I. CREATION

The Oregon City Library Advisory Board was established by the City Commission of Oregon City to advise the City Commission and Library Director on policy matters pertaining to the Oregon City Library and such other matters as detailed in Oregon City Municipal Code 2.44.030.

II. NAME

Title name of this organization is the Oregon City Library Advisory Board, hereinafter referred to as the LIBRARY BOARD.

III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

1. Maintain active communications with the Library Director Library Managers, Staff, and other relevant City staff.
2. Advise the City Commission and Library Director on policy matters pertaining to the city public library.
3. Assist in the preparation and presentation of the library's annual operating budget.
4. Assist in the development of short and long-term goals for the provision of library services to the community.
5. Represent the interests of the library users of the city.
6. Foster public knowledge and support of the library's role in the community and promote the use of the library by city residents.
7. Participate in network or state activities intended for library board members that promote or advance the cause of library services.

8. Perform such other related duties as requested by the City Commission.
9. Provide public meeting time for citizen input.

IV. ORGANIZATION

1. The LIBRARY BOARD shall consist of seven (7) appointed members. They shall consist of four (4) “city” resident positions, two (2) “out of city” positions, and one (1) “at large” position. No committee member shall serve more than two consecutive terms.
2. There will be Chair and Vice-Chair positions for the LIBRARY BOARD. Each position will be for a one-year term. The LIBRARY BOARD will select members as Chair and Vice-Chair each January with a nomination and voice vote process. The vice-chair shall assume the duties of the Chair, in the absence of the Chair.
3. The Chairperson shall preside over Library Board meetings and is responsible for identification of subcommittees; seeing that Board vacancies are filled; and overseeing the business of the Board.
4. The Library Director or designee shall attend meetings. Their purpose is to aid the LIBRARY BOARD through information, initiation of projects, perspective, referrals, and other customary staff support services.
5. The LIBRARY BOARD encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

V. MEMBER ELIGIBILITY

1. The Mayor of Oregon City will make appointments to the LIBRARY BOARD.
2. The terms for the LIBRARY BOARD will be four (4) years.
3. In order to establish continuity of membership, the terms will be structured so that no more than three member’s terms expire during any one-year.

4. If a member decides to resign, the Member's resignations will be filed with the Chairperson as soon as possible. A newly appointed member shall assume the remainder of the existing term.
5. After two (2) consecutive absences of any member of the Library Board, the Library Board may discuss the member's attendance and shall, by a quorum of the Library Board, reach a decision about their continued membership on the Library Board. The Chairperson will contact the member with the decision of the Library Board.

VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee.
2. The Chairperson, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.
3. A majority of the members of the Library Board will constitute a quorum
4. Library Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.
7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

VII. AMENDMENTS

1. The Oregon City Library Advisory Board By-Laws shall be submitted to the City Commission for approval. Once the By-Laws are approved, any modification of these By-Laws must also be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
 - a. All recommended modifications are to be presented and discussed at a regularly scheduled LIBRARY BOARD meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
 - b. A majority vote of the LIBRARY BOARD membership present is necessary to recommend a change in the By-Laws.

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