

**SAN RAMON
LIBRARY ADVISORY COMMITTEE
GUIDELINES AND BY-LAWS**

*Approved by the San Ramon City Council - June 22, 1993
Amended by the San Ramon City Council - April 28, 1998
Reviewed by the Parks and Community Services Commission - November 13, 2002/April 27, 2005
Amended by the San Ramon City Council - April 25, 2006
Amended by the San Ramon City Council - March 2010
Reviewed by the Parks and Community Services Commission, October 12, 2011
Amended by the City Council - November 2013
Amended by the San Ramon City Council – November 24, 2020*

ARTICLE I: NAME

- A. The name of this group shall be the San Ramon Library Advisory Committee (hereinafter referred to as "Committee").

ARTICLE II: HISTORY

- A. The Committee was established by the City Council on April 28, 1992 pursuant to a recommendation from the Library Advisory Task Force final report presented to the City Council on April 28, 1992.

ARTICLE III: PURPOSE

- A. The purpose of the Committee is to provide ongoing input to the City of San Ramon and Contra Costa County on the provision and delivery of library services in San Ramon.

ARTICLE IV: CHARGE

- A. The Committee's main objectives are to:
 - 1. Make recommendations to the staff, Parks and Community Services Commission, Contra Costa County Library officials and City Council on the delivery of library programs, facilities, activities, services and policies.
 - 2. Appoint Policy, Program, and Facility, standing sub-committees and other sub-committees as necessary to provide preliminary review and comment of recommendations prior to being presented to full Committee.
 - 3. Receive and evaluate input from the community, including input from individuals and organizations on issues relevant to the library's plan of service.
 - 4. Act as a liaison for library issues to other governmental, non-profit and private organizations.

5. Serve as a resource and advocate to the City on library issues.
6. Provide feedback to staff on the assessment of current and future needs of the library for the purpose of program and facility planning.
7. To review County library policies and provide input to the County on policies for the San Ramon Library

ARTICLE V: MEMBERSHIPS

- A. The Committee shall consist of five community representatives and two alternates. Members shall meet any one or more of the following criteria:
- Are interested or knowledgeable in library services;
 - Have prior experience in community projects or activities;
 - Have prior experience in a community-based organization.

Applicants must meet all of the following qualifications;

- Applicants should have the ability to take an active role in Committee meetings and projects and participate a minimum of 6 hours per quarter in library programs and activities.
- Be a resident of the City of San Ramon.
- Be 18 years of age or older
- Not currently serving on another City Advisory Committee

- B. The Committee will have voting capacity. The Alternate Members shall serve to include voting rights in the order of designation in the absence of a Committee member. The Alternate Members must attend a minimum of one meeting per quarter and should receive agenda and minutes for all meetings.
- C. The Committee will include one liaison from the Parks and Community Services Commission, Teen Council, and City Council who will be non-voting members. Two non-voting City staff members (Director, Division Manager, and/or Program Manager), and one non-voting Library Branch Manager will serve to provide professional expertise, program and budget advice, and assistance with applicable open meeting regulations.
- D. Persons meeting the qualifications and interested in serving on the Committee shall complete the appropriate application form. An application filing period will be announced publicly in order to solicit applications when vacancies exist on the Committee.
- E. All five seats and two Alternates (designated as Alternate #1 and #2) shall be appointed by the City Council. Prior to final approval and appointment by the City Council, candidates will be interviewed by the Commission. A recommendation will be forwarded to the City Council by the Commission.
- F. Members will serve a two-year term on the Committee or until an Alternate or successor is appointed and able to serve. Incumbents wishing to reapply will be

re-interviewed by the Commission and re-appointed by the City Council. Terms will commence in April of each year.

- G. Members wishing to resign from the Committee must provide a written resignation addressed to the City Clerk. Once the resignation is received by the City Clerk, the Alternate fills the vacancy in the order of designation.. If an Alternate is not available, the City Clerk then follows the application process for filling the vacancy.
- H. In the event of a vacancy on the Committee, the person selected to fill the vacancy shall serve for the remainder of the unexpired term. If fewer than six months remain in the unexpired term, the city council has the option of appointing a person to serve the remainder of the unexpired term or the unexpired term followed by a full term.

ARTICLE VI: COMMITTEE ORGANIZATION

- A. Meetings will be held a minimum once per quarter. Additional meetings may be scheduled as deemed necessary by the Chair of the Committee or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve month period shall constitute voluntary resignation from being a full Committee member. If due to unforeseen circumstances, a Committee member cannot fulfill his/her duties, the Committee member may request Alternate status through the Chair. If approved, Alternate #1 fills the vacated position, Alternate #2 moves to #1 and the former member fills the Alternate #2 position. However, in this case, required attendance of an Alternate Member must be maintained and the member remains an Alternate through the remainder of the term. If the Committee member vacating the position is an officer, the Committee should promote or elect new officers from the existing Committee. If there is no Alternate, the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. Attendance records will be maintained by staff.
- D. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
 - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Committee members at least 72 hours in advance of Committee meeting.

2. Minutes: Written summary minutes shall be recorded by the staff, typed and issued to all Committee members for their approval.
3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.

E. Officers:

The Committee shall elect a Chair and a Vice Chair from among its members following the annual appointment. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to City Council and Commission; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

F. Staff:

Shall record all activities of the Committee and keep written summary minutes of all Committee meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Committee work; assure compliance with applicable laws; lend professional expertise; track time spent on Committee work.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Committee members may recommend and the Committee establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees may consist of persons not on the Advisory Committee, and may be of any size. Sub-committee Chair will be elected by the Sub-committee membership. Sub-committees will be appointed for either single task force assignments or as an ongoing standing sub-committee. Sub-Committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Committee.

- B. Committee will submit recommendations to the Parks and Community Services Commission and City Council in writing, as approved by a majority of the Committee.
- C. Committee shall establish annual goals and action consistent with City Council policies and direction.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Committee, Commission, and ratified by the City Council.