



BYLAWS OF THE LIBRARY ADVISORY BOARD

Ratified by City Council on 09/11/2018

Article I: Name

According to Beaverton Code 2.03.190, the official name of the Board is the City Library Board (Board).

Article II: Powers and Duties

The duties of the Board shall consist of, but not be limited to, the following:

1. Consult with the city librarian on all matters pertaining to the Beaverton City Library, including those matters set forth in BC 2.02.052 of this chapter.
2. Make recommendations to the mayor and the Council regarding all matters pertaining to the Beaverton City Library.
3. Make an annual report to City Council, as provided in Beaverton Code 2.03.002. The report shall contain a summary of activities the Board conducted the previous year.
4. Perform other related duties as directed by the Mayor or City Council.

Article III: Membership

1. **Appointment.** As provided in Beaverton Code 2.03.002, the mayor shall appoint all members to the Board, subject to confirmation by City Council.
2. **Number of Members.** As provided in Beaverton Code 2.03.192, the number of members in the Board is seven members.
3. **Term of Office.** Members shall serve three-year terms. The term of office begins on the first day of the calendar year. Members may serve two full consecutive terms per O.R.S 357.465.
4. **Attendance.** All members shall regularly attend meetings. Except for medical leave, a member may be removed by the Mayor, subject to confirmation by City Council, if a member has missed more than 50 percent of regular meetings in a calendar year, whether or not the absences were excused or unexcused. An absence is "unexcused" if the member does not notify the staff liaison about an absence prior to the meeting.
5. **Vacancies.** As provided in Beaverton Code 2.03.002, the mayor shall appoint another member to the Board if there is a vacancy. The mayor shall appoint the member through a substantially-similar process used to appoint the original members of the Board. The member filling the vacancy shall serve on the Board for the remainder of the unexpired term.
6. **Removal.** As provided in Beaverton Code 2.03.002, the Mayor may remove any member on a Board, subject to confirmation by City Council.
7. **Alternates.** There may be a maximum of 2 alternates. Alternate members shall serve one-year terms and are non-voting members. Alternate members are encouraged to attend Board meetings to become familiar with Board processes in preparation for potential future appointments to the Board.

Article IV: Officers

1. **General.** The officers of the Board shall be a chair and vice chair.

2. **Term.** The term of office for an officer begins with the first Board meeting of the calendar year and lasts for one year.
3. **Duties.**
 - a. **Chair.** The chair shall:
 - i. Preside over all deliberations and meetings of the Board
 - ii. Call special meetings in accordance with these bylaws;
 - iii. Be responsible for preparing the agenda for meetings with the assistance of the staff liaison.
 - iv. Represent the Board to the public and may give presentations and provide testimony.
 - b. **Vice chair.** The vice chair shall fulfill the role of the chair in the chair's absence.
4. **Election of Officers.** At the last Board meeting of the calendar year, Board members shall elect officers. Nominations shall come from Board members. The officers shall be elected in the order of chair and then vice chair. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The City staff liaison shall administer the election process at the meeting.
5. **Vacancy.** If an officer position becomes available during the year, the Board shall vote on a replacement at the next regularly-scheduled meeting. The newly-elected officer shall complete the term of the existing vacancy.

Article V: Quorum & Voting

1. **Quorum.** A majority of the number of positions on the Board shall constitute a quorum for the conduct of business. Four members constitute a quorum for the Board. Alternate board members do not count towards quorum.
2. **Voting.** The concurrence of a majority of the members of the Board present and voting is necessary to determine any question before the Board. Proxy votes or votes in abstentia are prohibited.

Article VI: Meetings

1. **Regular.** (a) The Board shall adopt a meeting schedule for its regular meetings at the first regular meeting of the calendar year. All meetings of the Board are public meetings subject to Oregon Public Meetings Law.
(b) Order of Business in Regular Meetings.
 - a. Call to order;
 - b. Roll call;
 - c. Visitor comment period. Presentation of any matter related to library affairs. A visitor's presentation shall not exceed 5 minutes.
 - d. Agenda items; and
 - e. Adjournment.
2. **Special.** The chair may call special meetings, if necessary. If the chair calls a special meeting, he or she shall inform the City staff liaison about the request to call a special

meeting. The City staff liaison shall provide reasonable notice of the meeting to members and to the public, but in no instance will there be less than 48-hours' notice. The notice shall provide the time, place, and purpose of the special meeting. Only matters reasonably related to the special meeting's stated purpose may be discussed at the special meeting.

3. **Subcommittees.** A subcommittee may be formed by a motion and simple majority of the full Board. The motion should include a description of the purpose, scope, number of members, and duration of the subcommittee.
4. **Minutes.** The City staff liaison shall record minutes of each meeting, and shall maintain the minutes in accordance with Oregon Public Meetings Law.
5. **Agenda.** Only the Board chair or a majority of Board members may cause an item to be placed on, or removed from, the agenda for meetings.

Article VII. Staff and Council Liaison

1. **Staff Liaison.** The City shall assign a staff liaison to the Board. The staff liaison shall provide assistance, including, but not limited to: arranging the meeting space and time; notifying Board members and the public of meetings; distributing agendas and minutes; providing information about relevant city policies, procedures, plans, and procedures, and other external resources available to the Board; training new members, and requesting budget funds annually for the Board's mission or business.
2. **Library Director.** The City Library Director shall be a non-voting, *ex officio* Board member.
3. **Council Liaison.** The City Council liaison serves as a conduit for communication between City Council and the Board; provides procedural direction and relays City Council's position to the Board; resolves any questions that the Board has about the role of City Council, municipal government and the Board; maintains contact with the chair; and facilitates training of new members by providing suggestions and relevant information to the staff liaison responsible for training them. As provided in BC 2.11.020(J), the City Council liaison is a non-voting, *ex officio* Board member.

Article VIII. Authority

Unless otherwise explicitly provided in these bylaws, the table provided in Beaverton Code Chapter 2.11 shall be the governing rules of order for the Board.

Article IX: Amendment to Bylaws

1. **Proposal.** A majority of Board members may propose to amend the Board's bylaws at a regularly-scheduled meeting, provided that the meeting agenda specifically mentions the proposed amendment to the bylaws.
2. **Review.** As provided in Beaverton Code 2.03.002, the Board must send the proposed amendments to the City Attorney's Office for review.
3. **Ratification.** As provided in Beaverton Code 2.03.002, proposed amendments to the Board's bylaws are not effective unless City Council ratifies the amendments by resolution.

Approved by the Board on 6-13-2018.

Reviewed by the City Attorney's Office on 8-22-2018.

Ratified by City Council on 09-11-2018.