

West Slope Community Library

BYLAWS OF THE LIBRARY ADVISORY BOARD

Article I: Name

The name of this body is the West Slope Community Library Advisory Board hereinafter referred to as the WSCLAB.

Article II: Purpose and Responsibilities

1. **Purpose** To represent the interests and needs of the community to West Slope Community Library (Library) and to represent and advocate for the Library in the community.
2. **Responsibilities** The WSCLAB has responsibility for advising the West Slope Community Library Director (Library Director) and the Washington County Cooperative Library Services (WCCLS) Manager on the operation and facilities of the West Slope Community Library. Specific responsibilities of the WSCLAB include, but are not limited to the following:
 - a. Consult on programs and services the Library should provide to address the needs and interests of the community.
 - b. Advise on, review, and provide feedback on draft library policies. Adopt Washington County approved policies.
 - c. Promote the Library to the general public; foster knowledge and support of the Library's role in the community, and encourage the use of the Library.
 - d. Encourage cooperative activities with other organizations in support of the Library.
 - e. Review the proposed annual budget and midyear budget projections. Consult on implementation of budgeted projects.
 - f. Recommend annual goals, for the Library and WSCLAB, based on the Library's mission.
 - g. Assist in developing strategic plans for the Library. Review performance evaluations of strategic plan implementation on a regular basis.

Article III: Organization and Structure

1. **Appointment** WSCLAB members are appointed by the Washington County Board of Commissioners (BCC).
2. **Membership**
 - a. The WSCLAB is comprised of at least five and no more than seven members.
 - b. WSCLAB members must be active, registered users of West Slope Community Library and must reside in Washington County.
 - c. Up to one member may be a student member, defined as:
 - i. studying at high school or college grade level,
 - ii. residing or attending school, including home-school, in Washington County.
3. **Removal**
 - a. Any WSCLAB member who has three (3) unnotified absences (regular or special meeting) in a 12 month period may be automatically removed from the Advisory Board with the agreement of the WSCLAB Chair and the Library Director.
 - i. Members shall provide notice of an absence by sending an email message to the WSCLAB Chair and the WSCLAB secretary.
4. **Terms of Office**
 - a. WSCLAB members shall be voting members and shall serve four year terms.
 - b. To maintain organizational continuity, the WSCLAB shall maintain a staggered term base; no more than two member terms may expire in the same year, excluding student members. Terms of incoming members may be reduced in length by one-year increments to achieve the staggered term base as necessary.
 - c. Student members shall be voting members and serve one-year terms.
 - d. The term of office begins on July 1. Members may serve two full consecutive terms. Any person may be appointed again to the WSCLAB after an interval of one year.

- e. If a vacancy occurs, the BCC shall appoint a new member for the unexpired term.

Article IV: Roles and Officers

General The WSCLAB shall have a Chair and a Vice Chair. The Library Director shall serve as Secretary.

1. **Election of Officers** The WSCLAB will select members as Chair and Vice Chair in the last quarter of each operating year (before June 30) with an open nomination process. The Library Director shall administer the election process at the meeting.
2. **Term** The term of office for an officer begins with the first WSCLAB meeting of the fiscal year and lasts for one year. A WSCLAB member may serve more than one term as Chair or Vice Chair but may not serve more than 36 consecutive months.
3. **Duties**
 - a. Chair shall:
 - i. Preside over all meetings of the WSCLAB.
 - ii. Represent the WSCLAB to the public and may give presentations and provide testimony.
 - b. Vice Chair shall:
 - i. Preside in the absence of the Chair and act as Chair when the Chair is unable to perform duties.
 - c. Secretary shall:
 - i. Be filled by the Library Director; duties may be delegated.
 - ii. Keep the record of the WSCLAB's actions.
 - iii. Prepare, post and distribute WSCLAB meeting packets at least 5 days prior to the meeting; post the final agenda prior to the meeting.
 - iv. Prepare and review of WSCLAB meeting minutes in compliance with Oregon Public Records and Meetings Law.
4. **Vacancy** If an officer position becomes open during the year, the WSCLAB 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 and Voting

1. **Quorum** A majority of the total number of voting WSCLAB members shall constitute a quorum for the conduct of business.
2. **Voting**
 - a. A vote, with a concurrence of the majority of the members of the WSCLAB present, is necessary to determine any questions before the WSCLAB.
 - b. Student members shall be voting members.
 - c. Proxy votes or votes in absentia are prohibited. Votes at virtual meetings are not proxy votes or votes in absentia.

Article VI: Meeting Procedures

1. **Regular**
 - a. The WSCLAB shall hold no fewer than five regular meetings a year. The WSCLAB may schedule more than five regular meetings as necessary.
 - b. At the first regular meeting of each calendar year, the WSCLAB will adopt a meeting schedule for the next calendar year.
 - c. All meetings of the WSCLAB are public meetings and subject to the Oregon Public Records and Meetings Law.
 - i. Visitors may address any matter related to library affairs during the Public Comment period. Comments shall not exceed five minutes per speaker.
 - d. The WSCLAB meeting agenda and packet shall be distributed to the WSCLAB at least five days prior to the meeting.
2. **Special**
 - a. Special meetings may be called by a vote of the WSCLAB at any regularly scheduled meeting, or by request of the Chair, Library Director or WCCLS Liaison.
 - b. The Library Director 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. Notice is sufficient if posted on the West Slope Community Library website.

- c. Only matters related to the special meeting's stated purpose may be discussed at the special meeting.

3. **Subcommittees**

- a. A subcommittee may be formed by a motion and a simple majority of the full WSCLAB.
- b. The motion should include a description of the purpose, scope, number of members, and duration of the subcommittee.
- c. Subcommittee meetings shall comply with the requirements of Oregon Public Records and Meetings law.

4. **Minutes** The Secretary (Library Director or delegate) shall be responsible for recording and maintaining the minutes of each meeting in accordance with Oregon Public Records and Meetings law.

5. **Agenda** The WSCLAB Chair, Library Director or by a vote of the majority of the WSCLAB members may cause an item to be placed on, or removed from, the agenda for meetings.

Article VII: Liaisons to the West Slope Community Library Advisory Board

1. **Library Director** The Library Director shall be a non-voting, *ex-officio* WSCLAB member. The Library Director shall provide/delegate assistance, including, but not limited to the following:
- a. Arrange meeting space and time.
 - b. Notify WSCLAB members and the public of meetings.
 - c. Review meeting agendas in consultation with the WSCLAB Chair.
 - d. Fulfill or delegate the role of Secretary.
 - e. Review WSCLAB meeting minutes in compliance with Oregon Public Records and Meetings Law.
 - f. Provide information about relevant county policies, procedures, plans and other external resources available to the WSCLAB.
 - g. Orient new members.
 - h. Request budget funds annually for the WSCLAB's mission or business.

2. **WCCLS Liaison** The WCCLS Manager serves as a conduit for communication between the BCC, WCCLS and the WSCLAB. The WCCLS Manager shall be called upon when needed to:
 - a. Provide procedural direction and relay the BCC's position to the WSCLAB.
 - b. Clarify any questions that the WSCLAB has about the roles of WCCLS, the BCC, and the WSCLAB.
 - c. Maintain contact with the Chair.
 - d. Facilitate training new members by providing suggestions and relevant information to the Library Director for this purpose.The WCCLS Manager is a non-voting, *ex officio* WSCLAB member, and is welcomed but not required to attend every meeting.

Article VIII: Amendments to Bylaws

1. **Proposal** A majority of the WSCLAB may propose to amend the WSCLAB's bylaws at a regularly scheduled meeting, providing that the meeting agenda specifically mentions the proposed amendment of the bylaws.
 - a. Proposed amendments must be read and approved in at least two separate meetings.
 - b. A final decision on a bylaw change may not be made until at least the next regular meeting following the introduction and second of the motion.
2. **Review** The Chair must send the proposed amendments, through the WCCLS Liaison, to the BCC's Counsel for review.
3. **Ratification** Proposed amendments to the WSCLAB's bylaws are not effective unless the BCC ratifies the amendment(s) by resolution.