

1 BYLAWS

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3 FOR

4
5 THE SAN MATEO COUNTY LIBRARY JOINT POWERS AUTHORITY

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7 The County of San Mateo and certain cities within the County of San Mateo have entered into a
8 Joint Powers Agreement establishing the Library Joint Powers Authority (hereinafter referred to as the
9 “Library JPA”). The Library JPA hereby adopts the following Bylaws for the purpose of providing for
10 the orderly conduct of its affairs.

11 ARTICLE I.

12 NAME.

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14 The name of the separate entity established by the Joint Powers Agreement is the “San Mateo
15 County Library Joint Powers Authority” and may be referred to as the “Library JPA.” The Library
16 JPA is charged with the governance of the San Mateo County Free Public Library system pursuant to
17 the Joint Powers Agreement.

18 ARTICLE II.

19 PURPOSES.

20 The Library JPA shall have the purposes established by the Joint Powers Agreement. In
21 addition, the JPA shall::

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23 A. Authorize the submission of applications for federal, state, local, and private grants and
24 approve acceptance of such grants as are received, and allow for the delegation of this
25 responsibility to the Library Director.
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27 B. Advise the County concerning the job performance of the Library Director and concerning
28 any issues regarding the Staff and Services Agreement between the Library JPA and the
29 County.
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31 C. Act in an advisory capacity to each City Council and the Board of Supervisors in all matters
32 pertaining to public library services and the services of the library system.
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34 D. Make appointments to advisory boards and other groups with which the Library JPA is
35 affiliated including the Peninsula Library System Advisory Board.
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37 E. Consult with support groups and citizens on the development and delivery of library
38 services.
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40 F. Accept contributions, or authorize the Library Director to accept contributions, of money or

1 property to the Library system and make appropriations in accordance with any limitations
2 imposed by the contributors on the appropriate distribution and use of such gifts, and the
3 Library JPA budget.
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5 ARTICLE III.

6 MEMBERS; GOVERNING BOARD.

7 Governing Board membership shall be as established by the Joint Powers Agreement.

8 A. If both the member and the alternate as described in the JPA will be absent, the City
9 Council or Board of Supervisors may designate a substitute for that meeting and notify the
10 Library JPA, in written notice to the Library Director, of the designation.

11 B. Members are expected to attend all meetings of the Board. A member, or designated
12 representative, who is unable to attend a given meeting, shall give advance notice of his/her
13 inability to attend to the Board Chair or to the Library Director.

14 C. If any member, or designated representative, fails to attend three consecutive meetings, the
15 Chair will notify the City Council or Board of Supervisors to encourage future participation.

16 D. The Governing Board may appoint such committees as may be necessary from time to
17 time. The Governing Board shall appoint a Personnel Committee in accordance with the
18 Library JPA.

19 E. Members of the Governing Board and the designated representatives shall comply with
20 State and Federal conflict of interest laws and regulations.

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22 ARTICLE IV.

23 OFFICERS.

24 A. The Governing Board will elect a Chair and Vice Chair annually not later than June.
25 Voting shall be public. The Chair and Vice Chair shall be voting members of the Governing
26 Board. New officers shall assume office the first day (July 1) of the next Fiscal Year.

27 B. It shall be the duty of the Governing Board Chair to preside at the meetings of the
28 Governing Board, call special meetings when necessary and to perform other duties as
29 ordinarily pertain to the office of Chair. The Chair shall set the agenda in conjunction with
30 the Library Director and the Operations Committee Chair.

31 C. The Vice Chair shall have all the powers and duties of the Chair in his or her absence.

32 D. The term of office for the Chair and Vice Chair shall commence as stated in paragraph A
33 above, and run for a period of one year. No person shall hold the same office for more than
34 two consecutive terms.

1 E. Nomination for officers shall be made from the floor. Nominations shall be made by voting
2 members of the Governing Board only. Nominations and election of the Chair shall precede
3 nominations and election of the Vice Chair.

4 F. A special election shall be called by the Governing Board if the Chair and/or Vice Chair is
5 unable to serve a full term of office. The newly elected member shall serve the remaining term
6 of that office and this remaining term shall be considered a term in determining consecutive
7 terms.

8 G. All officers shall serve without compensation.

9 H. The Chair or Vice Chair may be removed from office at any time by majority vote of the
10 Governing Board.

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12 ARTICLE V.

13 OPERATIONS COMMITTEE; OFFICERS.

14 A. The Operations Committee shall be responsible for advising the Library Director and
15 Library Governing Board on budget and operational issues of the library system.

16 B. The Operations Committee shall elect a Chair and Vice Chair from among its members
17 annually.

18 C. It shall be the duty of the Chair to preside at the meetings of the Operations Committee, call
19 special meetings and set the agenda in conjunction with the Library Director.

20 D. The Vice Chair shall have all the powers and duties of the Chair in his or her absence.

21 E. The term of office for the Chair and Vice Chair shall commence on July 1 and be for a
22 period of one year. No person shall hold the same office for more than two consecutive terms.

23 F. Nomination for officers shall be from the floor. Nominations shall be made by members of
24 the Operations Committee only. Nominations and election of the Chair shall precede
25 nominations and election of the Vice Chair.

26 G. The Operations Committee may appoint such other committees as may be necessary from
27 time to time.

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31 ARTICLE VI.

1 MEETINGS.

2 A. The Governing Board shall establish by resolution the date, time and place for regular
3 Library JPA meetings. The Governing Board may call for or set special meetings as deemed
4 necessary.

5 ARTICLE VII.

6 CONDUCT OF BUSINESS.

7 A. Except as otherwise provided in these bylaws, or by a majority vote of those present,
8 Roberts Rules of Order, Revised, shall constitute the parliamentary authority for the Library
9 JPA Governing Board and Operations Committee.

10 B. For all meetings, the Governing Board and Operations Committee may use a consent
11 calendar containing items generally non-controversial in nature. Any Governing Board or
12 Operations Committee member, staff or member of the public may request that an item be
13 taken from the consent calendar and voted on separately.

14 C. The Governing Board agenda order of business may be revised by the Chair with the
15 concurrence of the Board.

16 D. The public shall have an opportunity to speak on any Governing Board agenda item. The
17 Chair, with the concurrence of the Board, may set parameters for the nature and length of any
18 comments.

19 E. Action may be taken on items not appearing on the posted agenda only in compliance with
20 provisions of the Ralph M. Brown Act.

21 F. The Library Director shall prepare or cause to be prepared such reports, studies and
22 recommendations as may be requested by the Board to assist in the conduct of business,
23 including financial reports.

24 G. The Library Director shall be responsible for the maintenance of proper records and files
25 pertaining to Board business.

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27 ARTICLE VIII.

28 ADOPTION OF BUDGET; PROCEDURES.

29 A. The budget for the Library JPA will be adopted annually by the Governing Board.
30 Preliminary study sessions or special meetings will be established by the Chair as needed.
31 Governing Board members may request the Chair to call such sessions or meetings. A
32 preliminary budget shall be prepared by the Library Director and reviewed and approved by the
33 Operations Committee and presented to the Governing Board for approval prior to July 1 each
34 year. A revised final budget shall be prepared and presented to the Governing Board for
35 approval prior to October 15 each year.

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ARTICLE IX.

ADOPTION AND AMENDMENT OF BYLAWS.

A. These Bylaws shall become effective upon an affirmative vote of a majority of the Governing Board.

B. The Bylaws may be amended by a majority vote of the Governing Board. Proposed amendments shall be proposed in writing and distributed to all members at least five (5) days prior to the meeting at which they are to be considered. The Governing Board shall vote on the proposed amendment at the soonest practicable regular meeting date.

ARTICLE X.

CONFLICT BETWEEN BYLAWS AND JOINT POWERS AGREEMENT

A. In the event of a conflict between these Bylaws and the Joint Powers Agreement, the latter shall prevail.