

**SAN JOAQUIN VALLEY LIBRARY SYSTEM
BY-LAWS**

ADOPTED MARCH 2, 2018

PREAMBLE

These By-Laws are adopted to facilitate the operations of the Administrative Council and the Committees of the San Joaquin Valley Library System (SJVLS). SJVLS conducts its business under the terms of various agreements among the parties and the California Library Services Act.

ARTICLE I ADMINISTRATIVE COUNCIL

The business of SJVLS is conducted by the Administrative Council ("Council") as authorized by the Joint Powers Agreement of 2016 (JPA) and the California Library Services Act; and by Committees which are created by the Council. THE COUNCIL SHALL HAVE THE POWERS GRANTED IT BY THE JPA, THE CALIFORNIA EDUCATION CODE (§18700 ET SEQ.) AND THE CALIFORNIA GOVERNMENT CODE (§6500 ET SEQ.) ANY PUBLIC AGENCY WHICH HAS THE POWER TO PROVIDE LIBRARY SERVICES WITH SAN JOAQUIN COUNTY MAY JOIN SJVLS UPON APPLICATION OF ITS GOVERNING BODY AND UPON CONSENT OF THE COUNCIL PROVIDED THAT SUCH AGENCY HAS AGREED TO ABIDE BY ALL THE TERMS OF THE JPA AND THESE BYLAWS.

1.1 Council Membership

The member representative is the MEMBER'S library director, or his or her authorized designee.

1.1.1 If a Member misses two (2) consecutive Administrative Council Meetings, they will lose voting status on all administrative actions.

1.1.2 Members will regain voting status after they have been in attendance at one meeting, in person or by proxy.

1.1.3 Members may designate a proxy to attend a meeting in their stead; designation must be by written notice to the Council Chair and the Administrative Librarian for voting privileges of proxy to be recognized. If no written notice is received, the designate will be considered a Guest without voting rights.

1.2 Meetings

Each meeting of Council shall be in accordance with the BROWN ACT and shall be held according to the schedule adopted by the Council, BUT NO LESS OFTEN THAN BI-MONTHLY.

1.3 Officers and Duties

1.3.1 The Council will appoint a Chair and Vice Chair. The Secretary shall be the SJVLS Administrator.

1.3.2 The duties of the Chair shall be to preside at all Council meetings, represent SJVLS in the library community, make any appointments authorized by Council, and perform any other duties assigned by the JPA, State Law, or by the Council.

1.3.3 The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence.

1.3.4 The duties of the Administrator will be to record all minutes, maintain all correspondence and publish all notices as may be required.

1.4 Election of Officers

The Officers shall be nominated and elected annually at the May meeting to take office at the next regular meeting, and to serve for one (1) year, or until their successors have been elected.

1.5 Quorum

A simple majority of the members shall constitute a quorum.

1.6 Fiscal Year

The fiscal year of SJVLS will be JULY 1 TO JUNE 30.

ARTICLE II COMMITTEES

Committees are created by the Council to conduct SJVLS business and assist the Council in the provision of System services. Both Standing and Ad Hoc Committees may be created by the Council. Current standing committees include the Electronic Resources Committee and the Automation Committee.

2.1 Membership

The membership shall be limited to one representative from each member library who has been appointed by the member library's director, and one representative of the System staff. The member may be the same person or different persons from each library system.

Alternates may be appointed and additional members may be appointed as authorized by Council.

Directors may also opt to not assign a representative to a specific committee. In the case the director will be asked to appoint a contact to whom the committee will send information, actions and recommendations to the Administrative Council resulting from committee meetings. This contact is not a voting member and shall not count against the number necessary to determine a quorum.

2.2 Terms of Office

Each member library representative shall serve at the pleasure of the Library Director. Each System Staff representative will serve as appointed by the Managing Director of SVJLS.

2.3 Meetings

Each meeting of a Committee shall be in accordance with the Brown Act as it may be amended by the State of California. Parliamentary Authority shall, WHERE NOT DICTATED BY THE BROWN ACT OR OTHER LAWS, be AS DESCRIBED IN Roberts Rules of Order(current edition) and shall be held according to the schedule adopted by the Committee.

2.4 Officers and Duties

2.4.1 The Chair of each Committee shall be appointed by the Council.

2.4.2 The duties of the Chair shall be to preside at all Committee meetings, make any appointments authorized by the Committee, and perform any other duties assigned by the JPA, State Law, or by the Administrative Council.

2.5 Quorum

A simple majority of the members OF EACH COMMITTEE shall constitute a quorum FOR THAT COMMITTEE TO CONDUCT BUSINESS.

ARTICLE III NOTICES AND PARLIAMENTARY AUTHORITY

THE NOTICING AND CONDUCT OF ALL meetings OF THE COUNCIL AND OF ANY STANDING COMMITTEE will be in accordance with the Brown Act as it may be amended by the State of California. Parliamentary Authority shall, WHERE NOT DICTATED BY THE BROWN ACT OR OTHER LAWS, be AS DESCRIBED IN Roberts Rules of Order(current edition).

ARTICLE V AMENDMENT

These By-Laws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the members where notice of the amendment has been included in the agenda for the meeting and the text submitted with the agenda.

ARTICLE VI WITHDRAWAL

ANY AGENCY WISHING TO WITHDRAW FROM MEMBERSHIP MUST PROVIDE THE COUNCIL WITH WRITTEN NOTICE OF INTENT TO DO SO BY DECEMBER 31 OF THE YEAR PRIOR TO WITHDRAWAL, WHICH SHALL OCCUR EFFECTIVE THE FOLLOWING JULY 1.

ARTICLE VII RESIDUAL POWER

ALL POWERS GRANTED SJVLS BY THE JPA AND APPLICABLE LAWS AND NOT MENTIONED HEREIN SHALL REMAIN WITH THE COUNCIL.