

Multnomah County Library District Advisory Board Bylaws

ARTICLE I. NAME AND GOVERNANCE

Section 1. Name. The name of this organization shall be the Multnomah County Library District Advisory Board, hereafter called the “Library Board.”

Section 2. Governance. The Library Board is established by Multnomah County Home Rule Charter (Chapter IX. Library District. 9.30 Advisory Board) and by Multnomah County Code (Chapter 19: Library. § 19.002 Library Board). The Library Board advises the Library Director and the Multnomah County Board of Commissioners sitting as the Multnomah County Library District Board (District Board).

ARTICLE II. MISSION

“The library board shall promote excellence in library services and be advocates for a strong and visible library system. To that end, the board shall actively respond to the community’s changing needs through comprehensive and visionary planning and uphold the principles of intellectual freedom and accessible library services for all residents.” (Multnomah County Code § 19.004) Additionally, the library board serves as the Library Citizen Budget Advisory Committee, as described in the Multnomah County Code (§ 3.301).

ARTICLE III. MEMBERSHIP

Section 1. Membership Requirements. The Library Board consists of 17 members, including two youth members.

- a. Library Board members must be residents of Multnomah County.
- b. Youth members must be between the ages of 13 and 17 at the time of their appointment.
- c. The Library Board will make an effort to have a diverse 17-member board that represents a variety of ages, interests, ethnicities, backgrounds, employers, and home addresses in the county to most effectively represent the wide array of audiences served by the library.

Section 2. Terms.

- a. Full terms: Library Board members are appointed by the Multnomah County Library District Board to serve one (1) four-year term with an option to apply for a second four-year term.
- b. Partial terms: In the event that a Library Board member is unable to fulfill their current term, another individual shall be appointed by the District Board to fill the remainder of that term. If the remaining portion of the term is two years or longer, the individual appointed to fill the remainder may renew for one four-year term after completion of the partial term. If the individual is appointed to fill a partial term of less than two full years in duration, that person may renew for up to two consecutive four-year terms after fulfilling the partial term.
- c. Youth member terms: Youth members serve a single term of two years. If a vacancy occurs during the term, a new youth member may be appointed to complete the term, which will count as the newly appointed member’s single term served.

Section 3. Appointment Procedures. A nominating committee comprised of Library Board members will identify potential new members as needed. Members of the nominating committee will present potential members to the convened Library Board, and will recommend nomination of those individuals. The Library Board will vote on the nomination(s), and, if passed, will forward the nomination(s) to the Chair. The Chair will appoint members to the Library Board, subject to approval by the District Board.

Section 4. Timeline for Nomination and Appointment of New Members. Member terms shall begin July 1. The Library Board shall nominate members and present them to the Chair for final approval with enough time to allow a July 1 term start. In the event that a member resigns mid-term, a replacement member will be identified by the nominating committee as soon as possible, and recommended to the Library Board. The nomination will be subsequently submitted to the Chair, even when this results in a member starting a term at a time other than July 1.

At the June meeting, the Library Board will vote on individuals for the chair and vice-chair positions (see Article VI below), with those elected beginning their terms on July 1 of the same year.

ARTICLE IV. MEMBER RESPONSIBILITIES

Section 1. Participation and Comportment. Library Board members are encouraged to bring a diversity of views, opinions, and experiences representing the wider community to their work on the Library Board. Members are expected to provide constructive input and recommendations on a variety of issues and topics in a thoughtful and respectful manner; to work cooperatively with other Library Board members and library staff; and to abide by Oregon's Public Meetings and Public Records Law. Members wishing to add a topic to the agenda for a Library Board meeting should notify the Library Board chair.

Section 2. Attendance at Meetings.

- a. Attendance: Library Board members are expected to attend all meetings of the Library Board. On rare occasions due to illness or necessary travel, a member may attend a meeting virtually (see Article VII, section 4). Arrangements should be made with the chair as early as possible to arrange virtual attendance.
- b. Absences: If a Library Board member is unable to attend a meeting, that member shall notify the chair in advance of the meeting.
- c. Dismissal due to non-attendance
Failure to attend at least half of meetings convened during one calendar year, or consistent failure to notify the chair in advance of absences constitutes reason for dismissal.

Section 3. Participation in Committees. Library Board members are expected to serve on at least one committee at all times during their Library Board service. See Article V for information on committees.

Section 4. Communication and Contact.

- a. Communication: Members should have access to electronic communication (such as email) as necessary to receive messages and documents related to their work on the Library Board.

Members are expected to respond promptly to messages from the Library Board chair, ideally within 48 hours.

- b. Contact information: Members are expected to notify the Library Board chair and the library director's office within a reasonable amount of time regarding any changes in contact information, including postal address, email address, and phone number.

Section 5. Interruption of Duties. Members are expected to inform the Library Board chair if an emergency or other extenuating circumstances temporarily prevent that member from responding to Library Board communications or otherwise participating in Library Board activities.

Section 6. Conflicts of Interest. Library Board members are subject to Oregon's Ethics laws for Public Officials. No Library Board member will use their position on the Library Board to obtain financial gain for themselves or any business with which the member is associated. When involved in a potential conflict of interest, a Library Board member will publicly announce the nature of the potential conflict. If a conflict exists, Library Board members should abstain from voting on related issues.

ARTICLE V. COMMITTEES

Section 1. Library Board Committees. The Library Board may establish committees as appropriate to better understand, promote, and advocate for the library. Library Board members will, on at least an annual basis, indicate on which committees they are interested in serving. In cases in which there are not enough members for a committee to efficiently achieve its work, the Library Board chair may solicit and direct additional Library Board members to serve on those committees.

Section 2. Standing Committees.

- a. The Finance Committee will review financial and budget information pertinent to fulfilling the Library Board's role as the Library Citizen Budget Advisory Committee, as described in the Multnomah County Code (§ 3.301). Committee members will present information to the Library Board and provide a draft of the Library Board report regarding the budget. The Library Board as a whole will vote on a final report, which will then be sent to the Office of Citizen Involvement for distribution to the District Board.

- b. The Nominating Committee will establish and implement general policies, programs, and procedures to secure new members; will coordinate Board membership promotions; will make recommendations concerning Board membership, and will serve the library district as a resource on Board membership.

- c. The Governance Committee will draft and review amendments to this document prior to their presentation to the Library Board.

Section 3. Committee Leadership. The Library Board chair will identify a person to serve as a chair for each committee. Each committee chair is responsible for convening and facilitating committee meetings and reporting to the Library Board. Additional duties may apply to different committees.

Section 4. Committee Meetings. Each committee will meet at intervals that are appropriate to the work of that committee.

Section 5. Records. Records will be kept in accordance with Multnomah County Library, Multnomah County, and Oregon State administrative rules pertaining to public records, records retention, and records management (MOAR 166-117-0010(7)).

ARTICLE VI. OFFICERS

Section 1. Officer Positions. The Library Board shall have a chair and a vice-chair.

Section 2. Terms.

- a. The office of chair shall be elected for a one-year term and may be re-elected for a second term. No Library Board member will serve more than two terms as chair.
- b. The office of vice-chair shall be elected for a one-year term and may be re-elected for multiple additional terms.
- c. The positions of chair and vice-chair shall be elected at the June Library Board meeting prior to the start of a new term, as follows:
 - (1) Between April 1 and April 30, the Library Board nominating committee shall accept nominations of candidates for officer positions for the following term.
 - (2) Prior to the June meeting, the Nominating Committee shall interview the declared candidates and recommend to the LAB a slate of one or more candidates for each position.
 - (3) Candidates may provide a written or oral statement in support of their candidacy before the vote occurs.
 - (4) A simple majority of votes determines the election of the chair and vice-chair.
 - (5) If a single candidate is nominated for a position, the Library Board may choose by majority vote to conduct election by oral voting during the public session.
 - (6) If the Nominating Committee presents a slate with more than one candidate for a single position, the vote shall be conducted by written ballot. The serving chair of the Library Board shall designate two Library Board members who are not candidates and not members of the Nominating Committee to count the votes. The votes will be counted and announced before the meeting is adjourned and results will be included in the minutes. The minutes shall state the vote of each member by name.
- d. If the vice-chair position is vacated before the end of term, the chair will appoint an interim vice-chair for the remainder of the term.

Section 3. Duties.

- a. The chair shall call regular meetings, create the agenda for meetings with the input of library staff and Library Board members, preside over meetings, and distribute communications from individual Library Board members and library staff to the entire Library Board as appropriate.
- b. The vice-chair shall fulfill the duties of chair if the chair is unable to attend a meeting or otherwise unable to fill the requirements of the chair position.

ARTICLE VII. MEETINGS

Section 1. Frequency. The Library Board will meet at least six times per year.

Section 2. Special Meetings. Special meetings can be called by the chair or by a group of at least four members none of whom is the chair. Members must be given at least ten days notice for physical meetings and five days notice for virtual meetings.

Section 3. Quorum. A quorum shall consist of more than 50 percent of current membership.

Section 4. Virtual Meetings. Library Board meetings are expected to be in-person meetings. However, the Library Board may meet virtually when there is inclement weather, lack of availability of a meeting space, or for unusual or special purposes. All rules for conducting meetings, including Public Meetings Rules shall apply to virtual Library Board meetings.

ARTICLE VIII. VOTING

Section 1. At Board Meetings. Regular voting of the Library Board shall require a quorum of board members. Assuming a quorum is present, any motion shall require a majority vote of those present to pass.

Section 2. Outside of Board Meetings. As determined by the board chair, and in a manner convenient to members at the discretion of the board chair, board votes may occur outside of board meetings, so long as sufficient notice of the issue and opportunity to vote is provided to each board member and the public, if the meeting is subject to Public Meetings law. The total number of board members voting must be sufficient to constitute a quorum, and a motion shall require a majority of those voting to pass.

ARTICLE IX. REMOVAL OF BOARD MEMBERS

Failure to fulfill the responsibilities of membership may be grounds for removal from the Library Board. Any board member may be removed from the Library Board by an affirmative vote of a two-thirds majority of board members present (not counting the board member under review) at an official meeting of the board in which a quorum is present. Notice of the proposed removal will be given to board members by the time of or before the notice of the meeting. The board

member under review shall be given an opportunity to be present and to be heard at the meeting at which their removal is considered.

ARTICLE X. BYLAWS

Section 1. Adoption of the Bylaws. These bylaws shall be considered adopted upon a two-thirds vote of the entire Library Board.

Section 2. Amendment to the Bylaws.

- a. **Mandated Amendments:** Amendments to these bylaws required to remain consistent with county library regulations or actions of the District Board shall not require a vote of the Library Board. At the latest, any such amendment shall be communicated to the Library Board by the chair at the first board meeting following the amendment.
- b. **Non-mandated Amendments:** Non-mandated amendments to these bylaws may be proposed only by Library Board members. Non-Board members may suggest amendments to the Governance Committee, who may bring those suggestions forward to the Library Board for discussion.
- c. **Prior Review:** All non-mandated proposed amendments to these bylaws shall be sent to the Governance Committee before presentation to the Library Board.
- d. **Member Vote:** All non-mandated proposed amendments shall be accepted by a two-thirds vote of the entire Library Board. Notice of the proposed amendment shall be sent to each Library Board member at least fourteen days before the meeting during which the amendment shall be discussed and voted upon.

Adopted March 8, 2016