

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

**ADOPTED 2/2/96  
Revised by Administrative Council 10/2/98**

**PREAMBLE**

These By-Laws are adopted to facilitate the operations of the Administrative Council, the Advisory Board and the Committees of the System. The System 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 the San Joaquin Valley Library System is conducted by the Administrative Council with the assistance of the Advisory Board which is authorized under the California Library Services Act, and by Committees which are created by the Council.

- 1.1 Council Membership  
The member representative is the library director, or his or her authorized designee.
- 1.2 Meetings  
Each meeting of Council shall be in accordance with all applicable laws and shall be held according to the schedule adopted by the Council.
- 1.3 Officers and Duties
  - 1.3.1 The elected officers of the Council shall be a Chairman and Vice Chairman. The Secretary shall be the Administrative Librarian.
  - 1.3.2 The duties of the Chairman shall be to preside at all Council meetings, represent the System in the library community, make any appointments authorized by Council, and perform any other duties assigned by the Agreements, State Law, or by the Council.
  - 1.3.3 The duties of the Vice Chairman shall be to perform the duties of the Chairman in his/her absence.
  - 1.3.4 The duties of the Secretary 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 majority of the members shall constitute a quorum.

## ARTICLE II SYSTEM ADVISORY BOARD

The System Advisory Board shall advise the Council and the Committees of the System on any subject assigned by the Council or by State Law.

### 2.1 Membership

The membership shall be one representative from each member library who has been appointed by the member library's governing board as provided in state law. Each jurisdiction may appoint an alternate.

### 2.2 Terms of Office

Each representative shall serve one two year term and may be reappointed for one additional term as provided by State Law. The terms begin on April 1 of each year. Terms of the members are staggered with one half ending each year.

### 2.3 Meetings

Each meeting of the Advisory Board shall be in accordance with all applicable laws and shall be held according to the schedule adopted by the Advisory Board.

### 2.4 Officers and Duties

2.4.1 The elected officers of the Advisory Board shall be a Chairman and Vice Chairman. The Secretary shall be the Administrative Librarian.

2.4.2 The duties of the Chairman shall be to preside at all Advisory Board meetings, represent the Advisory Board in the library community, make any appointments authorized by Advisory Board, and perform any other duties assigned by the Agreements, State Law, or by the Administrative Council.

2.4.3 The duties of the Vice Chairman shall be to perform the duties of the Chairman in his/her absence.

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

### 2.5 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.

### 2.6 Quorum

A majority of the filled positions on the Board shall constitute a quorum, but the number shall be no less than 3.

## ARTICLE III COMMITTEES

Committees are created by Council to conduct System business and assist the Council in the provision of System services. Both Standing and Ad Hoc Committees may be created by Council. A listing of all Committees shall always be included with the agenda for each regular meeting of the Council.

3.1 Membership

The membership shall be one representative from each member library who has been appointed by the member library's director, and one representative of the System staff. Alternates may be appointed and additional members may be appointed as authorized by Council.

3.2 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 Administrative Librarian.

3.3 Meetings

Each meeting of the Committee shall be in accordance with all applicable laws and shall be held according to the schedule adopted by the Committee.

3.4 Officers and Duties

3.4.1 The elected officers of the Committee shall be a Chairman, Vice Chairman and Secretary.

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

3.4.3 The duties of the Vice Chairman shall be to perform the duties of the Chairman in his/her absence.

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

3.5 Election of Officers

The Officers shall be nominated and elected in accordance with the instructions of Council.

3.6 Quorum

A majority of the members shall constitute a quorum.

## ARTICLE IV NOTICES AND PARLIAMENTARY AUTHORITY

All notices of the meetings will be in accordance with the Brown Act as it may be amended by the State of California. Parliamentary Authority shall be Roberts Rules

(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.