

**CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
Orange, California**

**BOARD OF TRUSTEES
BYLAWS**

ARTICLE I – NAME

This municipal board shall be called the “*Orange Public Library Board of Trustees*” (Board), existing in an advisory board format, created by virtue of the California Education Code, Sections 18910-18927, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II – FORMAT

Section 1. SIZE

The Board shall consist of five (5) members from the Orange community.

Section 2. APPOINTMENT

Members are appointed by the Mayor of the City of Orange, with approval by the City Council, for a 3-year term, which may be renewed at the current terms expiration.

Section 3. RESIDENCY

Members of the Board shall maintain legal residency within the city limits of Orange, CA. If a trustee no longer has legal residence in the City of Orange, they must resign their position by the first of the month following the residency change.

Section 4. VOLUNTEER

Board members shall be volunteers and shall not receive any compensation for their service on the Board as a trustee.

Section 5. LIBRARY DIRECTOR

The Library Director (or senior staff designee) shall attend all Board meetings, and provide the Board with a monthly report about the library’s activities, operations, financial status, and any other situations of which the Board should be aware as trustees for the Orange Public Library. The Director should also provide information and reports that may be requested by Board members in their effort to fulfill their responsibility as Library Trustees. However, the Library Director will not be considered a Board member, or have a vote in Board action.

Section 6. UNEXPIRED TERM

If a Board member resigns their position prior to the end of their 3-year term, a new member shall be appointed by the Mayor and City Council to serve out the remaining unexpired term, and then will be eligible for appointment to a full 3-year term.

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Section 7. INVOLUNTARY RESIGNATION

A Board member who misses three (3) or more consecutive, regularly scheduled monthly meetings of the Board shall be considered to have resigned their position, and the Chair will notify the Mayor of the City of Orange that the position has been vacated, asking that applications be taken in consideration for a new appointment. The member in question may submit a written request, based on extenuating circumstances, to the Chair, prior to the start of the third consecutive meeting missed for an extension of one additional month/regularly scheduled meeting. The Chair shall present this request to the Board, which shall vote whether to extend this period by one (1) additional month/regularly scheduled meeting.

Section 8. STATEMENT OF ECONOMIC INTEREST

California Code Section 87200 requires every Board member to file an annual Statement of Economic Interest (California Fair Political Practices Commission -Form 700) with the Orange City Clerk's Office no later than April 1st of each year while serving on the Board. A statement will also be required to be filed within 30 days of initial appointment to the Board, and another within 30 days of leaving the Board (resignation or expiration of term). Deadlines and fines for failure to comply are regulated by the California Fair Political Practices Commission, and are subject to change.

ARTICLE III – ADMINISTRATION

Section 1. OFFICERS

The Board officers shall be a Chair and Vice Chair. The Chair and Vice Chair shall be chosen among the current members of the Board.

Section 2. ELECTION

The Chair and Vice Chair shall be nominated and elected by members of the Board at the June annual meeting.

Section 3. TERM

The Chair and Vice Chair shall serve a term of one year from the annual meeting at which they are elected, or until a successor is duly elected. The current Chair and Vice Chair will be eligible to be nominated and elected to the same position at the subsequent annual meeting.

Section 4. CHAIR

The Chair shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member on all committees, and generally perform all duties associated with that office.

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Section 5. VICE CHAIR

The Vice Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 6. SECRETARY

The Library Director, or their staff designee, shall serve as the Board's secretary, and shall take and maintain true and accurate records of all meeting of the Board, shall post proper legal notice and agenda of all regular and special meetings, and in general, perform all duties as are generally associated with the position of secretary, as well as other duties as from time to time may be prescribed by the Board.

ARTICLE IV – MEETINGS

Section 1. PUBLIC MEETINGS

All meetings of the Board shall be open to the public, with agendas published and posted prior to the meeting per the provisions of the Ralph M. Brown Act.

Section 2. REGULAR MEETINGS

Regular meetings of the Board shall be held each month, with the date and hour to be set by the Board at its June annual meeting. Meetings should take place at a publically accessible location on Orange Public Library property. The agenda for the current, regular monthly meeting will list the date, time and location of the next regularly scheduled meeting of the Board, which may be modified prior to the adjournment of the current meeting by vote of the Board.

Section 3. ANNUAL MEETING

The annual meeting shall be for the purpose of the election of Chair and Vice Chair, setting the meeting schedule for the following fiscal year, and review and update of Board goals. The annual meeting shall be held at the time of the regular meeting in June of each year.

Section 4. AGENDA

The Chair shall be responsible for establishing the agenda for all meetings, and the order of business for regular meetings shall include, but not be limited to, the following items, which shall generally follow the sequence shown so far as circumstances permit:

- A. Roll call of members
- B. Disposition of minutes of previous regular meetings (and any intervening special meetings)
- C. Library Director's Report
- D. Monthly Library financial report

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- E. Chair Report
- F. Orange Public Library Foundation Liaison Report
- G. Friends of the Orange Public Library Liaison Report
- H. Board member reports
- I. Committee reports, when appropriate
- J. Old business
- K. New business
- L. Public presentation to, or discussion with the Board
- M. Review of upcoming library events
- N. Adjournment

Section 5. SPECIAL MEETINGS

Special meetings may be called

- 1) by the Chair,
- 2) at the request of two Board members, or
- 3) by the Library Director.

The meeting will be restricted only to the transaction of business as stated in the call for the meeting. Scheduling and notification of special meetings shall follow time provisions established in the Ralph M. Brown Act.

Section 6. QUORUM

A quorum for the transaction of business at any meeting of the Board shall consist of three current members of the Board.

Section 7. VOTING

An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.

Section 8. PUBLIC COMMENTS

The public may address the Board during meetings. The Chair may place reasonable limits on the amount of time allowed for public comment, which shall apply to all public comments during said meeting. If a member of the public is addressing the Board about an agenda item, public comments will be invited when that agenda item is considered. If the public comments do not have to do with any item on the current agenda, comments will be accepted during "Public presentation to, or discussion with the Board". The Board will not take any action on comments presented on non-agenda items.

Section 9. ELECTRONIC ATTENDANCE

The Board may permit any or all trustees to participate in a regular or special meeting by means of electronic communication by which all participating trustees may simultaneously hear each other during the meeting. A trustee participating in a meeting by this means is deemed to be present in person at the meeting as long as the public can

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also observe that trustees' participation in the meeting. Electronic attendance must meet all the requirements of the Brown Act (Govt. Code Section 54953).

ARTICLE V – CREATION & SCOPE

Section 1. ESTABLISHMENT

This Board is established under provision in the California Education Code Sections 18910-18927, which also provides for its structure.

Section 2. ADVISORY STATUS

The Board shall be an advisory board, with primary responsible for setting library policy and regulations, and shall not have direct responsibility for budget and staff oversight.

Section 3. MISSION

The Board shall establish a formal Mission Statement that will be posted and published. It should be a broad affirmation of the Board's established purpose to support library operations in the Orange community, and their desire to work in partnership with the library staff and the community.

Section 4. GOALS

The Board shall establish goals, which should support fulfilling the Board's Mission Statement. As these goals may change over time, they should be reviewed, and updated, if necessary, at least once a year, at the annual meeting. These goals should then be the basis for the Board's activities and actions for the next fiscal year.

Section 5. LIBRARY SUPPORT ORGANIZATIONS

The Chair shall appoint one member of the Board to serve as liaison to the Friends of the Orange Public Library, and another as liaison to the Orange Public Library Foundation. Each liaison shall attend meeting of the respective organization, providing communication between the Board and Orange Public Library's community support organizations. They will represent the Board to these organizations, and provide a report back to the Board during regular meetings.

ARTICLE VI – COMMITTEES

Section 1. APPOINTMENTS

The Chair shall appoint committees of one or more members for such specific purposes as the business as the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

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Section 2. PROGRESS REPORTS

All committees shall make a progress report to the Board at each monthly Board meeting, or on an alternate schedule established during the creation of the committee.

Section 3. AUTHORITY

No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these Bylaws, the laws of the State of California, or the Orange Municipal Code. However, the failure to observe such rules shall not invalidate an otherwise valid action of the Board.

ARTICLE VIII – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting by a two-thirds vote [four (4) members], provided that the amendment has been submitted and published in writing either

- 1) at least thirty (30) days prior to the date of any such meeting, or
- 2) at the previous regular meeting.

Any amendments should be reviewed by the Orange City Attorney’s Office prior to publication and adoption of said proposed amendment.

Approved by the
Library Board of Trustees
July 18, 1988

Revised by the Board
January 25, 2016