

**SHASTA PUBLIC LIBRARIES
CITIZENS ADVISORY COMMITTEE
OPERATING RULES AND PROCEDURES**

ARTICLE I: ORGANIZATION - NAME

The name of this committee shall be the Shasta Public Libraries Citizens Advisory Committee (Library Advisory Committee).

ARTICLE II: POWERS-DUTIES

Section 1. The purpose of the Library Advisory Committee shall be to advise the Redding Municipal Library Board of Trustees on matters pertaining to the administration, operation, development, improvement, and maintenance of the Shasta Public Library System (Section 2.42.080 of the Redding Municipal Code and Section 8C of the Agreement between The County of Shasta and The City of Redding).

Section 2. In addition to the foregoing general power and duty, the Library Advisory Committee shall have the following particular powers and duties:

- A. Determine and report to the Board of Trustees the community's needs in respect to library services.
- B. Study and recommend to the Board of Trustees on matters relating to current and future library services, including methods of financing.
- C. Submit to the Board of Trustees such recommendations as may seem desirable for the present and future operations of library facilities.
- D. Assist the Board of Trustees in ascertaining community attitudes and issues and in invoking public awareness and involvement in library services.
- E. Make recommendations to the Board of Trustees regarding the development of library policies, services, programs, activities, and facilities.
- F. At least once each year, report committee activities to the Board of Trustees and make information available to other committees and officials of the City and County as required or desirable.
- G. Review annually, budgets and financial statements relating to library services and make recommendations thereon.
- H. Serve as the liaison between the Board of Trustees and the various volunteer library support groups.
- I. Perform other related duties as directed, from time to time, by the Board of Trustees.

ARTICLE III: MEMBERSHIP

Section 1 – Number. The Library Advisory Committee shall consist of five members.

Section 2 – Appointment. Two members shall be appointed by the Shasta County Board of Supervisors, two members shall be appointed by the Redding City Council, and one member shall be appointed by the Shasta Library Foundation or its successor organization. Should the Shasta Library Foundation disestablish and there be no successor organization, the remaining members of the Advisory Committee shall select the fifth member.

Section 3 – Term. Library Advisory Committee members shall serve staggered four-year terms. For the initial term, members shall draw lots with three members serving a two-year term and two members a four-year term. Committee members shall be limited to two full consecutive terms. All terms shall begin on January 1. Members who have served for two terms may be reappointed after a two year lapse in service.

Section 4 – Vacancy. In the event a committee vacancy occurs prior to the expiration of its term, the original appointing entity shall make an appointment to fulfill the unexpired term. New members replacing a member who has not completed his or her term will serve for the remainder of that term, and then may be reappointed to a new term, for a maximum of two terms.

Section 5 – Attendance. Members of the committee shall be considered in good standing if they miss not more than three (3) consecutive regular meetings. In the event of absences of more than three (3) consecutive regular meetings, or four (4) nonconsecutive absences per year that are not due to weather issues, the Chairperson may declare the seat vacant and shall notify in writing the member and the appropriate appointing entity so that a replacement member may be appointed.

Section 6 – Removal. The Advisory Committee shall have the right to recommend to the appointing entity the removal of an Advisory Committee member upon a three-fifths (3/5) vote of the Advisory Committee.

Section 7 – Voting. Each member shall have one vote and such voting may not be done by proxy.

Section 8 – Compensation. The members of the Library Advisory Board shall serve without compensation.

Section 9 – Conflict of Interest. For the purposes of the Political Reform Act of 1974 (Gov. Code, 81000 et seq.), the Library Advisory Committee shall be subject to Redding’s Conflict of Interest Code. (See Appendix A)

ARTICLE IV: MEETINGS

Section 1 – Regular Meetings. The committee shall hold regular meetings monthly for the first year and no less frequently than quarterly thereafter, at a time, date, and place to be determined by the committee in accordance with a published calendar adopted at the first meeting of the calendar year. All meetings of the committee shall be open to the public and are subject to the Ralph M. Brown Act (Gov. Code, 54950 et seq.).

Section 2 – Quorum. Three members of the committee shall constitute a quorum for the conduct of business, and the affirmative votes of three members shall be necessary for any action to be taken.

Section 3 – Meeting Notices, Agendas and Minutes.

- A. Notices of regular meetings shall be mailed or e-mailed to all members at least five days before the meeting. Notification of all special meetings must be given to all members at least twenty-four hours in advance of the special meeting.
- B. Agenda items should be submitted to the City of Redding at least ten (10) days in advance of the next meeting to be placed on the agenda as a regular item.
- C. The committee shall keep a public record of its action. Promptly after approval thereof by the committee, the original minutes of the committee shall be filed in the Office of the Redding City Clerk and posted online on the City of Redding website.

Section 4 – Addressing the Committee. Any person desiring to address the Committee shall first secure the permission of the Chairperson to do so; provided, however, that under the following headings of business, unless the Chairperson rules otherwise, any qualified person may address the Committee without securing such prior permission:

- A. Correspondence. Under the heading of “Correspondence” interested parties or their authorized representatives may address the Committee in regard to matters or communications submitted in writing in advance of the meeting and placed on the agenda for discussion.
- B. Public Comment. Under the heading of “Public Comment,” members of the public may address the Committee on any matter concerning the Library System’s business or any matter over which the Committee has control which is not scheduled for consideration on

the agenda. The Committee will not be allowed to take action on items brought forward under "Public Comment."

- C. Agendized Items. In accordance with the Brown Act, members of the public shall be entitled to address the Committee regarding specific items on the agenda prior to or during consideration of the item.

Each person desiring to address the Committee shall first submit a speaker request card to the Chairperson and, once called upon, shall give his or her name in an audible tone of voice for the record. All remarks shall be addressed to the Committee as a body and not to any member thereof. No person, other than the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Committee, without the permission of the Chairperson. No question shall be asked of a staff member or Committee member, except through the Chairperson.

Section 5 – Public Decorum.

- A. While the Library Advisory Committee is meeting, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee nor disturb any member while speaking, or refuse to obey the orders of the Committee or its Chairperson.
- B. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the committee, shall forthwith, by the Chairperson, be barred from further audience before the Committee, unless permission to continue is granted by a majority vote of the Committee.

Section 6 – Special Meetings. For action by the Library Advisory Committee, public announcement and a special meeting may be called for following discussion by committee members. Special meetings may be called by the Chairperson, or upon the written request of two members. No other business but that specified in the notice will be transacted at the special meeting.

ARTICLE V: OFFICERS

Section 1 - Election. The Library Advisory Committee shall elect its own Chairperson and Vice-Chairperson. Officers will be chosen at the first regular meeting of the calendar year.

Section 2 – Duties. The duties of the officers shall be such as by custom and law and the rules of the Committee usually devolve upon such officers in accordance with their titles. The Chairperson shall preside at all meetings, appoint all committees, authorize calls for any special meetings, notify the appointing body of any vacancies on the Advisory Committee, and generally perform the duties of a presiding officer. In the absence of the Chairperson, the Vice Chairperson shall preside.

Section 3 – Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by a majority vote of the members.

Section 4 – Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the vacant office of Vice-Chairperson shall be conducted.

ARTICLE VI: COMMITTEES

Committees may be appointed by the Library Advisory Committee to focus on a specific issue. Committees may have selected members of the general public but must be chaired by a member of the Advisory Committee or designee. Members of committees shall serve until completion of the work for which they were appointed.

ARTICLE VII: ORDER OF BUSINESS

The committee shall adopt rules for the transaction of its business. The order of business at regular meetings shall be as follows:

1. Call to order
2. Introductions
3. Roll Call
4. Public Comment
5. Minutes of Previous Meeting
6. Consent Calendar Items
7. Regular Business
8. Library Director’s Report
9. Special Items/Other Reports
10. Information Regarding Legislation
11. Correspondence
12. Committee Member Comments
13. Future Agenda Items
14. Set Date, Time, Place of Next Meeting
15. Adjournment

ARTICLE VIII: AMENDMENTS

These Operating Rules and Procedures may be amended at any regular or special meeting by a vote of four-fifths (4/5) of the members present, provided that such proposed amendment has been presented in writing to the Chairperson and distributed to all committee members at least two weeks prior to the meeting.

APPROVED BY THE LIBRARY ADVISORY COMMITTEE 10/3/07