



## **LIBRARY ADVISORY BOARD BYLAWS**

Approved by Council \_\_\_\_\_ (date)

### **ARTICLE I. Name and Duration**

This Board, established by the Springfield City Council, shall be called the Library Advisory Board. This Board will serve at the will of the City Council.

### **ARTICLE II. Purpose**

The purpose of the Library Advisory Board is to provide opinions and recommendations for future library development, expansion of library service, and library policy. Board members should have an interest in the value of library services to the community. The responsibilities of the Board shall include, but are not limited to:

Section 1. Library advocacy and community engagement, including participating in library programming.

Section 2. Review library procedures and make recommendations.

Section 3. Participate in strategic planning for funding, services and facilities.

### **ARTICLE III. Membership**

Section 1. Composition of Board. Membership of the Board shall consist of nine voting members. Non-voting members may include one City Councilor and at least one City staff member. The non-voting members are in addition to the nine voting members. Other non-voting guests may participate at the request of the Board and may represent other government agencies or City departments having an interest in subject matter and goals of the Board.

Section 2. Appointment. All applicants shall complete a standard application form and submit it to the City Manager's Office.

### **ARTICLE IV. Officers**

There shall be a Chair and a Vice-Chair for the Board. Each officer shall serve for one (1) year calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Board members.

## **ARTICLE V. Meetings**

Section 1. Regular Meetings. Regular meetings shall be held eleven (11) times during the course of one year at Springfield City Hall, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the City staff.

Section 2. Special Meetings. Special meetings may be called by the Chair or by resolution of the Board. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. Sixty percent (60%) of voting members in attendance shall constitute a quorum for the transaction of business at any regular or special meeting. The act of the majority of the members present at a meeting at which there is a quorum shall be the act of the Board. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order. City staff will provide brief meeting summaries and audio recordings of meetings.

Section 4. Code of Conduct. By accepting an appointment to the Library Advisory Board, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

## **ARTICLE VI. Amendments**

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a majority of the Board made at any regular meeting on the Board, provided that written notice of the proposed amendment shall be emailed and/or mailed to each Board member not less than one week prior to such regular meeting of the Board.

\_\_\_\_\_  
Library Advisory Board Chairperson

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Recorder