



## **LIBRARY **Advisory** BOARD COMMITTEE BYLAWS**

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

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

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

### **ARTICLE II. Purpose**

The purpose of the Library **Advisory** Board Committee is **\_\_to provide opinions and recommendations for future Library development, expansion of Library service, and Library policy.** Committee members should have an interest in **\_the\_value of library services to the community\_**. The responsibilities of the Committee 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 Committee. Membership of the Committee shall consist of **9** ~~10-16~~ voting members. Non-voting members may include one City Councilor, ~~one Planning Commissioner~~, and at least one City staff member. . Other non-voting guests may participate at the request of the Committee and may represent other government agencies or City departments having an interest in subject matter and goals of the Committee.

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

### **ARTICLE IV. Officers**

Section 1. There shall be a Chair and a Vice-Chair for the Committee. Each officer shall serve for **1 year** calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Committee members.

## ARTICLE V. Meetings

Section 1. Regular Meetings. Regular meetings shall be held 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 Committee. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. 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 Committee. 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 Committee made at any regular meeting on the Committee, provided that written notice of the proposed amendment shall be emailed and/or mailed to each Committee member not less than one week prior to such regular meeting of the Committee.

## ARTICLE VII. Additional Provisions

---

Library Advisory Board Chairperson

---

Mayor

Attest:

---

City Recorder