



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: April 24, 2018

Subject: Amended and Restated Bylaws of the Contra Costa County Library Commission

RECOMMENDATION(S):

ADOPT the Amended and Restated Bylaws of the Contra Costa County Library Commission, as recommended by the Library Commission and County Librarian.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Library Commission was established by the Board on March 12, 1991. The 1991 Board Order established the composition and powers of the Commission. Since that time, a number of changes have occurred that have affected the Commission. The City of Richmond elected to leave the Commission. Two new members were added to the Commission when the City of Oakley incorporated in 2000 and the College District was invited to join.

On December 19, 2017, the Board approved the current composition of the Commission and assorted changes to the powers of the Commission. At the same time, the Board directed the Librarian to propose, within ninety days, revisions to the Commission's bylaws

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/24/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 24, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Walt Beveridge
925-608-7730

cc:

to reflect the approved changes. The proposed Amended and Restated Bylaws are attached.

BACKGROUND: (CONT'D)

The following key terms are incorporated into the Amended and Restated Bylaws:

1. Composition. When all of the positions are filled, the Commission will be comprised of no fewer than twenty-four voting members and no more than twenty-eight total members. The Commission will have the following voting members: Eighteen city (town) representatives, five representatives of the County, with each member of the Board having one appointment, and one member appointed by the Contra Costa Central Labor Council, for a total of twenty-four voting members. In addition, the Commission will have four ex officio (non-voting) members, with each of the following entities having one appointment: the Contra Costa County Office of Education, the Contra Costa Friends Council, the East Bay Leadership Council and the Contra Costa Community College District.
2. Term. Each member will serve a 4-year term and may be reappointed by their appointing authority. Each member, including a member appointed to fill a vacancy, will hold the seat for which they were appointed until the expiration of the term for that seat, or until that member's earlier resignation or removal in accordance with the bylaws.

Each member is being appointed to one of four "classes," as assigned by the Librarian. The purpose of the classes is to enable the expiration dates of members' terms to be staggered. A copy of the class assignments is attached. Some members will have a "transition term," to bridge them from their current term to the term that applies to their class.

3. Quorum. A quorum for all meetings is thirteen voting members.
4. Voting. Except for a vote related to an amendment to the bylaws, the work of the Commission may proceed by consensus as long as there is no objection from a member to proceeding in this manner. When a member requests a recorded vote, the matter may only be approved if it is approved by a majority of the County members present and a majority of the City members present. For purposes of such a vote, the vote of the Labor Council member will be counted as a City member vote.
5. Amendments to Bylaws. Only the Board of Supervisors may amend the Commission's bylaws. A recommendation to the Board that the bylaws be amended must be approved by an affirmative vote of 60% of the voting members of the Commission.
6. Working Committees. The Commission may appoint working committees of no more than five members. All working committees will make progress reports to the Commission at the Commission's regular meetings. All working committees are encouraged to contain a representative mix of County members, City members and non-voting members.

CONSEQUENCE OF NEGATIVE ACTION:

If these revised bylaws are not approved, there will be inconsistencies between the existing bylaws and the Board Order of December 19, 2017, which made changes to the composition and powers of the Library Commission.

CHILDREN'S IMPACT STATEMENT:

No children's impact.

ATTACHMENTS

Bylaws - Clean Copy

2018 vs 2012 Comparison

Terms of Office Class List