

**BY LAWS OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF RIVERSIDE**

Pursuant to Section 804 of the Riverside City Charter, the Board of Library Trustees ("Board") hereby prescribes its by-laws, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection.

1. **POWERS, DUTIES AND FUNCTIONS (Charter Section 808)**

The Board shall have the power and duty to:

- A. Have charge of the administration of city libraries and make and enforce such by-laws, rules and regulations as may be necessary therefore.
- B. Designate its own secretary.
- C. Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- D. Purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the library, subject, however, to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as provided in the City Charter.
- E. Approve or disapprove the appointment, suspension or removal of the librarian, who shall be the department head.
- F. Accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the City Council.
- G. Contract with schools, County or other governmental agencies to render or receive library services or facilities, subject to the approval of City Council.

2. **MEMBERS (RMC Section 2.10.010)**

- A. Pursuant to Section 2.12.010 of the Riverside Municipal Code, the Board shall be comprised of 9 members appointed by the Mayor and City Council. There shall be at least one member from each Council ward.
- B. Appointments to fill unexpired terms on the Board shall be filled in the same manner as original appointments.
- C. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the Board.
- D. Members who fail to maintain qualified elector status must resign from the Board or be removed in accordance with Section 802 of the Riverside City Charter.

3. TERM OF OFFICE (Charter Section 802)

- A. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms. Service of less than one year of an unexpired term shall not be counted as service of one term.
- B. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed.
- C. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the mayor entitled to vote.
- D. Members shall be subject to all applicable local, state and federal laws and codes of ethics adopted by the City Council.
- E. Any member may resign from the Board by submitting their written resignation to the Mayor and City Council, as well as to the Board President.

4. COMPENSATION; VACANCIES (Charter Section 805)

- A. Members shall serve without compensation for their services on the Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.
- B. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member absents himself/herself from three consecutive regular meetings, unless by permission of the Board, expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared by the City Council. If a position on the Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Section 803 of the Riverside City Charter.

5. OFFICERS (Charter Section 804)

- A. The Board shall have at least three officers, President and Vice-President, Secretary and such other officers as it deems necessary.
- B. The President shall preside over all meetings of the Board and shall have the same rights as other members, except the President shall not make or second a motion. The President shall have the right to vote on all matters. The President shall sign all documents on behalf of the Board after such documents have been approved by the Board, and shall perform other such duties and delegated

- responsibilities as may be imposed upon the President by the Board.
- C. In the absence of the President, the Vice-President shall assume all the duties and powers of the President. In the absence of the President, all actions taken by the Vice-President shall have the same force and effect as if taken by the President.
 - D. In the absence of the President and Vice-President, the Secretary shall assume all the duties and powers of the President. In the absence of the President and Vice-President, all actions taken by the Secretary shall have the same force and effect as if taken by the President.
 - ~~E. The President, Vice-President and Secretary shall be signers on the Board checking account.~~
 - ~~F.E.~~ The Secretary is responsible for signing the official minutes of each Board meeting.
 - ~~G.F.~~ All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
 - ~~H.G.~~ Election of officers shall be determined by a Nominating Committee. The Nominating Committee shall be appointed by the President, with approval of a majority of board members present, at the regular January meeting each year. The Nominating Committee shall report its slate at the regular February meeting. The election of officers shall be conducted annually at the first meeting in March from the slate proposed by the Nominating Committee or from nominations from the floor.
 - ~~I.H.~~ In the event of the resignation or removal of the President during the year, the Vice-President shall become the President and a new election shall be held for Vice-President. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
 - ~~J.I.~~ If the President, Vice-President and Secretary are all absent at any meeting of the Board, the Board shall elect a President Pro Tem which shall perform all duties of the President.

6. MEETINGS

- A. Regular meetings of the Board shall be held on the fourth Monday following of each month at 5:00 p.m. at Riverside Public Library, Library Board Room, 3581 Mission Inn Avenue, unless otherwise agreed upon in advance by the Board.

- B. A special meeting may be called by the President or any five members of the Board. Members shall be given at least twenty-four (24) hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act, Section 54950 *et seq.* of the California Government Code.
- C. All meetings of the Board and its Standing Committees shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- D. A majority of all members of the Board shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- E. The Board meeting may be cancelled by the President, due to a lack of a quorum or lack of sufficient agenda items.
- F. The City Manager has designated a representative of the Library Department to act as secretary for the recording of minutes of the Board. The minutes shall be kept on file in the Library Department and shall be available for public inspection. The Board may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary.
- G. All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk, and shall bear the signature of the President and the date they were adopted.
- H. The Parliamentary authority of the Board shall be the Riverside City Council's Rules of Procedure (Resolution 20987) with respect to precedence of motions and rules of discussion.

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7. COMMITTEES

- A. The Board may establish standing committees, which shall consist of the President and at least two other Board members.
- B. The Board may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of the President and at least two other Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

8. REPORT TO THE CITY

The Board shall present an annual written report of its activities for the past year to the Mayor and City Council.

9. ATTENDANCE POLICY (Per City Council Minutes dated May 6, 2014, Charter Section 805)

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Board members shall make every effort to notify the President or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advanced notice shall not preclude the Board from exercising its discretion to excuse said absence as outline in Section 805 of the City Charter. The term of any member of the Board shall expire and the position vacated subject to either of the following conditions: (a) he or she is absent unexcused from three consecutive regular meetings of the board: or (b) he or she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year.

10. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the Board by majority vote of the Board, provided that notice of such amendment was provided in accordance the Brown Act.

Respectfully Submitted,

Tom Evans
President

February 22, 2016
Date of Adoption

Adopted: September 23, 1991
Amended: July 27, 1998
Adopted: May 22, 2006
Adopted: April 26, 2010
Adopted: February 22, 2016