

# SCIO LIBRARY ADVISORY COMMITTEE BY-LAWS

## *PREFACE*

*The City of Scio recognizes the importance of government volunteer citizen advisory committees and the integral part that they play in American local government. The creation of the Scio Library Advisory Committee is a way for local government to engage citizens in the democratic process and bring together citizen views that might not otherwise be heard. This committee will be made up of persons of wide-ranging interests and expertise who want to participate in public service. The primary purpose of this advisory committee is to provide judicious advice from a citizen's perspective. This committee will provide assistance to the Scio City Council and city staff when formulating public policy and help transform policy decisions into action.*

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## **Section I. Committee Established**

There is hereby established a "Scio Library Advisory Committee" whose creation, organization, powers and duties shall be set forth in Ordinance No. 619. This committee shall serve at the discretion of the Scio City Council and shall advise the Council on public issues and concerns associated with the Scio Library Services.

Ordinance No. 619 shall supersede Ordinance No. 529

## **Section II. Membership**

1. The Committee shall consist of no less than three and no more than five committee members, two of which may reside within the Scio Zip Code boundaries, the remaining members shall reside inside the Scio city limits. Individuals wishing to serve on the committee will be required to fill out an Advisory Committee Application. Committee members shall be appointed by the Mayor with consensus from the Scio City Council.

The first committee will have two members appointed to three-year terms, two members appointed to two-year terms and one member appointed to a one-year term. Following the completion of the first appointed terms each member's term will be set for three years of consecutive service.

2. The Librarian of the Scio Public Library shall serve as secretary to the committee. The secretary is a non-voting member of the Committee and shall issue notices of regular and special committee meetings. The secretary shall keep accurate records of committee agendas, meeting minutes, and other relevant documents and shall be responsible for delivering these records to City Hall, where they shall be stored and made available to the City Manager, Scio City Council and the general public.

3. The Committee may include one non-voting member from the City Council and up to two city staff members, all of which will be non-voting participants.
4. A member who seeks to resign from the Committee shall submit a written resignation, 60 days prior to their final day of service, allowing adequate time to back fill said position. The resignation letter needs to be given to the committee secretary and/or City Manager.
5. The Mayor with the consensus of the Scio City Council shall appoint a replacement to the vacated seat. The appointee shall meet the stated requirements listed in Section II.

### **Section III. Organization of the Advisory Committee**

Officers shall consist of a Committee Chair and Vice-Chair who shall serve in their respective positions for two years. Officers shall be selected in alternating years at the September committee meeting. The Committee shall select said officers from its members and the officer shall assume their duties at the annual election meeting and end upon the election of their successors.

1. *Chair*: The Chair shall have general directional powers over the Committee. The Chair shall preside at all committee meetings. In consultation with the Secretary, the Chair shall set the agendas. The Chair shall also be the sole spokesperson for the Committee unless this responsibility is delegated to the Vice-Chair, Secretary or another committee member. When necessary, the Chair shall attend the Scio City Council meetings and present a report on the Scio Library Advisory Committee activities.
2. *Vice-Chair*: The Vice-Chair shall carry out the duties of the Chair in their absence.

### **Section IV. Duties of the Committee**

The Scio Library Advisory Committee shall only have such powers as those conferred to it by the Scio City Council through Ordinance No. 619 And those conferred by the Oregon Revised Statutes. As stated in Ordinance No. 619, the Library Advisory Committee for the City of Scio is established and shall assume and perform the functions delegated to it (ORS 357.490)

The Scio Library Advisory Committee shall serve as an “advisory committee” to the Scio City Council in all matters pertaining to the operation, maintenance, activities and facilities of the Scio Public Library. General functions and responsibilities of the Committee are as follows:

1. Assist the Scio Librarian and City Manager in defining the objectives of the Scio Public Library.
2. Propose plans and general policies that keep the library services in harmony.
3. Maintain the highest standards of quality in library services while interpreting the importance and needs of library services for Scio and the surrounding area.

4. Assist the City Manager in the selection of the City Librarian and discuss the duties and responsibilities of the Librarian.
5. Advise the City Manager and the Scio City Council of findings and concerns relating to the management, control and operations of the Scio Public Library.
6. Encourage and support active volunteerism in the use and improvement of library services.
7. Act as advocates and ambassadors for the Scio Public Library and endeavor to be knowledgeable about legislation and other matters affecting the Library.
8. Perform such other duties as the City Council may request in furtherance of the goal to provide the best library services possible, under the constraints of available resources.
9. Assist the Scio Librarian with the annual budget and the presentation of said budget to the City Manager and the Scio City Council.
10. The Committee shall have no power to set policies, hire or terminate personnel, expend funds, or enter into any contracts without the approval of the Scio City Council and the City Manager.
11. An individual committee member may not act in an official capacity except through the action of the committee.
12. Advisory committee members shall receive no compensation for their services. [(ORS 357.460(1)]
13. Advisory committee members may be reimbursed for expenses incurred in the performance of their duties if expenditures are approved by the City Manager prior to incurrence. [(ORS 357.460(2)].

#### **Section V. Meetings**

1. Board meetings shall be held every other month at a regular time, place, and location set annually by the Committee during the January regular meeting. Should a meeting fall on a holiday; such a meeting can be held on an alternative date with the approval from the majority of committee members. Additional meetings can be scheduled at the discretion of the Committee.
2. Agendas must be posted for public notice on the City of Scio website, City's Facebook Page and in the Scio Public Library in compliance with the Oregon Public Meetings Law (24 hours prior to the meeting). All meetings shall be open to the public.
3. Robert's Rules of Order shall be used as the parliamentary authority for the committee meetings, except where superseded by local, state, or federal law.

4. A majority of votes of the committee members present shall determine the official position of the Committee on any given issue. Alternates or proxy votes are not allowed under any circumstance.

5. Special meetings may be called by the Chair, Vice-Chair or at the request of two committee members. Notice of a special meeting shall be provided at least twenty-four (24) hours in advance to all committee members and the general public.

#### **Section VI. Committee Member Responsibilities**

Members of the Advisory Committee shall:

1. Regularly attend meetings and contribute constructively to discussions concerning the operations of the Scio Public Library.

2. Consider and discuss issues from a city-wide perspective, as well as, that of a particular individual/group interest.

3. Strive to reach consensus on matters under consideration.

4. Act with respect and consideration to the viewpoints of others.

5. Conduct oneself in a manner that is in keeping with applicable federal, state, and local laws pertaining to ethics and conduct. Any violation of the provisions of such laws shall be grounds for removal from office.

6. Members shall NOT make representation on behalf of the Scio Public Library, City of Scio, Scio City Council or the Library Advisory Committee without prior authorization.

#### **Section VII. Attendance**

If a member is unable to attend a meeting such member shall notify the Chair as soon as reasonably possible. If a member has missed more than three (3) scheduled meetings within one year, the absentee issue shall be placed on the next meeting agenda and the position may be declared vacant upon a majority vote of the Committee members. The Committee shall forward any action taken by the Committee to the Scio City Council, who shall then move to approve or deny the action taken by the Advisory Committee members. The Committee Chair or their appointee will present the case to the Scio City Council.

#### **Section VIII. Quorum**

A quorum shall consist of a majority of the voting members. No action shall be taken in the absence of a quorum except that the meeting may continue with discussion on agenda items, but no votes can be taken. Advisory committee members who have disqualified or excused themselves from participation in any matter shall still be counted as present for the purposes of forming a quorum.

In the event a quorum will not be present, at any meeting, the Chair shall notify the committee members in advance so that a decision may be made whether to meet and take no action on agenda items or to reschedule to a different date and time.

### **Section IX. Annual Report of the Advisory Committee**

An Annual Library Advisory Report shall be prepared by the Committee, and submitted to the City Manager no later than April 30<sup>th</sup> of any fiscal year. The Committee, City Librarian, and City Manager shall review the report and upon approval by all parties the Annual Report will be submitted to the Scio City Council for final adoption into record.

The Annual Report shall include a summary of key activities and proceedings and any specific suggestions or recommendations which the Committee believes to be relevant to the Scio City Council.

### **Section X. Amendments**

These By-Laws are adopted through Ordinance No. 21-619 by the Scio City Council. Findings on the Library Advisory Committee may be amended by the Scio City Council. Amendments to the By-Laws may be proposed and reviewed at any meeting of the Library Advisory Committee where a quorum is present and provided that said amendment was stated on the posted meeting agenda. Proposed amendments to the By-Laws must be approved by a unanimous vote of the Library Advisory Committee membership and must then be submitted to the Scio City Council for final approval.