



A place where families and businesses thrive.

Library Commission Bylaws

Section 1: Library Commission (herein referred to as LC)

Section 2: Established by Ordinance No. 1974-1040 on October 28, 1974.

Section 3: Purpose

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.
2. Actively promote the Forest Grove City Library's interest before the Council and the Community.

Section 4: Powers and Responsibilities/Objectives

1. Advise the City Council on matters pertaining to the Forest Grove City Library;
2. Advise the Library Director on any matter affecting the operation of the Forest Grove City Library and give advice, suggestions, options and assist as needed;
3. Advise, review and approve library policies and forward recommendations to the City Council for adoption;
4. Facilitate community involvement and input in the operations and policies of the Forest Grove City Library;
5. Participate and cooperate with WCCLS (Washington County Cooperative Library Services); and
6. Participate and cooperate with the Friends of the Forest Grove Library and the Forest Grove Library Foundation.

Section 5: Organization and Structure

1. Membership:
 - a. LC shall be composed of 7 members and one student member.
 - b. A maximum of 2 members may reside outside of city limits, so long as those members reside within the Forest Grove School District. All remaining Members must live within City limits.
 - c. Members are required to attend any assigned trainings.
 - d. An individual member may not act in an official capacity.
 - e. The City Council may remove a member for any reason, including neglect of duty or malfeasance in office.
 - f. Members serve without compensation.
2. Terms of Office:

- a. Members shall be voting members and serve four (4) year terms. Student members shall be voting members and serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- b. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- c. Members may not serve on more than two (2) B/Cs concurrently.
- d. Appointments to vacant positions may be filled for the unexpired term with consent of Council.

3. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.

4. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered. The agenda shall follow a standard template provided by the City.
- c. A member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the item will be placed on the next regularly scheduled meeting agenda or an agreed upon future agenda.
- d. Ensure that all actions are properly taken and recorded and, if required, sign findings and recommendations.
- e. Present recommendations to the City Council.
- f. Submit and present an Annual Report to the City Council, following a standard template provided by the City.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

- b. The Library Commission shall hold meetings no less than four (4) times a year.
- c. In January of each year, the LC shall adopt a schedule of its meetings for the coming year, and schedule its Annual Report presentation to the City Council.
- d. The meeting agenda and packet shall be distributed and noticed at least five (5) days prior to the meeting.
- e. All meetings are open to the public. Anyone wishing to speak may do so under *Citizen Communications*. Comments may be limited to three (3) minutes per person.
- f. The student member may provide a report at every meeting.
- g. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations.
- h. The B/C may form subcommittees to address specific topics only with approval from the City Council.

2. Minutes:

- a. Written minutes are required for all meetings.
- b. The minutes shall follow a standard template provided by the City.
- c. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
- d. The LC may appoint a secretary at the first regularly scheduled meeting of each year to take the B/C meeting minutes.
- e. Staff may take minutes if the B/C requests the City to do so.
- f. Staff shall review the minutes to assure compliance with state law.
- g. Staff shall post the approved minutes to the website as soon as possible.

3. Attendance:

- a. Members are expected to attend every meeting.
- b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
- c. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
- d. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

4. Quorum:

Unless otherwise required by state law, a majority of the total number of voting members constitutes a quorum.

5. Voting and Decision Making:

- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
 - b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote, the motion fails.
6. Conflicts of Interest and Ethics Law:
 - a. Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
 - b. Members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
 - c. The LC shall not conduct fundraising activities without authorization from the Council.
7. Role of Council Liaison:
 - a. The Council liaison shall be a non-voting member.
 - b. Communicate between the B/C and the Council, representing each group's collective interest to the other, and ensuring that B/C is working within Council Goals and Objectives
 - c. Actively attend and report to each entity at their regularly scheduled meetings.
8. Role of Staff Liaison:
 - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of their positions.
 - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
 - c. Prepare, post and distribute the packet.
 - d. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.
 - e. Staff work for B/C's shall be limited to the above outlined responsibilities unless otherwise directed by the City Manager, and the B/C shall not assign work to staff.
9. Amending Bylaws:
 - a. A majority of all members must vote affirmatively to recommend bylaw changes to the City Council.
 - b. All bylaws must be approved by the City Council.
 - c. Bylaws shall follow a standard template provided by the City.