

**BYLAWS
SALEM PUBLIC LIBRARY ADVISORY BOARD**

**Article I
Identification**

This organization is the Salem Public Library Advisory Board, located in Salem, Oregon and established by the City of Salem according to the provisions of ORS 357.400 to 357.640, and the provisions of the Salem Revised Code 18.010 to 18.090.

**Article II
Membership**

Appointments and terms of office, according to SRC 18.020 are:

- Section 1. The Salem Public Library Advisory Board shall consist of nine members to be appointed by the Salem City Council.
- Section 2. The term of office of the Board members shall be four years, or until their successors are appointed and qualified, and their term shall commence July 1 and be staggered so that the term of office of not more than three will expire in the same year.
- Section 3. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the Board after an interval of one year. (Ord No. 9-76; Ord No. 80-83; Ord No. 10-93; Ord No. 51-96).

**Article III
Officers**

- Section 1. The Library Advisory Board shall elect a chair from among its members who shall hold office at the pleasure of the Board. (SRC 18.030)
- Section 2. The Chair shall preside at meeting of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, sign all resolutions, and generally perform all duties associated with the office of Chair.
- Section 3. The Library Director shall serve as Secretary to the Board and keep the record of its actions. (SRC 18.030) The Secretary shall keep accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The Library Director may designate a member or members of the staff to perform any or all of the above duties.

- Section 4. In addition, the Board shall elect a Vice Chair. The Vice Chair shall, in the event of the absence or disability of the Chair, or of a vacancy in that office, assume and perform the duties and function of the Chair.
- Section 5. The Board shall elect a Liaison to the Library Foundation. The Liaison shall attend Foundation meetings, and can be nominated as full voting member of the Foundation.
- Section 6. A nominating committee may be appointed by the Chair in June and may present a slate of officers at the September meeting. Nominations may be made from the floor at that time.
- Section 7. Officers shall serve a term of one year from the September meeting at which they are elected and until their successors are duly elected.
- Section 8. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Article IV Committees

- Section 1. Ad Hoc Committees: Ad Hoc committees for the study of special issues shall be appointed by the Chair, with approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Article V Meetings

- Section 1. The Board shall meet at least six times each year and at other times as it may provide by its rules. (SRC 18.030 c)
- Section 2. Accordingly, the Board shall meet ten times each year (unless there is no quorum for a meeting), excluding the months of July and December.
- Section 3. Regular meetings shall be held each month, with the exception of July and December. The meeting dates and time shall be set by the Board at its September meeting.
- Section 4. A quorum shall be a majority of the number of current members that have been appointed by City Council.
- Section 5. Board members are expected to attend all meetings. If a Board member is unable to attend a meeting, that member shall notify the Secretary in advance of the meeting. Absences may be considered excused if the member has notified the Secretary in

advance of the meeting, the member is ill, or the member is out of town. Three unexcused absences in one calendar year constitutes reason for dismissal from the Board.

- Section 6. Parliamentary Authority. The rules contained in Robert=s Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.
- Section 7. All Board meetings shall be held in compliance with Oregon=s public meetings law (ORS 192.610 to 192.690).
- Section 8. No special meeting shall be held without at least 24 hours notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice (ORS 192.640 (3)).

Article VI Powers and Duties

- Section 1. The Library Board shall have no executive or administrative powers or authority except as provided in Chapter 10 of the Salem Revised Code (18.050). The Board shall be advisory and shall have powers, duties and functions as follows:
- A. Recommending to Salem City Council rules and policies for the governance of the Library.
 - B. Preparing and submitting through the Library Director to the City Manager annual budget requests.
 - C. Recommending to the Council sites for public library buildings or for the location of library facilities. (Ord No. 9-76; Ord No. 51-96)
 - D. The Library Board may, in the name of the City of Salem, accept sites, buildings, equipment or other donations, bequests, or gifts for public library purposes (Ord No. 9-76)
 - E. The Board may establish and alter rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Salem. (Ord No. 9-76)

Article VII
Conflict of Interest

- Section 1. No member of any public library board or the body appointing such board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, or shall receive a salary or any payment for material or for services rendered the board. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Salem Public Library in which they have a direct or indirect financial interest (ORS357.460).
- Section 2. Board members may be reimbursed for expenses incurred in the performance of their duties (ORS 357.460 (2)).
- Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article VIII
General

- Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair shall vote upon proposals before the Board.
- Section 2. These Bylaws may be amended at any regular meeting of the Board by a majority vote of all members of the Board, provided written notice of the proposed amendment shall have been sent to all members prior to the meeting at which such action is proposed to be taken.

Approved by the Salem Public Library Board on November 12, 2003.

Adopted by the Salem City Council on November 24, 2003.