

**BYLAWS  
for the  
SANTA CLARA COUNTY LIBRARY DISTRICT  
JOINT POWERS AUTHORITY**

**Section 1      Name, purpose, membership, functions and responsibilities**

1.1      Name

The name of this body shall be the Santa Clara County Library District Joint Powers Authority.

1.2      Purpose, functions and responsibilities

- A.      Provide policy direction and governance for the Santa Clara County Library District.
- B.      Carry out the functions required by the Joint Powers Authority Agreement.
- C.      Approve the budget and the disposition of revenues which include those generated by the Community Facilities District established in June 2005 to augment County Library District Services.
- D.      Recommend the annual Community Facilities District rate to the Santa Clara County Board of Supervisors.
- E.      Approve and oversee the services and programs of the County Library District.
- F.      Serve as an Appeals Board for the review of assessment rates.
- G.      Make recommendations pursuant to the performance of the County Librarian. Recommendations should be forwarded to the County Executive each year.
- H.      It is the responsibility of each JPA Board member to report to and solicit comments from their member jurisdictions and to keep their respective organizations informed of the business of the JPA.

1.3      Membership

Member jurisdictions include the cities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, Saratoga and the County of Santa Clara.

#### 1.4 Withdrawal

An individual city may withdraw from the Joint Powers Authority and the Library District upon the giving of notice no later than August 1 of any year of its intent to withdraw from the Authority effective on July 1 of the following year. A city that withdraws shall be subject to all procedural and substantive requirements of law applicable to withdrawal from a Joint Powers Authority and a Library District. See Education Code Title 1, Division 1, Part 11, Chapter 6, Section 19106.

### **Section 2 The Board of Directors**

#### 2.1 Composition of the Board

The Joint Powers Authority Board shall be composed of eleven members. There shall be one member from each of the nine member city councils and two members from the Santa Clara County Board of Supervisors.

#### 2.2 Selection and Tenure

- A. Selection process for each member shall be determined by the appointing jurisdiction.
- B. Members shall serve without compensation except as specified in the JPA Agreement.
- C. Length of tenure of each member shall be determined by the appointing jurisdiction.

#### 2.3 Alternates

Cities may appoint one alternate city council member and the County may appoint two.

#### 2.4 Officers

The Joint Powers Authority Board will elect a Chair and a Vice-Chair annually.

- A. It shall be the duty of the Chair to preside at the meetings of the Joint Powers Authority Board and to perform such other duties as ordinarily pertain to the office of Chair. The County Librarian shall set the agenda in concurrence with the Chair.

- B. The Vice-Chair shall have all the powers and duties of the Chair in his or her absence.

#### 2.5 Term of Officers

The term of office for the Chair and the Vice-Chair shall commence on January 1 and be for a period of one year. Terms shall coincide with the calendar year.

#### 2.6 Election of Officers

Election of officers shall take place at the last regular meeting of the calendar year.

#### 2.7 Nominating Committee

A nominating committee of at least three JPA Board members including the Chair and Vice-Chair will present a slate at the meeting when the election is held at the last regular meeting of the calendar year. The Chair, with the consent and approval of the JPA Board, appoints members of the Nominating Committee.

#### 2.8 Staff

County Librarian and County Library District staff will support the JPA Board.

### **Section 3 Meeting**

#### 3.1 Schedule and Location

- A. Regular meetings of the JPA Board will be held no less than four times a year.
- B. Meeting location will be set at the beginning of each fiscal year. A schedule will be set at the first meeting of each calendar year. Meeting dates will be adjusted to allow for holidays.

#### 3.2 Notice

Notice of the time and place of all regular meetings shall be given in accordance with the Brown Act and shall be posted in all community libraries in the County Library District. The office of the County Librarian shall be responsible for the preparation and posting of the agenda in compliance with Government Code Section 54954.2.

3.3 Quorum for a Regular Meeting

A majority of six members of the JPA Board shall constitute a quorum at any regular or special meeting of the JPA Board. Six affirmative votes are necessary for action to be taken.

3.4 Rules of Order

Robert's Rules of Order shall prevail at all meetings of the JPA Board.

3.5 Consent Calendar

For all meetings, the JPA Board may use a consent calendar containing items generally non-controversial in nature. Any Board member or member of the public may request that an item be taken from the consent calendar and voted on separately.

3.6. Agendas and Minutes

Agendas and minutes of all meetings of the JPA Board shall be sent to the City Clerks of each jurisdiction for distribution to their legislative bodies. They shall also be available in all community libraries in the County Library District. No less than three years of minutes will be kept in the community libraries. Back files of minutes will be maintained at County Library District Headquarters.

**Section 4 Committees**

4.1 Committees of the JPA Board

The Chair, with the consent and approval of the JPA Board, may establish such committees and other advisory bodies as may be necessary from time to time.

4.2 Advisory Committees

A. Executive Committee

The Executive Committee is composed of the current JPA Chair and Vice-Chair and advises the County Librarian between meetings.

B. Finance Committee

The JPA Board shall establish a standing Finance Committee which shall oversee all matters pertaining to the financial structure of the Agency and review and make recommendations to the JPA Board. It reviews all financial matters pending before the JPA Board. The Finance Committee will be composed of 5 members with one JPA voting representative designated as an alternate. Membership includes the Chair, Vice-Chair, Past Chair, and a City Manager. The Chair, with consent and approval of the JPA Board appoints members to the Finance Committee. A quorum of 3 is necessary to conduct business. A majority affirmative vote of those present is necessary for action to be taken.

C. Nominating Committee

A Nominating Committee of at least three JPA Board members including the Chair and Vice-Chair is responsible for presenting a slate of officers at the last regular JPA meeting of the calendar year. The Chair, with the consent and approval of the JPA Board, appoints members.

A quorum shall consist of those members who attend a meeting and need not constitute a majority of the members. A majority affirmative vote of those present is necessary for action to be taken.

D. Management Advisory Committee

A Management Advisory Committee composed of all or a portion of the City Managers of member cities or their designees and a staff member from the office of each Board of Supervisor representative serving on the JPA Board may meet with and advise the County Librarian. No quorum is necessary to conduct business and smaller task groups may be established if needed.

E. Library Service Area Commissions

Member cities may establish local library commissions. Appointment criteria shall be at the discretion of the local jurisdiction. Library service area commissions may advise their city councils and the County Librarian on service issues pertaining to their community library.

## **Section 5      Finances**

### **5.1      Fiscal Year**

The fiscal year will be July 1 through June 30.

### **5.2      Adoption of Annual Budget**

The final budget will be adopted prior to the commencement of the fiscal year. Preliminary study sessions at regular or special meetings may be established by the Chair as needed or requested by JPA Board members.

### **5.3      Policy Guidelines**

The JPA Board shall develop policy guidelines regarding spending authority for the County Librarian.

## **Section 6      Adoption and Amendments of Bylaws. Authority of the JPA Agreement and Community Facilities District Resolution No. 05-03**

### **6.1      Adoption of Bylaws**

These Bylaws shall become effective upon affirmative vote of a majority of the JPA Board.

### **6.2      Amendments of the Bylaws**

Bylaws may be amended by a majority vote of the JPA Board. Proposed amendments must be submitted for discussion at the meeting before they are to be adopted.

### **6.3      Bylaws and the Joint Powers Authority Agreement**

The Joint Powers Authority Agreement shall supersede these Bylaws in the event of conflict.

### **6.4      Resolution No. 05-03**

This Resolution shall supersede these Bylaws in matters pertaining to the Community Facilities District.