

MOHAVE COUNTY LIBRARY DISTRICT CITIZENS' ADVISORY COMMITTEE

BYLAWS

Article I. Name

The name of this committee shall be the Mohave County Library District Citizens' Advisory Committee.

Article II. Purpose

The function of this committee is to recommend, support, and advise the Mohave County Board of Supervisors in all matters pertaining to the operation and development of the Mohave County Library District, through the Library Director.

The objective is to develop the Mohave County Library District in a manner that fully provides information resources that are relevant, accessible, and responsive to the interests and intellectual needs of the citizens of Mohave County.

Article III. General

Section 1. Membership of the Citizens' Advisory Committee is composed of members appointed by the Mohave County Board of Supervisors, two for each of the five Supervisorial Districts. Each member shall serve at the pleasure of the appointing Supervisor for a two-year term, but not to exceed the term served by such Supervisor. The Director will notify the Board of expired Committee terms and request that appointments be made.

Section 2. Each Committee member shall attend every regular or special meeting unless unavailable for valid reasons. The Committee may excuse a member's absence when prior notice is given to Library District Administration, or when emergencies arise. If a member has two consecutive unexcused absences, the Chairman or Library Director shall report the matter to the Board of Supervisors for action.

Section 3. An affirmative vote by the majority of the Committee shall be necessary to approve any action under consideration.

Section 4. The bylaws may be amended by a simple majority vote of the members present. Amendments to the bylaws presented at one meeting shall be voted on at the following meeting.

Section 5. The bylaws, and any revisions to them, must be submitted to the County Board of Supervisors for official approval during one of its regular meetings.

Article IV. Officers and staff

Section 1. The officers shall be a Chairman and a Vice-Chairman who will be elected from among the appointed members annually.

Section 2. Election of officers shall be held at the annual January meeting. The Chairman will call for nominations to be made from the floor and voted on by the members.

Section 3. Officers shall serve a term of two years from the annual January meeting or until their successors are duly elected.

Section 4. The Chairman shall preside at all meetings of the committee, authorize calls for any special meetings, appoint all subcommittees, execute all documents authorized by the committee, and generally perform the duties and functions of the Chairman.

Section 5. The Vice-Chairman, in the event of the absence or disability of the Chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairman.

Section 6. The office of Vice-Chairman, in the event of vacancy, shall be filled by an election held at the next regularly scheduled meeting of the committee, to complete the unexpired term.

Section 7. The Library Director shall serve as a liaison between the Board of Supervisors and the Advisory Committee, provide professional and technical assistance to the Committee, including minute-taking and other administrative duties, release all official information to media sources as appropriate or otherwise instructed by the Chairman, and be responsible for the day-to-day operation of the County Library District.

Article V. Meetings

Section 1. The regular meetings shall be held quarterly (January, April, July, and October), on the fourth Monday of the month at 10:00 a.m., subject to modification by the committee, and shall be open to the public. Meetings shall be rotated among communities served as determined by the Committee.

Section 2. The order of business for regular meetings will normally include the following items, so far as circumstances permit:

- A. Roll call of members
- B. Disposition of minutes of previous regular meeting
- C. Call to the public
- D. Committee or special reports

- E. Director's report
- F. Agenda items

Section 3. A quorum is required for the transaction of business at any meeting and shall consist of a majority of the members of the Committee. Vacant positions on the Committee do not reduce the quorum requirement.

Section 4. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts Rules of Order.

Article VI. Sub-Committees

Section 1. The Chairman may appoint subcommittees of one or more members for specific purposes as the business of the committee may require from time to time. The sub-committee shall be considered dissolved upon the completion of the purpose for which it was appointed and after its final report is made to the Citizens' Advisory Committee.

Recommended by Citizens' Advisory Committee, January 23, 2023 (revised)

BOS approved 02/22/2023 Item #20