

# Multnomah County Library Advisory Board Bylaws

## **ARTICLE I. NAME AND GOVERNANCE**

**Section 1. Name.** The name of this organization shall be the Multnomah County Library Advisory Board, hereafter called LAB.

**Section 2. Governance.** LAB is established by Multnomah County Home Rule Charter (Chapter IX. Library District. 9.30 Advisory Board) and by Multnomah County Code (Chapter 19: Library. § 19.002 Library Board). LAB advises the Library Director and the Multnomah County Board of Commissioners sitting as the Multnomah County Library District Board (District Board).

## **ARTICLE II. MISSION**

The Library Advisory Board (LAB) is an advisory body of community members who use and are impacted by Multnomah County Library (MCL) services and resources. LAB provides a community lens to advise library leadership on systemwide policies and on the library's annual budget as the library's Community Budget Advisory Committee (CBAC).

## **ARTICLE III. MCL ROLE**

MCL will provide a staff person (staff liaison) to support the effectiveness of LAB members as advisors to library leadership, including assisting with technical support, substantive expertise, logistical and administrative assistance, and advice on advisory body best practices. MCL will also provide public notice of all meetings, post public meeting materials, and prepare meeting minutes. Technology and other participation supports may be available by request for LAB members who need it.

LAB meetings will adhere to [Oregon Public Records and Meetings Law](#) (ORS 192.610-690), and records will be kept in accordance with MCL, Multnomah County, and Oregon State administrative rules pertaining to public records, records retention, and records management ([MOAR 166-117-0010\(7\)](#)).

## **ARTICLE IV. MEMBERSHIP**

**Section 1. Membership Requirements.** LAB consists of 17 members, including at least two youth members.

- a. LAB members must live, work, or attend school in Multnomah County.
- b. Youth members must be between 13 and 18 years old at the time of their appointment.
- c. LAB will make an effort to have a diverse 17-member board that represents a variety of library users, ages, interests, ethnicities, backgrounds, employers, and neighborhoods in the county to most effectively represent the wide array of MCL patrons.
- d. Current Multnomah County employees are not eligible to serve on LAB.

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## Section 2. Terms.

- a. Full terms: LAB members are appointed by the District Board to serve one four-year term with an option to apply for a second four-year term.
- b. Partial terms: In the event that a LAB member is unable to fulfill their term, the District Board may appoint another individual to fill the remainder of that term, following Appointment Procedures in Section 3. If the remaining portion of the term is two years or longer, the individual appointed may renew for one four-year term upon completion of the partial term. If the individual is appointed to fill a partial term of less than two full years, they may renew for up to two consecutive four-year terms after fulfilling the partial term.
- c. Youth member terms: Youth members serve one two-year term. In the event that a youth member is unable to fulfill their term, the District Board may appoint another individual to fill the remainder of that term, following Appointment Procedures in Section 3. This will serve as the newly appointed member's one term.

**Section 3. Appointment Procedures.** A Membership Committee composed of LAB members will recruit and identify potential new members as needed. The Membership Committee will present potential members to LAB and recommend the nomination of those individuals. LAB will vote on the nominee(s), and, if approved, will forward nomination(s) to the District Board for appointment.

**Section 4. Timeline for Nomination and Appointment of New Members.** Members' terms shall begin July 1. The Membership Committee shall present prospective new members to LAB for recommended appointment with enough time to allow for a July 1 term start.

## **ARTICLE V. MEMBER RESPONSIBILITIES AND CONDUCT**

Members of Multnomah County advisory bodies are public officials and must become familiar with and abide by [Oregon Government Ethics Law](#), [Oregon's Public Meetings and Public Records Law](#), and [Multnomah County Personnel Rules](#).

**Section 1. Participation.** LAB members are encouraged to bring a diversity of views, opinions, and experiences representing the wider community to their work on LAB. Members are expected to provide constructive input and recommendations on a variety of issues and topics in a thoughtful and respectful manner; work cooperatively with other LAB members and MCL staff; and uphold the standards of conduct outlined herein.

## **Section 2. Meeting Attendance.**

- a. Attendance: LAB members are expected to attend all LAB meetings and to review meeting materials ahead of time as applicable.

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- b. Absences: If a LAB member is unable to attend a meeting, they shall notify the Chair or staff liaison in advance of the meeting.
- c. Dismissal due to non-attendance: Three unexcused meeting absences in one calendar year without advance notice or consistent failure to notify the Chair or staff liaison in advance of absences constitutes grounds for dismissal.

**Section 3. Committees and Work Groups.** LAB members are expected to serve on at least one committee or work group throughout their term. (See Article VI for information on committees.)

## **Section 4. Communication**

- a. LAB members should have access to electronic communication (e.g., email) as necessary to receive messages and documents related to their work on LAB. LAB members are expected to respond promptly to messages from the Chair or staff liaison.
- b. While not precluded from communicating with the media, LAB members agree to notify the Library Director and LAB Chair of all media communications and requests, and to coordinate with these parties regarding media requests. LAB members agree to not use the media or social media to negatively impact the work of LAB or MCL; and to raise all concerns, especially those being raised for the first time, at LAB meetings and not in or through any media sources.
- c. LAB members are encouraged to use personal communications, including email, social media, and other platforms, to promote library and LAB activities and to share information with their networks.
- d. LAB members are expected to notify the staff liaison within a reasonable amount of time regarding any changes to their contact information (e.g., email address, phone number).

**Section 5. Conflicts of Interest.** LAB members are subject to [Oregon's Ethics Laws for Public Officials](#). No LAB member will use their position on LAB to obtain financial gain for themselves or any business they are associated with. When involved in a potential conflict of interest, a LAB member shall inform LAB of the nature of the potential conflict. If a conflict exists, the affected LAB member should abstain from voting on issues related to the conflict of interest.

## **Section 6. Resignation and Removal.**

Members are expected to make a good faith effort to complete their terms, and are encouraged to notify LAB leadership and the staff liaison as soon as possible if circumstances arise that prevent them from doing so.

LAB may vote to remove a member who fails to fulfill their attendance and participation responsibilities; or who violates library or county ethics or personnel rules. LAB leadership or the

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staff liaison will communicate with the member on the first offense. After another offense, LAB leadership or the staff liaison will inform the member of the impending vote of removal. A removal vote must be approved by a majority vote (quorum).

## **ARTICLE VI. COMMITTEES**

**Section 1. LAB Committees and Work Groups.** LAB may establish committees and work groups as appropriate to better understand, promote, and advocate for MCL. LAB members shall, on at least an annual basis, indicate the committees they are interested in serving on. In cases where there are not enough members for a committee to efficiently achieve its work, the LAB Chair may solicit and direct LAB members to serve on those committees.

### **Section 2. Standing Committees.**

- a. The Finance Committee will review financial and budget information pertinent to fulfilling LAB's role as the Library Citizen Budget Advisory Committee (CBAC), as described in [Multnomah County Code \(§ 3.301\)](#). Committee members shall present information to LAB and provide a draft of the LAB budget report. LAB will vote on the final report, and send to the [Office of Community Involvement](#) for distribution to the District Board.
- b. The Membership Committee shall establish and implement general policies, programs, and procedures to secure new members; coordinate LAB membership promotions; make recommendations concerning LAB membership; and serve MCL as a resource on LAB membership. The Membership Committee shall also track LAB member terms and notify members of upcoming term expirations and renewal opportunities.
- c. The Governance Committee is an ad hoc committee and shall convene as needed to propose changes to how LAB operates and functions as a body, including drafting updates and other amendments to the bylaws. Governance Committee members may also support LAB leadership succession planning, compliance, teambuilding, and best practices.

**Section 3. Committee Leadership.** Each committee shall identify a member to serve as the Committee Chair. Each Committee Chair is responsible for convening and facilitating committee meetings and reporting to LAB.

**Section 4. Committee Meetings.** Each committee shall meet at intervals that are appropriate to the work of that committee.

## **ARTICLE VII. LEADERSHIP**

**Section 1. Officer Positions.** LAB shall have two officers (LAB leadership): a Chair and a Vice-Chair or two Co-Chairs. LAB shall elect officers by July 1 at a LAB meeting prior to the start of a new term as follows:

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- a. Prior to voting, LAB's Membership Committee shall accept nominations of candidates for officer positions for the following term or may solicit nominations from members.
- b. Prior to voting, the Membership Committee shall convene and interview (if desired) and then recommend to LAB one or more candidates for each position.
- c. A simple majority of votes determines the election of officers.
- d. If a single candidate is nominated for a position, LAB may choose by majority vote to conduct the election by oral vote during its monthly meeting.
- e. If the Membership Committee presents more than one candidate for a single position, the vote shall be conducted by written or electronic ballot. Current LAB leadership shall designate two LAB members who are not candidates and not members of the Membership Committee to count the votes. The votes shall be counted and announced before the meeting is adjourned, and the results will be included in the minutes.

## **Section 2. Terms.**

- a. Officers shall be elected for a one-year term and may be re-elected for a second term. LAB members may not serve more than three terms (three years) as an officer.
- b. If either officer position is vacated before the end of term, the remaining officer will appoint an interim officer for the remainder of the term.

## **Section 3. Duties.**

- a. Officers shall create meeting agendas in partnership with the Library Director and staff liaison and based on input from LAB members; preside over and facilitate meetings; and encourage full and safe participation of all LAB members by supporting the process of consensus building and adherence to operating procedures.
- b. The Vice-Chair shall fulfill the duties of Chair if the Chair is unable to attend a meeting or is otherwise unable to fulfill the requirements of the Chair position.

## **ARTICLE VIII. MEETINGS**

LAB members who wish to propose a topic for a LAB meeting agenda are encouraged to do so, and should notify the LAB Chair and/or library staff liaison at least one week ahead of a scheduled meeting.

**Section 1. Frequency.** LAB will meet at least six times per calendar year.

**Section 2. Special Meetings.** Special meetings may be called by the Chair or by a group of at least four members (none of whom is the Chair). Members must be given at least ten days' notice for physical meetings and five days' notice for virtual meetings.

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**Section 3. Virtual Meetings.** LAB meetings may be held virtually or in person. All rules for conducting meetings, including [Oregon's Public Meetings and Public Records Law](#), shall apply to both virtual and in-person LAB meetings.

## **ARTICLE IX. VOTING**

A quorum shall consist of more than 50 percent of current LAB membership and is required at meetings during which a vote is called for decisions on any matters that represent the position of LAB or that relate to fulfilling LAB requirements. Proxy/absentee voting, or voting outside of LAB meetings, is not allowed.

## **ARTICLE X. BYLAWS**

**Section 1. Adoption of the Bylaws.** These bylaws shall be considered adopted upon an affirmative vote by a majority of LAB members.

### **Section 2. Amendment to the Bylaws.**

- a. Mandated Amendments: Amendments to these bylaws required to remain consistent with MCL regulations or actions of the District Board shall not require a LAB vote. The Chair shall communicate to LAB any such amendment at the first LAB meeting following the amendment.
- b. Non-mandated Amendments: Non-mandated amendments to these bylaws may be proposed only by LAB members. Non-LAB members may suggest amendments to the Governance Committee, which may bring those suggestions to LAB for discussion.
- c. Prior Review: All non-mandated proposed amendments to these bylaws shall be sent to the Governance Committee before presentation to LAB.
- d. Member Vote: All non-mandated proposed amendments shall be accepted by a majority of LAB members and will be shared with LAB members ahead of the meeting where the amendment will be discussed and voted on.

*Adopted October 8, 2024*

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## EXHIBIT A

### **CHAPTER IX. LIBRARY DISTRICT 9.30 Advisory Board.** [Multnomah County Home Rule County Charter](#)

There will be a Library Advisory Board of 17 members, including two youth members. The members will be appointed by the Chair subject to approval by the Board of County Commissioners. The term of office for each Library Advisory Board member will be four years and begin on July 1 with the exception of the initial members. The initial members and their terms will be the members of the then current Library Board and their respective terms. No Library Advisory Board member may serve more than a total of two consecutive terms.

### **CHAPTER 19: LIBRARY § 19.002 LIBRARY BOARD.** [Multnomah County Code](#)

(A) The library board is hereby created. The board shall consist of 17 members, including two youth members, to be appointed by the Chair subject to approval by the Board.

(B) Membership Terms.

(1) Generally. The term of office of the board members shall be four years and their terms shall commence on July 1 in the year of their appointment. Of the first 15 board members appointed, three members shall initially hold office for one year, four for two years, four for three years and four for four years. The Chair shall designate the initial individual terms. At the expiration of the term of any members of the library board, the Chair shall appoint a new member or may reappoint a member for the term of four years, subject to Board approval. If a vacancy occurs during a term of office, the Chair shall appoint a new member for the unexpired term, subject to Board approval. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the library board after an interval of one year.

(2) Youth Members. Youth board members must be between the ages of 13 and 17 at the time of their appointment. The term of office of youth board members shall be two years. Of the first youth members appointed, one youth member shall initially hold office for one year. The Chair shall designate the initial individual terms. If a vacancy occurs during a term of office, the Chair shall appoint a new member for the unexpired term, subject to Board approval. No person shall hold appointment as a youth member for more than one term. Other than the limitations placed herein, youth members share equally in all other powers and responsibilities afforded members of the library board.

(C) Members of the library board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.