

**BYLAWS FOR THE
LIBRARY COMMISSION
OF THE CITY OF REDONDO BEACH, CALIFORNIA**

ARTICLE I. NAME

The name of this Commission shall be the Library Commission of the City of Redondo Beach, established by Ordinance No. 2796 on March 11, 1997.

ARTICLE II. OBJECT

The object of this Commission shall be to plan a program for the development, extension and improvement of library facilities in the City and, in addition, shall perform such other duties as from time to time may be assigned to it by the City Council.

ARTICLE III. MEMBERS

Sec. 1 Appointments

The Commission shall consist of seven (7) members appointed by the Mayor, subject to approval by the City Council. Each Commissioner shall serve for a term of four (4) years, commencing October 1 and ending September 30 or as soon thereafter as his/her successor is appointed and qualified. No Commissioner shall serve more than 2 consecutive terms. No member shall serve simultaneously on more than one (1) board or commission. ***If a person serves a partial term in excess of two years, it shall be considered a full term.***

Sec. 2. Vacancies

In the event that any member of the Commission shall be absent from regular meetings for a period of sixty (60) days consecutively following the last regular meeting attended by such Commissioner, unless by permission of the City Council expressed in its official minutes, or in the event such Commissioner shall be convicted of a crime involving moral turpitude, or ceases to be a registered voter of the City, his/her office shall become vacant and shall be so declared by the City Council.

ARTICLE IV. OFFICERS

The Commission shall elect a Chairperson and Vice-Chairperson at its regular meeting in October of each year. The Liaison shall be the Secretary of the Commission

ARTICLE V. MEETINGS

Sec. 1 Time of Meetings

Unless otherwise directed by a majority of the Library Commission, the Commission shall meet regularly on the first Monday of every month at **7:00 p.m.** or on such other day and time, as a majority of the Commission shall establish. If the first Monday of the month is a recognized public holiday, the regular meeting of the Library Commission shall be held on the subsequent Monday.

Sec. 2 Place of Meetings

All regular meetings of the Commission shall be held in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California, or in any other place designated by the Commission. Except for investigative purposes, all meetings shall be held within the City of Redondo Beach.

Sec. 3 Special Meetings

The presiding officer or a majority of the body may call special meetings. Written notice must be sent, and received by each member of the body and by each local newspaper of general circulation so requesting. Notice (agenda) must be posted no less than 24 hours prior to the meeting and only the business stated on the notice may be considered in accordance with Government Code Section 54950 et seq. and the Brown Act.

Sec. 4 Adjourned Meetings

The Commission may adjourn any meeting to a time and place specified in the order of adjournment, in accordance with the Brown Act.

Sec. 5 Open Meetings

All meetings of the Commission shall be open to the public.

Sec. 6 Quorum

A quorum will be a majority of the Commissioners (4). If a quorum is not present the Secretary of the Commission will adjourn the meeting and post a notice of adjournment to include time, place and date of the next meeting.

ARTICLE VI. BUSINESS

Sec. 1 Agenda

All matters intended for action or information, whether originating with the public or City officials, shall be submitted to the Commission on an agenda prepared by the City Clerk or his/her designee and/or pursuant to instructions by the Commission.

Sec. 2 Chairperson as Presiding Officer

The Chairperson shall take the chair at the hour appointed for the meeting and shall call the Commission to order. In the absence of the Chairperson, the Vice-Chairperson shall call the Commission to order and shall act in all respects as the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the remaining members shall elect a Chairperson pro-tempore who may act as Chairperson in all respects at the meeting and for the purpose of signing documents.

Sec. 3 Order of Business

At the time set for commencement of the meeting, the members of the Commission, the Secretary, and such city officials as are present, shall take their regular stations in the meeting place and the business of the Commission shall be taken up for consideration and disposition in the following order, except as may be otherwise ordered by the Commission:

- I. Opening Session**
 1. Call to Order
 2. Roll Call
 3. Salute to Flag
- II. Approval of order of Agenda**
- III. Approval of Affidavit of Posting**
- IV. Approval of the following Minutes**
- V. Oral & Written Communications**
- VI. Old Business (items continued from previous agendas)**
- VII. New Business (items for discussion prior to action)**
- VIII. Members items and referrals to staff**
- IX. Adjournment**

Sec. 4 Approval of Minutes

Unless a reading in full of the minutes of a Commission meeting is requested by a member, such minutes (if the Commission has previously been furnished a copy) may be approved without reading.

ARTICLE VII. MOTIONS

Sec. 1 Making of Motions

Except as hereinafter provided, when any subject is opened for consideration by the Commission, whether before or after debate thereon, a motion shall be made by a member. Where a motion is made and seconded, the Chairperson may rule the motion out of order if in violation of Roberts Rules of Order. The mover, with the consent of the second, may withdraw or amend the motion at any time before a decision or amendment.

Sec. 2 Amendment

Any motion may be amended with the consent of the maker and second.

Sec. 3 Seconding Motions

The following motions do not require a second:

Question of order
Division of the question
Nominations

ARTICLE VIII. VOTING

Sec. 1 Disposition by Chairperson

Except where a vote is otherwise required, the Chairperson may order the disposition of matters coming before the Commission; provided, however, that if a member objects, a vote shall be taken. Where a motion is made and seconded, unless a vote is required by law or desired by any member, the Chairperson may order the disposition of the matter in accordance with the motion. Such decision of the Chairperson shall be deemed to be the action of the Commission.

Sec. 2 Recording Votes

When a vote on any matter is called for, it shall be by voice vote unless any member shall request a roll call vote. On a tie vote, the motion is lost. The roll call vote shall be taken in rotation, with the Chair voting last. The Chair shall announce the result of the vote and any member may then explain his vote if it is in opposition to the motion. The Chair shall then announce the next order of business.

Sec. 3 Abstaining from Voting

When a roll call vote is being taken on a motion and a member declines to vote for any reason, his/her vote shall not be counted in determining the passage of the motion and such member shall be recorded as having abstained from voting.

Sec. 4 Explanation of Vote

A member shall be allowed to briefly explain his/her vote while the roll is being called.

Sec. 5 Change of Vote

A member shall be allowed to change his/her vote only until the next item of business is announced by the Chairperson; provided, however, that this rule may be suspended by a vote of two-thirds of the members present.

Sec. 6 Roll Call Vote

Any member may demand that a roll call vote be taken on any motion.

Sec. 7 Majority Vote

All motions will be carried by a majority vote unless otherwise required by law. A majority of members present, if a quorum, is a majority for the passage of motions.

ARTICLE IX. RULES OF CONDUCT

Sec.1 Addressing the Commission

- A.** No person shall address the Commission without first securing the permission of the Chairperson; provided, however, that permission shall not be refused except for a good cause.
- B.** Remarks before the Library Commission shall be limited to three (3) minutes. The Chairperson may aggregate time of the hearing or discussion.
- C.** After a motion is passed or a hearing closed, no person shall address the Commission on the matter without first securing permission of the Chairperson.

Sec. 2 Manner of Addressing the Commission

- A.** Each person addressing the Commission shall step up to the lectern and clearly state his/her name and city for the record, state the subject he/she wishes to discuss, and proceed with his/her remarks. The Chairperson may limit the time allowed for testimony on any matter before the Commission. Unless otherwise designated, speakers shall be limited to three minutes on any one agenda item.
- B.** Unless otherwise ordered by the Commission, the Chairperson may limit the number of speakers where, in his/her opinion, the facts or arguments advocated are cumulative in nature. Unless otherwise ordered by the Commission, the Chairperson may limit the aggregate time of hearing or discussion. The time may be extended for a speaker(s) by a majority vote of the Commission.
- C.** No person shall speak twice on the same agenda item unless a majority of the Commission grants permission.

Sec. 3 Relevancy

Speakers shall confine their remarks to those which are relevant to the subject of the hearing. Attacks against the character or motives of any person shall be out of order. The Chairperson, subject to appeal to the Commission, shall be the judge of relevancy and whether character or motives are being impugned.

Sec. 4 Decorum

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith barred from future audience before the Commission, unless permission to continue be granted by the Chairperson.

Sec. 5 Enforcement of Decorum

The Chairperson, or a majority of the members present, may at any time request that a police officer be present to enforce order and decorum. The Chairperson or such majority may request that the police officer eject from the place of meeting or place under arrest, any person who violates the order and decorum of the meeting.

Sec. 6 Disorderly Conduct

In the event that any meeting is willfully interrupted so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Commission may order the meeting room cleared and continue its session in accordance with the provisions of Government Code subsection 54957.9 and any amendments thereto.

ARTICLE X. POINTS OF ORDER

Sec. 1 Generally

Any Commission member may raise a point of order (procedure). The Chairperson shall decide all questions of order; provided, however, that any two members shall have the right to appeal his/her decision, in which case the question shall be decided by a majority of the members present. The Chairperson, or any other Commission member, may request advice of the City Attorney thereon.

Sec. 2 Parliamentary and Legal Advisor

The City Attorney, or his/her designee, shall be the Parliamentarian for the Commission and shall act as legal counsel on all Commission business. In the absence of the City Attorney, or his/her designee, the City Clerk, or his/her designee, shall act as Parliamentarian. In the absence of either the City Attorney or his/her designee or the City Clerk or his/her designee, the Chairperson may act as Parliamentarian.

Sec. 3 Suspension of Rules

Unless otherwise enforced by law, any provisions of these procedures may be waived by a unanimous vote of the Commission members present.

ARTICLE XI. AD HOC COMMITTEES

The Commission may vote to create such ad hoc committees as the Commission members may deem appropriate.

ARTICLE XII. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote. Any amendment made by the Commission must then be submitted to the City Clerk for processing purposes and inclusion in the Historical Records.

Adopted:

Library Commission
Bylaws
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