

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Meetings of the Library Commission**

**POLICY NUMBER: 7030**

**7030.1** Regular meetings shall be held each month, normally the third Monday of the month unless otherwise changed by appropriate action by the Library Commission.

**7030.1.1** The Library Commission shall adopt an annual calendar of regular meetings at its June meeting which will also specify starting time of the meeting and location of the meeting.

**7030.1.2** The annual meeting, which shall be for the purpose of the election of officers and other appropriate business, shall be held at the time of the regular meeting in July of each year.

**7030.1.3** If all necessary business cannot be concluded at a regular meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting shall be adjourned to a time and place specified before the close of the regular meeting.

**7030.1.4** Seventy-two (72) hours prior to each regular meeting, official notice shall be given in accordance with the Ralph M. Brown Act, meeting packets will be delivered to each Library Commissioner, and the meeting agenda will be posted at the Library District offices.

**7030.1.4.1** Newspapers of general circulation in the Library District, radio stations and television stations which have requested notice of meetings will also receive official notice of the meeting as well as meeting packets.

**7030.2** Special meetings (non-emergency) may be called by the President, or a majority of the Library Commission members, or by the District Librarian, providing that written notice and an agenda have been given to all Library Commissioners and the news media at least twenty-four (24) hours prior to the meeting.

**7030.3** In the event of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities and services or a situation involving disaster, damage to the facility, and injury to the public, a special emergency meeting may be called by the President or a majority of the Library Commissioners. Such a meeting may be convened without compliance with the twenty-four (24) hour rule.

**7030.3.1** Newspapers of general circulation in the Library District, radio stations and television stations which have requested notice of meetings will be notified as least one hour prior to the start of the special emergency meeting.

**5010.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the twenty four (24) hour notice. The minutes of the emergency special meeting, a list of persons the District Librarian or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the Library District office as soon after the meeting as possible.

**7030.4** A quorum must be present at each meeting, and shall consist of three Commissioners.

**7030.5** All meetings shall be conducted in compliance with the Ralph M. Brown Act as follows:

**7030.5.1** The agenda shall be developed by the District Librarian in consultation with the President of the Library Commission. Any Library Commissioner may request that an item be included on the agenda for consideration. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, and will clearly identify the time and location for the meeting.

**7030.5.1.1** Any Library Commissioner may request that an item be included on the agenda for consideration. Such a request must be received at least ninety-six (96) hours before meeting packets are to be delivered.

**7030.5.1.2** No business shall be transacted at any meeting of the Library Commission other than those matters named in the publicly posted agenda.

**7030.5.2** All meetings shall be called to order by the President, or in the President's absence, by the Vice- President or other officer designated by the President.

**7030.5.3** Where not otherwise specified by law, *Robert's Rules of Order* shall govern proceedings of all meetings.

**7030.5.4** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

- \* Call to order; roll call of members
- \* Introductions
- \* Communications
- \* Approval of the minutes of the previous regular meeting and of any intervening special meetings

- \* Review and approval of the agenda
- \* Public presentation to, or discussion with, the Commission
- \* Review and approval of financial reports and expenditures
- \* Consent items
- \* District Librarian's report
- \* Unfinished business
- \* New business
- \* Committee and other reports
- \* Closed Session (when applicable)
- \* Return to open session (when applicable)
- \* Agenda review and development for next meeting
- \* Commission comments
- \* Adjournment

**7030.5.5** An affirmative vote of the majority of Library Commissioners present shall be necessary to approve any action. The President or any member of the Library Commission may call for a roll call vote or a qualified ballot vote. Unless such a vote is called for, action may be taken by voice vote.

**7030.5.6** The President shall vote on all matters and shall have equal privileges as a member including the right to surrender the authority of the President to the Vice-President for the purpose of making motions, introducing resolutions or making nominations.

**7030.5.7** Nothing in this policy shall prevent the Library Commissioner from hearing comments and testimony from a member of the public on matters that are not on the agenda. However, the Library Commission shall not discuss or take action on such matters at that meeting, other than to place the item or items on the agenda of the next scheduled meeting.

**7030.6** The President shall appoint committees of one or more members for such specific purposes as the Library Commission may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after its final report is made to the Library Commission.

**7030.6.1** All committees shall make a progress report to the Library Commission at each of its meetings.

**7030.6.2** No committees shall have other than advisory powers unless, by suitable action of the Library Commission, it is granted specific power to act.

**7030.6.2.1** The meetings of any committee which is granted specific power to act shall be conducted in compliance with the Ralph M. Brown Act.