

**Library Commission  
City of Hayward  
By-Laws**

**ARTICLE I NAME**

This organization shall be known as the Library Commission of the City of Hayward.

**ARTICLE II PURPOSE**

The purpose of the Library Commission shall be to advise the City Council of Hayward on the formulation of Library policy.

**ARTICLE III MEMBERSHIP**

1. The Commission shall consist of seven members appointed by the City Council of Hayward for four years, serving without compensation. Terms of office of Commissioners shall be in accordance with Section 902 of the Hayward City Charter.
2. The presiding officer of the Commission shall be a Chairperson, elected annually by ballot at the September meeting of the Commission.
  - a. The September meeting each year may be called to order by any member of the Commission; the first order of new business shall be election of a Chairperson of the Commission. Nominations for this office may be made by any member of the Commission. Votes will be counted by the Secretary of the Commission. A plurality of votes cast will constitute election.
  - b. The duties of the Chairperson of the Commission will be to preside over meetings of the Commission; to appoint committees as needed, and to designate a member of each committee as its chairperson; and to perform such other functions as are ordinarily associated with that office.
3. The Library Director of the Hayward Library, or his/her designate, shall serve as Secretary of the Library Commission, and shall have a voice but no vote in Commission proceedings. His/Her duties shall be to draw up the minutes of each meeting and to distribute them to members of the City Council, the City Clerk, and the City Manager, as well as to the Library Commissioners; to prepare an

agenda for each meeting; and to perform such other functions as are customarily associated with that office.

#### **ARTICLE IV MEETINGS**

1. Regular meetings of the Library Commission will be held monthly at least ten months of the year. Special meetings may be held on call of the Chairperson or when a resolution to that effect is passed by vote of a quorum of the Commission members. All members of the Commission shall be informed of the time and place of such special meetings by the Secretary of the Library Commission at least one week in advance of the date set for the meeting. A quorum of Commission members must be in attendance for a meeting to be held.
  - a. The order of business to be followed at each regular meeting of the Commission will be as follows:
    - Call to Order
    - Roll Call
    - Approval of Minutes
    - Public Comment
    - Special Reports (Friends of the Library, etc.)
    - Old (Unfinished) Business
    - New Business
    - Library Director's Report
    - Committee Reports
    - Agenda Building
    - Evaluation of Meeting
    - Adjournment
  - b. Business at special meetings will be limited to discussions of an action upon the particular business for which the meeting was called, to be designated in advance by the Chairperson of the Commission or in the resolution of the Commission which calls for the meeting.

#### **ARTICLE V DUTIES**

1. This Commission will be governed by the Charter of the City of Hayward and by City of Hayward ordinances which relate to the Library Commission and to the Library.

2. The Commission may make recommendations to the City Council. Such recommendations will require the affirmative vote of the majority of the Commission. Recommendations of the Commission will be forwarded to the City Council by the Secretary of the Commission.
3. The rules of parliamentary procedure contained in the Robert's Rules of Order, most recent edition, will govern this Commission in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Commission, the Charter, or City ordinances governing this Commission.

#### **ARTICLE VI BY-LAWS**

These by-laws shall be adopted by a majority vote of the Commission, and may be amended by a majority vote of the Commission. Additional by-laws may be adopted by a majority vote of the Commission. A by-law may be repealed by passing a by-law to that effect by a majority vote of the Commission. These by-laws shall remain in effect until amended by subsequent by-laws.

#### **ARTICLE VII BY-LAW CHANGES**

1. Amendments may be decided by recorded vote, or, if stated in the written notice of the meeting as part of the order of business, at a regular or special meeting.
2. The procedures must assure that voters are informed in a timely fashion.
3. The vote on a by-law change must take place at the next regularly scheduled meeting after the exact wording of the change has been presented to the Commission.

Library Commission  
City of Hayward  
By-Laws

ARTICLE I - NAME

This organization shall be known as the Library Commission of the City of Hayward.

ARTICLE II - PURPOSE

The purpose of the Library Commission shall be to advise the City Council of Hayward on the formulation of Library policy.

ARTICLE III - MEMBERSHIP

1. The Commission shall consist of seven members appointed by the City Council of Hayward for four years, serving without compensation. Terms of office of Commissioners shall be in accordance with Section 902 of the Hayward City Charter.
2. The presiding officer of the Commission shall be a Chairperson, elected annually by ballot at the September meeting of the Commission.
  - a. The September meeting each year may be called to order by any member of the Commission; the first order of new business shall be election of a Chairperson of the Commission. Nominations for this office may be made by any member of the Commission. Votes will be counted by the Secretary of the Commission. A plurality of votes cast will constitute election.
  - b. The duties of the Chairperson of the Commission will be to preside over meetings of the Commission; to appoint committees as needed, and to designate a member of each committee as its chairperson; and to perform such other functions as are ordinarily associated with that office.
3. The Library Director of the Hayward Library, or his/her designate, shall serve as Secretary of the Library Commission, and shall have a voice but no vote in Commission proceedings. His/Her duties shall be to draw up the minutes of each meeting and to distribute them to members of the City Council, the City Clerk, and the City Manager, as well as to the Library Commissioners; to prepare an agenda for each meeting; and to perform such other functions as are customarily associated with that office.

## ARTICLE IV - MEETINGS

1. Regular meetings of the Commission will be held each month on the third Thursday of the month at 7:00 P.M. at the Library. Special meetings may be held on call of the Chairperson or when a resolution to that effect is passed by vote of a quorum of the Commission members. All members of the commission shall be informed of the time and place of such special meetings by the Secretary of the Library Commission at least one week in advance of the date set for the meeting. A quorum of Commission members must be in attendance for a meeting to be held.

a. The order of business to be followed at each regular meeting of the Commission will be as follows:

- Call to Order
- Roll Call
- Approval of Minutes
- Public Comment
- Special Reports [Friends of the Library, etc.]
- Old [Unfinished] Business
- New Business
- Library Director's Report
- Committee Reports
- Agenda [Building]
- Evaluation of Meeting
- Adjournment

b. Business at special meetings will be limited to discussions of an action upon the particular business for which the meeting was called, to be designated in advance by the Chairperson of the Commission or in the resolution of the Commission which calls for the meeting.

## ARTICLE V - DUTIES

1. This Commission will be governed by the Charter of the City of Hayward and by City of Hayward ordinances which relate to the Library Commission and to the Library.
2. The Commission may make recommendations to the City Council. Such recommendations will require the affirmative vote of the majority of the Commission. Recommendations of the Commission will be forwarded to the City Council by the Secretary of the Commission.

3. The rules of parliamentary procedure contained in the Robert's Rules of Order, most recent edition, will govern this Commission in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Commission, the Charter, or City ordinances governing this Commission.

#### ARTICLE VI - BY-LAWS

These by-laws shall be adopted by a majority vote of the Commission, and may be amended by a majority vote of the Commission. Additional by-laws may be adopted by a majority vote of the Commission. A by-law may be repealed by passing a by-law to that effect by a majority vote of the Commission. These by-laws shall remain in effect until amended by subsequent by-laws.

#### ARTICLE VII - BY-LAW CHANGES

1. Amendments may be decided by recorded vote, or, if stated in the written notice of the meeting as part of the order of business, at a regular or special meeting.
2. The procedures must assure that voters are informed in a timely fashion.
3. The vote on a by-law change must take place at the next regularly scheduled meeting after the exact wording of the change has been presented to the Commission.