

**KLAMATH COUNTY LIBRARY  
ADVISORY COMMITTEE BYLAWS**

**1. Name.**

This advisory committee will be known as the Klamath County Library Advisory Committee.

**2. Mission.**

The mission of the Klamath County Library Advisory Committee is to provide assistance to the Library Director and staff in planning, providing materials and services, considering ongoing and future policy and procedures, assessment of existing services, and to serve on committees in executing specific responsibilities as well as making recommendations to the Klamath County Board of Commissioners.

**3. Membership.**

- a. The Klamath County Library Advisory Committee shall be composed of eleven (11) representatives appointed by the Board of County Commissioners. The membership shall be; five (5) members of the greater Klamath Falls community; one (1) member for each of the Chiloquin, Bonanza, Merrill and Malin branch libraries; one (1) member for Gilchrist and Chemult branch libraries; and one (1) member for Sprague River and Bly branch libraries.
- b. The term of office shall be (3/4 every 3 years) three years. Library Board members may be appointed for two successive terms or for the balance of any unfilled term and successive terms. To effect continuity of membership, the terms shall be staggered so that at least four positions shall be open for appointment each July 1.

**4. Termination.**

- a. Removal by Board of Commissioners. All members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a member on its own motion or upon the recommendation of the Committee.
- b. Resignation. Resignations by members shall be submitted in writing to the Committee Chair and announced at the next advisory committee meeting. The Chair shall forward a copy of the resignation to the Board of Commissioners and request a replacement.
- c. Reasons for dismissal. The Board of Commissioners may remove a member when it determines that it is in the interest of the Committee or the County to do so.
- d. Right of Appeal. The committee member removed by the BOCC may appeal that decision to the BOCC.

**5. Attendance.**

All members are expected to attend scheduled meetings. Members shall inform the Library Director and Chair of the Klamath County Library Advisory Committee in advance of the

meeting the member will not attend. A member who has two consecutive unexcused absences will be considered to have voluntarily resigned.

**6. Meetings.**

- a. The Klamath County Library Advisory Committee will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings, minutes or audio will be available upon request. The Committee will meet once each quarter or more as needed.
- b. Meetings are held at the Klamath County Library Main Branch, Klamath Falls, Oregon. Members may attend either in person or electronically.
- c. The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.
- d. Decision making procedure. Each member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute a final decision. Majority is defined as a majority of the appointed members.
- e. Agenda items may be placed on a meeting agenda by any Committee member or any Klamath County Commissioner. The agenda will be posted/available at least five (5) days prior to a regular meeting.

**7. Officers.**

- a. Members of the committee will elect the Chair and Vice-Chair.
- b. Chair responsibilities. The Chair will act as leader of the convened meeting and as the parliamentarian. The Chair will enforce Committee directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official representative of the Committee and shall be the spokesperson to the Board of Commissioners.
- c. Vice-Chair responsibilities. In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor Vice-Chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.
- d. The Klamath County Library Director or a designated staff person shall function as recording Secretary for the Library Advisory Committee. The recording Secretary shall keep record of the meetings either written or audio recording and post the minutes on the Klamath County Library website.
- e. Vacancies or removal of officers. The Board of Commissioners may remove a Chair or Vice-Chair on its own motion or upon the recommendation of the Committee when it determines that it is in the interest of the Committee or the County to do so. If the Chair is removed, the Vice-Chair will assume the Chair's position. If the Vice-Chair is removed, the Committee will elect a replacement.



f. Compensation. Members shall not be compensated.


**8. Amendment to Bylaws.**

- a. The Klamath County Library Advisory Committee may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Committee shall be presented by the chair or the library director to the Board of Commissioners for approval. Bylaws will be submitted to the Board of Commissioners by the Committee Chair every three years for review and approval.
- b. Initiated by Board of Commissioners. Under certain circumstances, the Board of Commissioners may initiate changes to the bylaws. These changes may be submitted to the Committee for review and consultation prior to the Board of Commissioners' adoption.
- c. Distribution. Upon the Board of Commissioners' approval of bylaw amendments, the Board of County Commissioners Office will make any required revisions to the bylaws and distribute them to all members of the Committee.

**9. Community Relations/Public Input.**

Any member of the public will be welcome to attend and provide comment at Committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair or the Vice-Chair. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

ADOPTED BY THE KLAMATH COUNTY LIBRARY ADVISORY COMMITTEE, this 6th day of February, 2024.

  
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Committee Chair

APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS, this 12<sup>th</sup> day of March, 2024.

  
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Chair

  
\_\_\_\_\_  
Commissioner

Out of Office Today  
\_\_\_\_\_  
Commissioner