



BOARD OF COMMISSIONERS
Agenda Item Summary

Agenda Category: other

Item No:

Date: 11/28/17

Originating Department: Loyd Delap Law Library


Issue: Approving and adopting the Loyd Delap Law Library Advisory Committee By-Laws.

Background: The Loyd Delap Law Library Advisory Committee By-laws were last updated in 1998 and the committee decided to review the By-laws to reflect some changes regarding virtual meeting and quorum. The purposes of the Loyd Delap Law Advisory Committee are to make policy recommendations to the Klamath County Board of Commissioners regarding the Law Library and to promote the service provided by the Law Library.

Fiscal Impact: None

Recommended Motion: Approve and adopt the Loyd Delap Law Library Advisory Committee By-Laws. No fiscal impact.

DONE AND DATED this 28 day of November, 2017.



Chair
Approved ✓
Denied



Vice-Chair
Approved ✓
Denied


Commissioner
Approved
Denied

KLAMATH COUNTY, OREGON

Loyd Delap Law Library Advisory Committee

126 South Third Street
Klamath Falls, Oregon 97601

By-Laws

Article 1

Purpose of the Law Library Advisory Committee

The purposes of the Loyd Delap Law Advisory Committee are to make policy recommendations to the Klamath County Board of Commissioners regarding the Loyd Delap Law Library and to promote the service provided by the Law Library.

Article II

Membership

Section 1. The Committee shall consist of five members: one from the court system; two members of the Klamath County Bar Association; one representing the general public; and one appointed as a liaison with the Klamath County Library Advisory Committee.

Section 2. Members shall be appointed by the Klamath County Board of Commissioners for a four-year term, running from January 1 through December 31. Vacancies shall be filled by appointment by the Board of Commissioners.

Section 3. The Committee shall not include more than one elective officer of the County or of any city.

Section 4. No member of the Committee shall have any direct or indirect financial interest in any contract to which the Law Library is a party. No member shall receive a salary or other payment for materials or services rendered to the Committee, except that Committee members may be reimbursed for necessary travel and other expenses.

Section 5. Committee members shall not be appointed for more than two consecutive full terms of four years each.

Section 6. Regular attendance at Committee meetings is important, and members who are unable to attend meetings on a consistent basis should consider resigning.

Article III

Officers

Section 1. Officers of the Committee shall be a chairperson and a vice-chairperson.

Section 2. The officers shall be elected at the annual meeting of the Committee and shall take office immediately.

Section 3. The chairperson shall preside at all meetings and shall perform those functions usually associated with the office.

Section 4. The vice-chairperson shall preside in the absence of the president.

Section 5. In the absence of both the chairperson and the vice-chairperson, any member of the Committee so tasked by the members present may convene and run the meeting, provided there is a quorum present.

Section 6. The County Treasurer shall have custody of all monies given to the Law Library unless otherwise provided by the terms of the gift.

Section 7. The Director of the Klamath County Library shall be responsible for preparing and distributing minutes of the meetings of the Law Library Advisory Board, but is not a member of the Committee.

Article IV

Meetings

Section 1. The annual meeting shall be the July meeting each year.

Section 2. The regular quarterly business meeting of the Committee shall be the fourth Monday of each quarter at 2:15 pm at the Klamath County Library meeting room, 126 South Third Street, unless otherwise specified in advance by the chairperson.

Section 3. Special meetings of the Committee may be called by the chairperson or any two members at any time, provided that reasonable notice is given to all Committee members and to the Director of the Klamath County Library.

Section 4. Committee members who are not able to attend a meeting in person may attend by telephone or other electronic means, provided the technology is available.

Section 5. A quorum for the transaction of business shall consist of 3 members of the Committee.

Article V

Committees

Section 1. Special committees may be appointed by the chairperson from time to time to study special issues and bring recommendations to the Committee. Such committees shall serve until completion of the work for which they were appointed as long as the members of the special committee continue as members in good standing of the Law Library Advisory Committee.

Article VI

Duties and functions of the Law Library Advisory Committee

Section 1. The Committee is responsible for making appropriate policy and procedural recommendations to the Klamath County Board of Commissioners in respect to operation of the Law Library and the services it provides. Functions of the Committee shall include:

- a) Formulation of policy and operational recommendations for the Board of Commissioners and monitoring adopted policies.
- b) Recommending hours and other use policies for the law Library.
- c) Recommending books, collections, journals, subscription services and other legal resources for the Law Library.
- d) At the request of the Library Director, hearing, considering and recommending resolution of complaints.
- e) Serving as liaison between the Board of Commissioners and the Library Director.
- f) Recommendation of appropriate by-laws to the Board of Commissioners.
- g) Such other duties as are assigned by the Board of Commissioners.

Section 2. Committee members may be asked to participate in interviews with candidates for the Law Library Assistant position.

Article VII

Amendments

Amendments to these by-laws may be proposed at any regular meeting of the Advisory Committee and adopted by at least three members of the Committee. No such amendments are final unless and until they are approved and adopted by the Klamath County Board of Commissioners.

Approved this _____ day of November, 2017.

Chairperson, Loyd Delap Law Library Advisory
Committee

Approved this 28 day of November, 2017.


KLAMATH COUNTY BOARD OF COMMISSIONERS



Chair



Vice-Chair



Commissioner