



**Bylaws
City of Phoenix
Phoenix Public Library – Library Advisory Board**

Bylaws and Rules of Procedure for the Library Advisory Board of the City of Phoenix.

Article I – Ordinance Authority

The Library Advisory Board is created by City Ordinance as set forth in Phoenix City Code § 26-1 et seq. and as subsequently amended.

Article II – Powers and Duties of the Library Advisory Board

- A. The Library Advisory Board is an advisory body to the Phoenix Mayor and Phoenix City Council whose purpose is to inform and advise the Mayor and City Council on matters of public interest and need in relation to the resources and services of the Phoenix Public Library system. Its powers are advisory only unless additional powers and authority is provided by ordinance or state or federal law or regulation.

- B. The powers and duties of the Library Advisory Board shall be:
 - 1. The Board shall inform and advise the Mayor of Phoenix and Phoenix City Council on matters of public concern. Members may speak at public meetings at the direction of the Library Advisory Board.
 - 2. The Board shall meet regularly with the City Librarian to receive administrative reports on the operation and public use of the library system, as well as administrative reports on studies and appraisals relating to future change and development of the library system, and shall advise the City Librarian on the public's needs and interests in relation to these matters.
 - 3. Members shall comply with the conflict of interest statutes and with the open meeting law.
 - 4. Board members shall annually elect a chairperson and vice- chairperson from their membership [Ch.26-4.d].
 - 5. The Library Advisory Board may adopt rules for the proper operation as it deems appropriate, which shall be consistent with the Arizona constitution, Arizona statutes, and the charter and ordinances of the City of Phoenix [Ch.26-4d].

Article III – Membership and Officers

- A. The Library Advisory Board shall consist of seven (7) members, appointed by the Mayor of Phoenix and subject to the approval of Phoenix City Council.
- B. Members shall serve for a term of three (3) years. Members may serve until their replacement is appointed or they are reappointed. In the event a member resigns, becomes incapacitated or unable to perform the duties of the office or is otherwise removed, the Mayor of Phoenix shall appoint, and subject to Phoenix City Council, another member to fill the unexpired term of the member replaced.
- C. A Library Advisory Board member may be removed by the Mayor of Phoenix and City Council for nonattendance at three (3) consecutive meetings or 50 percent of the meetings in a calendar year, conviction of a crime involving moral turpitude, repeated disruptive behavior after warning, or when in the opinion of the Mayor and City Council, removal is in the best interest of the Library Advisory Board. When a member of the Board is to be removed, the Chairperson may notify the Phoenix City Council in writing. The Phoenix City Council may declare such member's seat vacant and their term expired.
- D. Officers.
 - 1. Chairperson. The Chairperson shall be elected by the members of the Library Advisory Board to serve a one (1) year term. The Chairperson may be elected to serve successive terms. In the event the Chairperson resigns, becomes incapacitated or unable to perform the duties of office or is otherwise removed, the Library Advisory Board may elect another Chairperson to fill the unexpired term of the Chairperson being replaced.
 - a. Library Advisory Board Chairperson duties shall include:
 - 1. Conduct the business of the meetings.
 - 2. With the City Librarian, set the agenda for Library Advisory Board meetings.
 - 3. Act as a public representative of the Library Advisory Board.
 - 4. Speak for the Library Advisory Board when so directed by the Board.
 - 5. Appoint ad hoc committees when needed.
 - b. Vice-Chairperson. The Vice-Chairperson shall assume the duties of the Chairperson when the Chairperson is absent or unable to attend function.

- c. Legal Representation. The City Attorney, or his/her designee, shall provide legal representation and advice to the Library Advisory Board as necessary.
- E. Committees. The Library Advisory Board shall establish such committees, ad-hoc committees, and subcommittees as the Library Advisory Board deems necessary and appropriate for carrying out the business of the Library Advisory Board.
- F. Compensation and Indemnification. The membership of the Library Advisory Board as well as its officers shall be honorary and without salary or compensation.

Article IV Meetings

- A. The Library Advisory Board shall hold at least ten (10) monthly public meetings throughout the calendar year beginning on January 1. Those meetings shall be advertised consistent with the open meeting laws and ordinances.
- B. Quorum. A quorum of the Library Advisory Board shall consist of a majority of its appointed members. Any action voted on by a majority vote of the quorum present shall be considered an action of the Library Advisory Board. In the event a quorum is not present for a meeting, the Library Advisory Board is prohibited from discussing or voting on any items from the agenda and the meeting. In the event a quorum is present at the beginning of a meeting and is not maintained throughout the meeting, no discussion or votes requiring action may be taken after the loss of a quorum.
- C. The Library Advisory Board and its ad-hoc committees, shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R.S. § 38-431 *et seq.* All meetings of the Library Advisory Board except Executive Sessions authorized by A.R.S. § 38-431.03 shall be open to the public.
- D. Procedure Not Contained in Bylaws. All meetings of the Library Advisory Board shall be, to the extent not in conflict with these bylaws or with City policy, conducted according to the latest edition of *Robert's Rule of Order*.
- E. Proxy Voting, Telephonic Participation.
 - 1. Proxy voting shall not be permitted.
 - 2. Telephonic participation may be permitted where, in the opinion of the Chairperson, members can participate fully by speaker phone. In



addition, the member participating by telephone will be provided information on the meeting's agenda items five (5) business days in advance of such meeting.

- F. Agenda Items. Items for the agenda may be proposed by any member of the Library Advisory Board. The Chairperson shall approve the agenda for each meeting.

Article V Miscellaneous

- A. Conflict of Interest. Any member of the Library Advisory Board who has a substantial interest as defined in A.R.S. § 38-502 in the outcome of any matter brought before the Library Advisory Board shall make known that interest and the minutes of the meeting shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.
- B. Amending Bylaws. These bylaws may be amended at any meeting of the Library Advisory Board after not less than five (5) days notice has been given to all members of the Library Advisory Board and a copy of the proposed amendment sent with notice. A change in the bylaws shall require a concurring vote of three-fifths of the members present.
- C. Review. These bylaws shall be reviewed as needed.

Approved March 20, 2019 by the Phoenix Public Library Advisory Board