

# Bylaws Of The Citizens' Oversight Committee of the Nevada County Library

## **ARTICLE I. OFFICES**

Section 1.01. Principal Office. The principal office of the Committee for its transaction of business is located at 980 Helling Way, Nevada City, California.

Section 1.02. Change of Address. The Committee is hereby granted full power and authority to change the principal office from one location to another in the County of Nevada, California. Any such change shall be noted by the Secretary, but shall not be considered an amendment of these Bylaws.

## **ARTICLE II. COMMITTEE MEMBERS**

Section 2.01. Number. As provided in the description of Ballot Measure C passed in 2002, there shall be five (5) Committee members. In addition to the Committee members identified above, the Nevada County Librarian shall serve as clerk of the Committee without vote.

Section 2.02. Qualifications. The Committee members shall be residents of the County of Nevada, State of California and may include one (1) member whose primary residence is located in the United States Postal Service ZIP code 96161 residing in either the County of Nevada or the County of Placer, State of California.

Section 2.03. Term of Office. Each Member shall hold office for the term of four years and until a successor Member has been appointed by the Board of Supervisors, with the exception of the first term when three members will serve 2 years. The Committee members shall hold staggered terms so that there will always be experienced serving members.

Section 2.04. Nomination. Any person qualified to be a Committee Member under Section 2.02 of these Bylaws may be nominated by the Board of Supervisors. The current committee may also send nominations for new members to the Board of Supervisors.

Section 2.05. Appointment. The Committee members shall be appointed by the Board of Supervisors following a regular Board of Supervisors' election. Committee members shall be eligible for reappointment without limitation on the number of terms they may serve, provided they continue to meet the qualifications required by Section 2.02 by these Bylaws.

Section 2.06. Compensation. The Committee members shall serve without compensation.

Section 2.07. Removal of Committee members. Removal for Cause. A Committee Member may be removed from the Committee by the Nevada County Board of Supervisors under the following circumstances::

(1) The Member has been declared of unsound mind by a final order of court; or (2) The Member has been convicted of a felony; or (3) The Member has failed to attend two (2) consecutive meetings of the Committee.

Section 2.08. Resignation of Member. Any Member may resign by giving written notice to the Chairperson, the Secretary, or the Members of the Committee. The resignation is effective upon receipt of the resignation unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.

Section 2.09. Vacancies in the Committee.

(1) Causes. Vacancies on the Members of the Committee shall exist on the death, resignation, or removal of any Member or whenever the number of Committee members authorized is increased.

(2) Filling Vacancies. All vacancies in the Committee will be filled in accordance with section 2.04 and 2.05.

## **ARTICLE III MEETINGS**

Section 3.01 Call of Meetings. Meetings of the Committee may be called by the Chairperson, the Secretary, or by any two (2) Committee members. Notices of the meeting and an agenda must be posted in accordance with section 3.08 below.

Section 3.02 Place of Meetings. All meetings of the Committee shall be held at the principal office of the Committee as specified in Section 1.01 of these Bylaws or as announced in posted meeting notices in accordance with section 3.08 below.

Section 3.03 Date and time of Meetings. Regular meetings of the members of the Committee shall be held at least once per quarter.

Section 3.04 Quorum. A majority of the authorized number of voting Committee members constitutes a quorum for the transaction of business, except as hereinafter provided.

Section 3.05 Actions of the Committee. Except as otherwise provided in these Bylaws, or by law, every act or decision done or made by a majority of the Committee members present at a meeting duly held at which a quorum is present shall be the act of the committee, provided, however, that any meeting at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of Committee members, if any action taken shall be approved by at least a majority of the required quorum for such meeting, or such greater number

as is required by law or these Bylaws.

Section 3.06 Conduct of Meetings. The Chairperson or, in his or her absence, any Member selected by the Committee members present shall preside at meetings of the Members of the committee. The Secretary of the Committee or in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Committee. Members of the Committee may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.

Section 3.07 Adjournment. A majority of the Committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place shall be given prior to the time of the continuation of the adjourned meeting to the Committee members who were not present at the time of the adjournment.

Section 3.08 Notices posted. Notice of the meeting and the agenda will be posted outside the meeting room and at three (3) additional public places in the county at least 72 hours before the scheduled meeting.

#### **ARTICLE IV. OFFICERS**

Section 4.01. Number and Titles. The officers of the Committee shall be a Chairperson, Secretary, and such other officers with such titles and duties as shall be determined by the Committee and as may be necessary to enable it to sign instruments. The Chairperson is the general manager and chief executive officer of the Committee. Any number of offices may be held by the same person, except that the Secretary shall not serve concurrently as the Chairperson.

Section 4.02. Appointment. The officers of the Committee shall be chosen by and shall serve at the pleasure of the Members of the Committee.

Section 4.03. Resignation and Removal of Officers. Any officer may resign at any time on written notice to the Committee. Officers may be removed with or without cause at any meeting of the Members of the Committee by the affirmative vote of a majority of all of the Committee members.

#### **ARTICLE V. AMENDMENT OF BYLAWS**

The Members of the Committee may amend these bylaws by the written consent of two-thirds (2/3) of the Committee Members.

## Certification of Amendment to the Bylaws

### Citizens' Oversight Committee

I, the undersigned, do hereby certify that:

1. I am the duly elected and acting **Chair** of the Citizens' Oversight Committee.
2. The following amendment(s) to the Bylaws were duly adopted by the **appointed Committee Members** at a meeting held on **November 25, 2024** in accordance with the procedures outlined in the Bylaws.
3. The specific amendment(s) to the Bylaws are as follows:
  - Section 2.02 . Qualifications was changed from "*The Committee members shall be residents of the County of Nevada, State of California*" to "*The Committee members shall be residents of the County of Nevada, State of California and may include one (1) member whose primary residence is located in the United States Postal Service ZIP code 96161 residing in either the County of Nevada or the County of Placer, State of California.*"
  - Section 2.07. Removal of Committee members. Removal for Cause. was changed from *The Members of the committee may declare vacant the office of a Member on the occurrence of any of the following* to *A Committee Member may be removed from the Committee by the Nevada County Board of Supervisors under the following circumstances:*
4. These amendment(s) are effective as of **November 25, 2024** and replace or modify any prior conflicting provisions of the Bylaws.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the organization on this **December 30, 2024**.

**Signature:**



Michael Leydon  
Chair  
Citizens' Oversight Committee