



Blanchard/Santa Paula Library District

Bylaws of the Board of Trustees

Approved November 28, 2017 — Updated 2025

Article I: Name

This organization shall be called “Blanchard/Santa Paula Library District”, also referred to as the “Blanchard Community Library,” exercising the powers and authority and assuming the responsibilities delegated to it under California Education Code Section 19400 et seq.

Article II: Purpose

The Library Board of Trustees (hereinafter “Board”) shall represent the library interests of the community by ensuring responsible management of resources to provide free library services within the District. The Board shall support the Library’s participation in resource sharing and networking at regional, state, national, and international levels.

Article III: Membership

- Section 1:** The Board shall consist of five (5) trustees elected by the voters of the District to staggered four-year terms. Trustees shall assume office in accordance with the statutory timing established for special district officers and shall serve until their successors are both elected and formally qualified.
- Section 2:** All trustees shall be registered voters residing within the geographic boundaries of the Blanchard/Santa Paula Library District.
- Section 3:** Trustees shall serve without compensation, except that they may receive reimbursement for actual and necessary expenses incurred in the performance of their official duties as permitted by law.
- Section 4:** A vacancy on the Board shall occur if a trustee dies, resigns, is removed from office, ceases to be a registered voter residing within the District, or otherwise becomes disqualified under state law. The Board may also declare a seat vacant if a trustee fails to perform the duties of office for three (3) consecutive months, except in cases of illness, lawful excuse, or other circumstances permitted by law.
- Section 5:** When a vacancy occurs on the Board, it shall be filled in the manner provided by state law. The Board shall take timely action to fill the vacancy by appointment or by calling a special election, as required. An appointee shall serve until the next regularly scheduled election for District trustees and until a successor has been elected and qualified.

Article IV: Duties

The Board shall:

- a. Perform all duties required by California Education Code Sections 19460 through 19483, or as they may be amended hereafter;
- b. Select and appoint a Library Director who meets the established qualifications and who shall perform the duties noted in the job description approved by the Board;
- c. Conduct an annual performance evaluation of the Library Director;
- d. Review annually the Blanchard Community Library's Strategic Plan;
- e. Provide a public forum at its meetings for community members to express their views regarding the goals and operations of the Blanchard Community Library.

Article V: Officers and Elections

Section 1: The officers shall be a Board President, a Vice President, and a Secretary, elected by voice vote or ballot from among the trustees at the annual organization meeting held in December.

Section 2: The officers shall serve a term of one year or until their successors are duly elected.

Section 3: Officers shall assume their duties immediately upon the conclusion of the meeting at which their election is completed.

Section 4: A vacancy in any office resulting from resignation, death, or other cause shall be recognized by the Board and filled in the manner required by California law.

Section 5: The Board President shall:

- a. preside at all meetings of the Board;
- b. authorize calls for any special meetings;
- c. appoint all Board committees and may establish ad hoc committees to perform specific tasks;
- d. work closely with the Library Director to facilitate effective communication among the Board, staff, and community;
- e. collaborate with the Library Director in preparing the agenda for all Board of Trustees meetings;
- f. have a vote in all proceedings of the Board of Trustees;
- g. sign and execute all documents as authorized by the Board.

Section 6: The Vice President shall:

- a. in the absence or incapacity of the Board President, perform all the duties of the Board President;
- b. perform such additional duties as may be prescribed by the Board.

Section 7: The Secretary shall:

- a. ensure that true and accurate minutes of all regular and special meetings are prepared and maintained;

- b. certify District documents as may be required by law;
- c. sign, with the Board President, all official documents necessary to conduct the District's business;

Section 8: Should the positions of Library Director, Board President, Vice President, or Secretary become vacant during a term, the Board shall determine how to proceed fill the vacancy in accordance with applicable California law.

Article VI: Library Board Meetings

Section 1: Regular meetings shall be held each month at an agreed upon date and time. Currently the date and time is the fourth Tuesday of the month at 6:00 p.m. at the Blanchard Community Library, unless otherwise changed by appropriate motion or resolution of the Board.

Section 2: The annual organizational meeting shall be held during the regular meeting in December. The purpose of this meeting shall be to elect officers and conduct any other business as appropriate.

Section 3: When all necessary business cannot be concluded during a regular meeting, the Board may adjourn the meeting to a later date and time. The date, time, and location of the adjourned meeting shall be publicly announced prior to adjournment.

Section 4: Notice of all regular meetings shall be posted at least seventy-two (72) hours in advance in accordance with the Ralph M. Brown Act.

Section 5: Special meetings may be called by the Board President or a majority of the Board. Written notice shall be provided to all trustees and any local media outlets or individuals who have requested notice in writing, at least twenty-four (24) hours in advance of the meeting as required by Government Code § 54956.

Section 6: A majority of the total number of Trustees then in office shall constitute a quorum for the transaction of business.

Article VII: Conduct of Business

Section 1: All business transacted at any meeting of the Board of Trustees shall be conducted in accordance with the Ralph M Brown Act (California Government Code §§ 54950–54963).

Section 2: Any Trustee may request that an item be placed on the agenda. The agenda shall be prepared by the Library Director in consultation with the Board President. The Director shall ensure that agendas for all regular and special meetings are posted at the Library and on its web site, and distributed to those who have submitted written requests for notification. Agendas must include a brief description of each item of business to be transacted or discussed, together with the time and location of the meeting.

Section 3: Meetings shall be called to order by the Board President, or in the Board President's absence, by the Vice President or another trustee designated by the members present.

Section 4: The order of business for regular meetings shall include, but not be limited to, the following:

- a. Establishment of Quorum/Call to Order
- b. Roll Call

- c. Approval of the Order of the Agenda
- d. Public Comment
- e. Committee and Administrative Reports
- f. Consent Agenda
- g. Old Business
- h. New Business
- i. Board and Staff Communications
- j. Future Agenda Items
- k. Upcoming Meeting Dates
- l. Adjournment

Section 5: A majority vote of the Trustees present is required to take action on any item. The Board President or any Trustee may call for a roll call or ballot vote. Unless such a vote is requested, actions may be approved by voice vote.

Section 6: All actions of the Board must be approved by motion or resolution adopted by a majority vote of the trustees present.

Section 7: Meetings shall be conducted in accordance with Rosenberg's Rules of Order, unless otherwise provided by law or Board policy.

Section 8: The Library Director receives direction only from the Board acting as a body. Individual trustees may not direct staff or act on behalf of the Board without prior authorization.

Article VIII: District Director and Staff

Section 1: The Library Director shall serve as the chief executive and administrative officer of the District, acting on behalf of the Board and subject to its direction and evaluation.

Section 2: The Library Director shall provide policy recommendations and operational proposals to the Board to support the development, improvement, and delivery of library services.

Section 3: The Library Director shall be accountable to the Board for fulfilling the duties and responsibilities outlined in the Director's job description and any current employment agreement.

Section 4: The Library Director shall have the authority to hire, assign, evaluate, and terminate staff in accordance with adopted personnel policies. All personnel actions shall be reported to the Board at the next regular meeting.

Article IX: Committees

Section 1: The Board President may appoint standing or ad hoc committees, composed of one or two Trustees, to address specific purposes as determined by the Board. Appointments are typically made during the December reorganization meeting but may occur or be modified at any time.

- Section 2:** Committees may include non-Trustee community members with relevant expertise, appointed by the Board. These members serve in an advisory capacity only.
- Section 3:** All committees shall report to the Board at regular meetings. No committee may act independently or bind the District unless expressly authorized by a Board vote in open session.
- Section 4:** Committees composed solely of fewer than a quorum of Trustees, without continuing jurisdiction or a fixed meeting schedule, are exempt from Brown Act posting requirements. All others are considered legislative bodies and must comply with open meeting laws.

Article X: General

- Section 1:** These bylaws may be amended by a majority vote of all members of the Board, provided written notice of the proposed amendment(s) has been provided to all Trustees at least five (5) calendar days prior to the meeting at which action is to be taken.
- Section 2:** Authority resides with the Board acting by majority vote. No individual trustee, including the Board President, may exercise this authority independently.

Article XI: Severability

The provisions of these Bylaws are severable. If any section, clause, or provision is found to be invalid or unenforceable under applicable law, the remaining provisions shall remain in full force and effect.