Standard Procedures
Monterey Public Library Board of Trustees
Summary

Section 1: Purpose The purpose of the Standard Procedures is to clarify guidelines for the conduct of the Board's business. These guidelines which currently govern the Board's actions are taken from the original documents cited within this Standard Procedures as well as the Bylaws of the Monterey Public Library Board of Trustees and the Monterey City Code.

Section 2: Conflicts No standard procedure shall be followed which is inconsistent with the Bylaws of the Board or with any applicable City, State, or Federal regulation. A standard procedure may be modified as long as it remains consistent with the Bylaws of the Board and any applicable City, State, or Federal regulations. For example, modifications are often made following changes to the corresponding regulations in the originating documents.

Section 3: Mission and Role of the Board The Library Board of Trustees’ mission is to oversee the administration and operation of the Monterey Public Library. It is an administrative board and hires the Library Director and recommends the Library’s budget to the City Council. The Board maintains and recommends expenditures from the Library Trust Fund, reports Library developments and needs to the City Council, approves and develops policies and procedures for operating the Library, and provides support for the Library staff. Further detailed description of the Board's duties, including becoming involved in operational matters if necessary, can be found in the Library Board Policy Manual.

Section 4: Officers Officers of the Board shall be selected in accordance with the City Council’s direction and shall be as follows: Chairperson and Vice Chairperson.

Section 5: Committees Standing Committees of the Board may be established through the Motion and Voting procedures described below. Ad hoc Committees are temporary and may be appointed by the Chairperson for specific purposes.

Section 6: Schedule of Meetings Generally meetings of the Board shall be monthly with the exception that there shall be one meeting during November and December. Meetings shall be scheduled and noticed according to the requirements of the Ralph M. Brown Act of the California Government Code Sections 54950-54963.

**Section 8: Majority**  A “majority” is defined as “more than half.”

**Section 9: Quorum**  A quorum is required for the Board to conduct official business. A “majority of the full statutory membership” is required for a quorum. Thus three Trustees are required for the Board to have a quorum. For purposes of making this quorum of three, no member disqualified because of a conflict of interest may be counted.

**Section 10: Meeting Procedures**  Following are meeting procedures that direct most Board activities. All assume that at least a minimal quorum is present. Rare situations involving motions that may require procedural modifications, such as a vote to amend the Board’s Bylaws (Bylaws Section VII), are referenced in citations above (eg, Rosenberg’s Rules, City of Monterey policies).

a. Motions that are made, seconded, and properly discussed are put before the Board for a vote.

b. A majority (more than half) of the votes cast must favor a motion for the motion to Pass.

c. Members who abstain (opt not to vote) are counted for the purpose of determining a quorum, but are simply not counted in tallying the vote. (Per Rosenberg, Monterey City Code, and League of California Cities)

d. Thus, if 4 or 5 Trustees vote, a majority of 3 in Favor would be required for a motion to Pass.

e. If, due to absences or “Present” Trustees who abstain, only 2 or 3 votes are cast, then a majority of 2 is required for the motion to Pass.

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