

BYLAWS
OF THE BOARD OF LAW LIBRARY TRUSTEES
OF RIVERSIDE COUNTY LAW LIBRARY

(Adopted January 24, 1969)
(Adopted as amended August 1, 2003)
(Adopted as amended February 5, 2021)
(Adopted as amended January 13, 2023)

ARTICLE I – NAME, NATURE AND PURPOSE

Section 1. The name of this organization is “The Board of Law Library Trustees of Riverside County Law Library,” herein referred to as “The Board.”

Section 2. The Board is a local public agency existing and functioning by virtue of the provisions of Chapter 5 of Division 3, Sections 6300 et seq. of the Business & Professions Code of the State of California.

Section 3. The Board is to govern the Law Library established for the County of Riverside, in accordance with said provisions of law.

ARTICLE II – MEMBERS

Section 1. The members of the Board shall be appointed according to the California Business & Professions Code (See sections 6301, 6302, and 6305.) Members of the Board from the Superior Court of Riverside County, will be appointed by the Presiding Judge with the concurrence of the majority of the incumbent judges of the Superior Court of Riverside County. If the judicial nominee to the Board intends to name a designee to serve on the Board on his or her behalf, the name of the designee must be

made known to the appointing authority before it acts on the appointment.

The Board of Supervisors of Riverside County shall be the appointing authority for the two remaining trustees as set forth in the next section of these Bylaws. (See Section 2 of Article ii.)

Section 2. The full membership of the Board shall be seven, consisting of five judges of the Riverside County Superior Court, or their designees, the Chairman of the Board of Supervisors, or his/her designee, and one member of the California State Bar, whose principal office is located in the County of Riverside.

Section 3. The persons serving on the Board shall be referred to herein as members and/or trustees.

Section 4. The office or position of trustee on The Board is honorary. All members/trustees serve without salary or other compensation.

Section 5. The term of service for each member of shall be four years. In order to maintain overlapping terms of service, the terms of no more than three judge-appointed members of The Board shall expire in the same year. Each member may serve additional and consecutive terms of service without limit with the approval by the appropriate governing appointing authority for each additional term.

Section 6. The Law Library Director shall notify the proper appointing

authority of any vacancy and/or any impending vacancy on the Board in a timely manner.

Section 7. Pursuant to Section 6305 of the Business & Professions Code, The Board may appoint a qualified person as an interim trustee to fill any vacancy on the board that occurs from any cause. The Board may seek the consent and approval of the appointing authority to have the interim trustee converted to a full-term appointment.

Section 8. An interim trustee's term comes to an end when the appointing authority acts to make the interim trustee a permanent full term appointment in the regular manner or when the appointing authority appoints a qualified person other than the interim trustee to a full-term appointment in the regular manner.

ARTICLE III – OFFICERS

Section 1. The officers shall be a President and a Vice-President, both of whom shall be elected from among the full term duly appointed trustees.

Section 2. The Director of the Riverside County Law Library shall serve as the Recording Secretary to the Board in an ex-officio capacity and is not a member or trustee of the Board by being so designated.

Section 3. The officers may include a Secretary. Should the Board choose to designate one of its officers a Secretary, that position shall be elected

from among the full term duly appointed trustees.

Section 4. Officers shall serve terms of a minimum of two years or until such time as a successor is duly elected.

Section 5. The President of the Board shall call to order and preside at all meetings of the Board. The President also authorizes calls for any special meetings, appoints committee members as needed, and executes all documents authorized by the Board.

Section 6. The Vice-President shall perform the duties of the President in the event of the absence or disability of the President.

Section 7. The Secretary, if one, shall record the minutes for any executive sessions and for any session for which the Recording Secretary is absent.

Section 8. The Recording Secretary shall record and keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Recording Secretary shall also be responsible for preparing an annual report every February for the Board which sets forth the name of each of the seven trustees currently serving on the Board; and includes the following detailed information about each trustee: the date on which each trustee commenced service on the Board and when their current term is due to end; the officer position currently held by each trustee, if any, and the dates of the term for which that officer position shall be served.

Section 9. The Board shall choose its officers at the regularly scheduled meeting in February of each year in which an officers term shall expire.

Section 10. The Board may designate a trustee to complete the remaining term of any unfilled officer position which results from a vacancy, at any general meeting.

Section 11. Nomination of officers for any available position will be made during the January meeting.

ARTICLE IV – MEETINGS

Section 1. Regular meetings of the Board shall be held every other month on the second Friday at 12:15 p.m. at such place as the President shall designate.

Section 2. Meetings of the Board shall be open to the public and shall be called and conducted in accordance with the Ralph M. Brown Act, Section 54950, et seq. of the Government Code of the State of California..

Section 3. Four members shall constitute a quorum for business and an affirmative vote of the majority of all members present are required to exercise the powers of the Board.

Section 4. Meetings shall be conducted in accordance with usual parliamentary practices, subject to the control of the Board.

ARTICLE V – POWERS

Section 1. The Board shall have and exercise the powers conferred by the above-mentioned statutes and other applicable provisions of the Constitution and laws of California.

Section 2. The Board may adopt, and from time to time amend, rules and regulations for the operation of the Law Library and any branch thereof.

The Law Library shall be maintained at the City of Riverside and at such other branches authorized by the Board.

ARTICLE VI – AMENDMENT

These by-laws may be amended at any regular meeting of the Board with ten written days notice by the Secretary to the public and all Board members.