

**Library Board, Santa Monica Public Library  
Secretary's Report  
May 2022**

## Citywide:

The City is bringing awareness for [Mental Health Awareness Month](#) and [Asian American Pacific Islander \(AAPI\) Heritage Month](#) with a City Council proclamation and free events and activities planned throughout the month.

## Santa Monica Public Library Operations:

Library leadership continues to work towards restoring services and reopening locations for in person services. There is a lot of work ahead of us!

### Programming

This past weekend library staff participated at **Yallwest Fierce Friday and Arts & Literacy Festival** both supporting the love for reading!



In celebration of **Asian American Pacific Islander (AAPI) Heritage Month**, the library is presenting a *Korean Classical Music* costumed ensemble on May 12. The performance will include traditional music and ancient dance form. In collaboration with the Coalition of Asian & Pacific Employees of Santa Monica, **Take & Make** kits will be available and highlighting and sharing the history, heritage, and contributions of Asian American and Pacific Islander communities. Through activities such as origami, lantern making, and rangoli sand art, kids and families can construct unique and vibrant creations to display at home. Organized by the Coalition of Asian & Pacific Employees of Santa Monica.

In support of **Mental Health Awareness Month**, kits will include supplies allowing children and teens to create and color a Feelings Cube, a Mindfulness Labyrinth and other activities. This activity is focused on understanding emotions & reducing stress.

**California State Library Park Passes** are now available! In partnership with the First Partner's Office and the California State Library, State Parks is providing free vehicle day-use entry to over 200 participating state park units operated by State Parks to library-card holders. The [California State Library Parks Pass](#) is valid for entry of one passenger vehicle with capacity of nine people or less or one highway licensed motorcycle. For more information or place one on hold, visit: <https://smpl.org/parkpass/>

As part of the city's LGBTQIA+ Pride Month, the Library will co-sponsor a **Drag Queen Story Time** in June at the Annenberg Beach House. The interactive story time designed to challenge restrictive gender stereotypes, encourage self-expression, and promote diversity and inclusion.

**Soundwaves** new music series returns this summer! Three outdoor concerts will take place featuring acclaimed performers presenting unique jazz-inspired music at Pico Branch Library. The first concert will be held on June 4 by the West Coast Chamber Jazz Trio.

To view all the programming taking place this month, see [May Calendar of Events](#).

## Safety/Health & Security:

April has seen the number of incidents increase. The LSOs continue to patrol Library facilities and the parking structure in an effort to minimize the number of encampments. Due to an increase in programming, LSOs are trying to allocate resources with minimal effect on presence during operating hours. It is anticipated that the addition of seating on the 2<sup>nd</sup> floor will result in an influx of patrons and subsequently incidents. Individuals looking for a place to sit and charge their electronics has increased. The LSO Supervisor has been working with the City's Police Homeless Liaison Program (HLP) team to address incidents related to homelessness.

**April 2022-** Data below only reflects incidents and not day-to-day rule violation interactions

**33** monthly incidents (25 major/ 8 minor)

**27** Incidents involving unhoused individuals

**19** incidents at Main / **14** Branches

**5** calls in to police

**6** active bans

**67** encounters with individuals who were observed to be unhoused, including the finding of encampments

## Partnerships:

**Friends of the Santa Monica Public Library** – Supported the Arts & Literacy Festival this past weekend by working the Book Giveaway Booth and purchasing of books and supplies for the festival.

**Santa Monica History Museum** – Last month staff, staff toured the [Broadway to Freeway: Life and Times of a Vibrant Community](#) exhibit available now through December.

Respectfully submitted,

Erica Cuyugan, Interim Director of Library Services

# STANDING RULES for The Santa Monica Library Board

1. Pursuant to the requirements of the Charter of the City of Santa Monica, the Library Board shall consist of five members appointed by the City Council.
2. The Board shall hold a regular meeting at least once a month, but may, by majority vote, provide for more frequent regular meetings. The time and place for regular meetings must be adopted by resolution and, such resolution, shall be placed on file in the City Clerk's office.
  - a. The regular meeting of the Library Board shall be held on the first Thursday of every month at 7:00 pm at the Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica, California 90401.
3. Any meeting held at a date, time, or place other than that set forth in the resolution is a special meeting. The only exception is a regular meeting on the date and time set forth in the resolution that commences at the location set forth in the resolution and is adjourned to another location. Any meeting that commences at another location, even if on the regular day and time, is a special meeting.
4. Special meetings may be called by the presiding officer or by a majority of the members. Written notification of a special meeting shall be delivered to each member and to each local newspaper of general circulation. Notice must be received at least 24 hours prior to the time of the special meeting. No other business shall be considered at the meeting other than that set forth in the notice.
5. Posting. At least 72 hours before a regular Library Board meeting, the City Clerk shall post a copy of the Agenda in the City Clerk's office and in the lobby of the Police Department. The City Librarian shall post a copy of the agenda in the libraries at least 72 hours before a regular library board meetings. In connection with any special meeting of the Library Board, the notice calling the meeting and Agenda shall be posted 24 hours prior to the special meeting. The City Clerk shall maintain on file in the office of the City Clerk declarations establishing compliance with the posting requirements.

No item may be discussed and no action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda as follows:

- a. Upon a determination by a majority vote of the Library Board that an emergency situation exists, as defined in Government Code Section 54956.5.
- b. Upon a determination by a two-thirds vote of the Library Board, or, if less

than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the Agenda being posted.

- c. The item was posted for a prior meeting of the Library Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
6. Boardmembers are asked to confirm their attendance at the upcoming Board meeting when the agenda is received. A quorum at any meeting shall consist of three or more members of the Library Board.

Any member who is absent two times in any six consecutive meetings of the Library Board shall be notified by the Secretary who shall also inform the City Council. Absence is defined as a failure to attend at least two-thirds of any meeting.

7. The officers of the Library Board shall be a Chair, and a Vice Chair. The City Librarian shall act as Secretary to the Board, and shall not have a vote in its proceedings. The Chair and Vice Chair shall be elected at the first regular meeting of the fiscal year. They shall remain in office until their successors are elected.
8. The Chair shall preside at all meetings of the Board and shall be an ex-officio member of all committees. The Vice Chair, in the event of the absence or disability of the Chair, shall perform all the duties of the office.
9. The Chair shall appoint all committees with the approval of the Library Board. The duties of each committee shall be such as are committed to it by action of the Board.
10. Robert's Rules of Order will prevail unless another procedure is prescribed by the City Charter and/or City Council.
11. The City Librarian shall be the executive director of the policies adopted by this Board including the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly and annual reports, and recommendation to the Board of such policies and procedures as in the opinion of said City Librarian will promote the efficiency of the Library in its service to the people of the community.
12. Amendments to these rules may be proposed as an agenda item for any regular meeting but may become effective only after a favorable vote at a subsequent meeting.
13. Any person wishing to speak to the Library Board may do so under "Public Input," or to address an agenda item first presenting his or her name, address and/or

affiliation with an organization if any. All remarks shall be addressed to the Library Board as a body, and not to any one member thereof. All persons shall be given three minutes to make a presentation.

14. The Secretary to the Board shall prepare the written minutes.

Each meeting shall be recorded. The record shall be kept by the Secretary for a period not to exceed six months. The Chair may direct the Secretary to keep a permanent record of any meeting which in the opinion of the Board is warranted.

Revised - June 3, 1999

Revised – as to meeting location April 4, 2006

Revised – June 4, 2009

RULES OF ORDER AND PROCEDURE FOR THE SANTA MONICA SANTA  
MONICA PUBLIC LIBRARY

**RULE 1. RULES OF ORDER.**

Except as otherwise provided by these rules (“Rules”), the City Charter, the Municipal Code, or applicable provisions of state law, the procedures of the Santa Monica Public Library Board shall be governed by the latest revised edition of Roberts Rules of Order.

These rules, or any one of them, may be suspended by a vote of two-thirds (2/3) of the members present.

**RULE 2. COMPOSITION OF BOARD**

The Santa Monica Public Library Board shall consist of five members appointed by City Council as pursuant to the requirements of the Charter of the City of Santa Monica.

**RULE 3. TIME AND PLACE FOR HOLDING REGULAR MEETINGS.**

The Santa Monica Public Library Board establishes the second Thursday of each month as the day for holding regular meetings, but may, by majority vote, provide for more frequent regular meetings. The regular meeting shall commence at 6:00 p.m. If any such Thursday falls on any day designated by law by the City Council as a day for public feast, Thanksgiving, or holiday, such regular meeting shall be rescheduled at the discretion of the Library Board. The Main Library, Administrative Conference Room, 601 Santa Monica Blvd., Santa Monica, CA 90401 is established as the place for holding its regular meetings.

**RULE 4. QUORUM AND ACTION.**

Three members of the Santa Monica Public Library Board shall constitute a quorum for the transaction of business. Action shall be taken by a majority vote of the entire membership of the Santa Monica Public Library Board. However, in the case of a quasi-judicial hearing, if only three members are participating, the applicant or appellant shall be entitled to request and receive a continuance of the hearing, until such time as Five members are participating.

Commented [PB1]: Addition from Standing Rules #1

Commented [PB2]: Effective September 2022

Commented [PB3]: Addition of “Frequent regular meetings” from Standing Rules #2

Commented [PB4]: Effective when in-person meetings begin

Whenever any member questions the presence of a quorum, the presiding officer shall forthwith direct the Secretary to call the roll, each member shall respond when his or her name is called and the Secretary shall announce the result. Such proceedings shall be without debate, but no member who is speaking may be interrupted by a question as to the presence of a quorum.

The Santa Monica Public Library Board may also establish standing subcommittees of its members to address designated areas of business on the Santa Monica Public Library Board behalf and may establish ad hoc committees to formulate reports or recommendations on particular matters. All subcommittee shall be appointed by the Chair and duties shall be approved by the Library Board by **action**. Standing subcommittees established pursuant to this section are required to hold meetings in compliance with the Ralph M. Brown Act (the "Brown Act"), California Government Code Sections 54960 et seq., and in accordance with these Rules. **The** Chair shall serve as an ex-officio member of all committees.

**Commented [PB5]:** Addition from Standing Rules #8

**Commented [PB6]:** Addition from Standing Rule #8

Either Council or Santa Monica Public Library Board with the consent of Council may establish advisory groups made up of nonmembers to advise the Santa Monica Public Library Board on designated areas of business. Advisory groups established pursuant to this section are required to hold meetings in compliance with the Brown Act and in accordance with these Rules.

**RULE 5. ATTENDANCE.**

Attendance at Santa Monica Public Library Board meetings is expected of all members. An absence is defined as a failure to attend at least two-thirds of a meeting and includes both excused and unexcused absences. Members who have two unexcused absences out of six consecutive regular meetings shall automatically be deemed to have resigned. An absence is considered unexcused when a member does not communicate their absence to the Chair or liaison of the body prior to the scheduled meeting. If a member has more than two excused absences from regular meetings, the member shall receive a warning from the Chair. If the member misses another two regular meetings, the liaison shall inform the City Clerk's office, who will then inform the City Council.

Boardmembers are asked to confirm attendance upon receiving meeting agenda and packet.

**Commented [PB7]:** Addition from Standing Rules #6

**Commented [PB8]:** NOTE: Attendance rules have changed. See Standing Rule# 6

#### **RULE 6. MEETINGS TO BE PUBLIC - EXCEPTION FOR CLOSED SESSIONS.**

As required by the Brown Act, all regular, adjourned regular, and special meetings of the Santa Monica Public Library Board shall be public. Other than qualifying instances under the Brown Act for the Personnel Board, no board, commission, or task force is authorized to conduct closed sessions.

**Commented [PB9]:** NOTE: Board cannot hold "closed sessions" as previously did

#### **RULE 7. AGENDA.**

The Staff Liaison shall prepare the Agenda as follows:

(a) The Liaison shall consult with the Chair and/or Vice-Chair in the preparation of the Agenda.

(b) The Agenda and all available supporting documents shall be provided to all members on the Monday preceding the scheduled meeting to which it pertains or as soon thereafter as possible, but no later than 72 hours prior to a regular meeting or 24 hours prior to a special meeting, as required by the Brown Act.

**Commented [PB10]:** NOTE: There is currently no date determined, but good practice to set up. Selected Monday but can be changed.

(c) Any member may request that any matter within the jurisdiction of the Santa Monica Public Library Board be reviewed for placement on the Agenda in consultation with the Staff Liaison and Chair. Members must submit proposed agenda items by 5:00 p.m. on the Thursday preceding the scheduled meeting in order to ensure that matters will be agendized for the following meeting. Subject to Brown Act requirements, items submitted after the deadline will be agendized for the following meeting, if possible.

**Commented [PB11]:** NOTE: This item is new. We currently do not have a deadline determined as it is not needed due to low agenda items received.

(d) The Staff Liaison shall submit the Agenda to the City Clerk's Office for posting in a timely manner, to be posted as required by the Brown Act, no later than 72 hours prior to a regular meeting or 24 hours prior to a special meeting. Copies of the Agenda shall be posted in the lobbies of City Hall, Public Safety Facility and opened Libraries. Online posting of the Agenda shall be done in addition to physically posting agendas in the lobbies of City Hall and the Public Safety Facility. The City Clerk shall

**Commented [PB12]:** Added posting to libraries as noted in the Standing Rules #5. This would apply to open libraries.



maintain on file in his or her office declarations establishing compliance with the posting requirements.

(e) No action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda in the manner authorized by the Brown Act.

a. Upon a determination by a majority vote of the Library Board that an emergency situation exists, as defined in Government Code Section 54956.5.

b. Upon a determination by a two-thirds vote of the Library Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the Agenda being posted.

c. The item was posted for a prior meeting of the Library Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(f) Matters directed to be placed on the Agenda at the direction of members shall be listed on the Agenda in the order of receipt by the Staff Liaison.

(g) Written requests to the Santa Monica Public Library Board shall be referred to the Staff Liaison or his/her designee. Written requests being agendaized shall be scheduled for consideration at the earliest convenient meeting, taking into consideration the length and content of meeting agendas. Members of the public submitting written requests shall be advised of how their requests are being handled. Agendaized communications shall be listed on the Agenda in order of receipt. No communication shall be placed on an Agenda if it contains material that:

(1) Is profane.

(2) Is potentially slanderous or libelous.

(3) Advocates or opposes the candidacy of any person or party for any elective office.

(4) Is primarily an advertisement or promotion or has as a substantial purpose, the advancement of any cause the major benefit of which is private and not public.

Members of the public submitting written requests to the Santa Monica Public Library Board are encouraged to limit their submissions to one per meeting.

**RULE 8. CATEGORIES AND ORDER OF BUSINESS.**

The business of the Santa Monica Public Library Board shall be conducted in the order and manner specified below. The order may be changed by a majority vote of those present. The following is the order of business:

(a) Call to Order.

(c) Roll Call.

(d) Special Ceremonial Agenda Items. This item includes proclamations, commendations, introductions of special guests, and presentations and reports by other non-City public entities or legislative bodies.

(e) **Secretary's Report.** This item shall consist of a report from the **Director of Library Services** (or designee) of the Santa Monica Public Library on actions taken and upcoming actions to be taken relating to areas of interest to the Santa Monica Public Library Board.

**Commented [PB13]:** Changed from Director's Report to Secretary's Report

(f) Consent Calendar. The Consent Calendar shall consist of the approval of minutes of previous meetings and other routine items which do not necessitate a separate public hearing and which are determined in the Agenda preparation process to be relatively non-controversial. The consent calendar shall be considered as one item regardless of the number of matters appearing on it and may be approved by a single vote. The title to the individual consent items need not be read unless a request to do so is made by any member. Members of the public shall have no more than one opportunity to address the Santa Monica Public Library Board concerning any and all items on the consent calendar. Members of the public shall be heard prior to consideration of the Consent Calendar. Members may request to have individual matters removed from the Consent Calendar so that they may be heard on those matters. All matters remaining on the Consent Calendar may be approved by a single vote. Any items removed from the Consent Calendar shall be considered separately in the order of their appearance on the Agenda. Removed items may be heard immediately following the consent calendar

(g) Study Session. During Study Sessions staff will present information regarding a complex matter that will be subject to deliberation and decisions in the future. No action will be recommended or taken as part of the Study Session.

(h) Continued Items. This item includes agenda items of a previous meeting not considered at such meeting. The Santa Monica Public Library Board may vote by a majority of its members to have a carry-over item placed on a subsequent agenda as a continued item.

(i) Administrative Proceedings. This item includes proceedings requiring the Santa Monica Public Library Board to make a quasi-judicial decision concerning an individual application.

(j) Staff Administrative Items. This category will include policy matters to be considered by the Santa Monica Public Library Board.

The City Librarian shall be the executive director of the policies adopted by this Board including the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly and annual reports, and recommendation to the Board of such policies and procedures as in the opinion of said City Librarian will promote the efficiency of the Library in its service to the people of the community.

**Commented [P14]:** Addition from Standing Rule#11

(k) Public Hearings. This item consists of public hearings required by specific provisions of law.

(l) Resolutions. A resolution will be considered under this item only if the substance makes extensive public input advisable, or if it should be considered after another item on the Agenda, otherwise the resolution will be considered on the Consent Calendar.

(m) Written Communication. This item allows the Santa Monica Public Library Board to consider issues raised by written submissions from the public.

(n) Member Items. Items requested by members for discussion and possible action.

(o) Public Input. This item allows members of the public to address the Santa Monica Public Library Board on matters that are within their subject matter jurisdiction. No formal action may be taken on any matter under this item unless the item is specifically agendaized.

**RULE 9. PREPARATION OF MINUTES.**

The Secretary of the Santa Monica Public Library Board shall have exclusive responsibility for preparation of the Minutes, and any directions for corrections in the Minutes shall be made only by majority vote of the Santa Monica Public Library Board.

**RULE 10. APPROVAL OF MINUTES.**

Minutes of a Santa Monica Public Library Board meeting may be approved without reading if the Secretary has previously furnished each member with a copy and unless a reading is ordered by a majority vote of the Santa Monica Public Library Board.

**RULE 11. PRESIDING OFFICER.**

The Chair shall be the Presiding Officer at all meetings of the Santa Monica Public Library Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Secretary shall call the Santa Monica Public Library Board to order and a temporary Presiding Officer shall be elected by the members present to serve until the arrival of the Chair or Vice Chair or until adjournment.

**RULE 12. POWERS AND DUTIES OF PRESIDING OFFICER.**

(a) Participation. The Presiding Officer may move, second, and debate from the chair, subject only to such limitations of debate as are imposed upon members by these rules, and shall not be deprived of any of the rights or privileges of a member by reason of his or her acting as the Presiding Officer.

(b) Duties. The Presiding Officer shall (1) preserve order at all meetings of the Santa Monica Public Library Board, (2) state (or cause to be stated) each question coming before the Santa Monica Public Library Board, (3) announce the decisions of the Santa Monica Public Library Board on all subjects; (4) decide all questions of order subject to the right to appeal rulings on questions of order to the entire Santa Monica Public Library

Board, and (5) encourage all persons present at the meeting to conform their conduct to the City's Civility Policy.

**RULE 13. SWORN TESTIMONY AND SUBPOENA POWER.**

The power and process to request that a person appearing before the Santa Monica Public Library Board on any matter shall be sworn and the power and process for the Santa Monica Public Library Board to issue a subpoena is provided in the Municipal Code section 2.32.060.

**RULE 14. RULES OF DEBATE.**

(a) Getting the Floor. A member desiring to speak shall gain recognition by the Presiding Officer.

(b) Questions to Staff. Every member desiring to question City staff shall address his or her questions to the Staff Liaison or designated staff. Members of the City staff, after recognition by the Presiding Officer shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

(c) Interruptions. A member who has the floor shall not be interrupted when speaking unless he or she is called to order by the Presiding Officer, a point of order or a personal privilege is raised by another member or the speaker chooses to yield to a question by another member. If a member is called to order, he or she shall cease speaking until the question of order is determined.

(d) Points of Order. The Presiding Officer shall determine all points of order subject to the right of any member to appeal to the Santa Monica Public Library Board. If an appeal is taken, the question shall be: "Shall the decision of the Presiding Officer be sustained?" The Presiding Officer's decision may be overruled by a two-thirds vote of the members then present.

(e) Point of Personal Privilege. The right of a member to address the Santa Monica Public Library Board on a question of personal privilege shall be limited to cases in which the member's integrity, character, or motives are questioned or where the safety or welfare of the Santa Monica Public Library Board is concerned.

(f) Privilege of Final Comment. The member moving the adoption of a resolution, or motion, shall have the privilege of speaking last on the matter after all other members have been given an opportunity to speak.

(g) Motion to Reconsider Actions. A motion to reconsider any action taken by the Santa Monica Public Library Board may be made only by one of the members on the prevailing side and may be seconded by any member. Such motion may be made at any time and shall be debatable. A motion by a non-prevailing member or a request by a member of the public for reconsideration may be made only if one year has passed since the action was taken.

(h) Calling for the Question. A question may be called by majority vote of those present. However, neither the moving party nor the party seconding any motion may call for the question, each member shall be afforded one opportunity to speak on each item before the question is called, and a question may not be called to interrupt or cut off a particular speaker.

(i) Limitation of Debate. Members shall limit their remarks to the subject under debate. No member shall be allowed to speak more than once upon any particular subject until every other member desiring to do so has spoken. Prior to beginning deliberation, the Santa Monica Public Library Board may, by a two-thirds vote of those present, limit the amount of time that each member may spend stating his or her views on a particular agenda item.

**RULE 15. PROTEST AGAINST SANTA MONICA PUBLIC LIBRARY BOARD ACTION.**

Any member shall have the right to have the reasons for his or her opposition to any action of the Santa Monica Public Library Board entered in the Minutes. Such opposition shall be made in the following manner: "I would like the Minutes to reflect that I opposed this action for the following reasons..."

**RULE 16. DISCLOSURE FOR QUASI-JUDICIAL MATTERS.**

On quasi-judicial matters, members shall verbally disclose off the record contacts relating to the item, after the item is called and before the Santa Monica Public Library

Board's consideration of the matter. Disclosure shall include the identity of any individual(s) with whom the member had contact and the nature of the contact.

**RULE 17. PUBLIC TESTIMONY.**

(a) Scope. Pursuant to the Brown Act, public testimony is permitted on all agenda items, and the public shall have an opportunity to comment on any matter which is not on the Agenda but is within the Santa Monica Public Library Board jurisdiction. However, members of the public do not have the right to give testimony outside the scope of or unrelated to the agenda item under consideration. Additionally, members of the public should strive to avoid unduly reiterating their own or others' testimony.

(a) Registration. Any member of the public wishing to address the Santa Monica Public Library Board regarding any item on the Agenda for public comment shall register with the Staff Liaison prior to the start of the meeting, if possible, but no later than prior to the hearing on that item. Any request received after the start of the hearing shall be considered late and may only be heard with Santa Monica Public Library Board's approval.

(b) Manner of Addressing the Santa Monica Public Library Board. After being recognized by the Presiding Officer, each member of the public addressing the Santa Monica Public Library Board shall go to the lectern, state his or her name and whom he or she is representing, if he or she represents an organization or other person. Each member of the public is encouraged, but not required, to also state his or her address, neighborhood, or city of residence. All remarks shall be addressed to the Santa Monica Public Library Board as a whole and not to any individual member. After a public hearing has been closed, no member of the public shall address the Santa Monica Public Library Board on the matter under consideration without first securing Santa Monica Public Library Board approval.

(c) Time Limits. Except on Written Communication, members of the public shall limit their remarks to three minutes per agenda item unless the Santa Monica Public Library Board grants additional time by majority vote. For purposes of these Rules, the Consent Calendar shall be considered one item. Persons speaking on another's written communication and persons submitting late requests to speak, who receive permission

**Commented [PB15]:** Changed to 3 minutes as noted in Standing Rules

to speak shall be limited to one minute. On Written Communication, those speaking on another's item may speak only if the person raising the matter appears and testifies. If the person who raises the item does not appear and testify, the matter shall be received and filed and persons wishing to speak on the matter may give their testimony during Public Input. A member of the public wishing to speak on more than one item shall limit his or her remarks to a total of six minutes per meeting unless the Santa Monica Public Library Board grants additional time by majority vote. A member of the public may allocate time between items in one-minute increments up to two minutes. Testimony given as an applicant or appellant does not count toward the six-minute maximum. A member reporting to the Santa Monica Public Library Board on behalf of a Board or Commission shall not be subject to these rules on time limits; however, the Santa Monica Public Library Board may limit the duration of such reports.

(d) Special Time Limits for Applicants and Appellants for Public Hearings. Applicants and appellants on administrative items shall limit their remarks to ten minutes and may reserve some of their time for use for rebuttal at the conclusion of the public hearing. The appellant shall have the opportunity to address the Santa Monica Public Library Board first and last.

**RULE 18. RULES OF CONDUCT AND SAFETY.**

When the Santa Monica Public Library Board is in session, all persons present must preserve safety and order and should strive to conform their conduct to the City's Civility Policy. Members of the public should sit in the audience seating area, unless addressing the Santa Monica Public Library Board or entering or leaving the meeting room, should not block the aisles with personal belongings, and should not bring audible equipment into the meeting room, including cellular telephones that could cause a disruption.

Any person who disrupts the meeting shall be called to order by the Presiding Officer. Disruption shall include but not be limited to, blocking the audience or camera view of the proceedings. If such conduct continues, the Presiding Officer may request the removal of the person from the meeting room.



**RULE 19. ENTITLEMENT TO VOTE AND FAILURE TO VOTE.**

Every member is entitled to vote unless disqualified by reason of a conflict of interest. A member who abstains from voting consents to the decision made by the voting members.

**RULE 20. VOTING PROCEDURE.**

Any vote of the Santa Monica Public Library Board, including a roll call vote, may be registered by the members answering "Yes" for an affirmative vote or "No" for a negative vote upon his or her name being called by the Staff Liaison. The Chair shall vote last.

**RULE 21. DISQUALIFICATION FOR CONFLICT OF INTEREST.**

Any member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the Presiding Officer state the nature of such disqualification and shall leave the dais prior to Santa Monica Public Library Board consideration of the matter. A member stating such disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

**RULE 22. TIE VOTE.**

Tie votes shall be lost motions.

**RULE 23. CHANGING VOTE.**

The vote of a member may be changed only if he or she makes a timely request to do so immediately following the announcement of the vote by the Staff Liaison or the Presiding Officer and prior to the time that the next item in the order of business is taken up.

**RULE 24. PROCEDURE ON AGENDA ITEMS REQUIRING A MOTION.**

The following procedure shall be followed in connection with any Agenda item requiring a motion:

- (a) Staff Liaison reads the title.

- (b) Presiding Officer calls for a staff report.
- (c) Members question City staff.
- (d) Santa Monica Public Library Board receives Public testimony.
- (e) Santa Monica Public Library Board deliberates.
- (f) A member makes a motion, another member seconds the motion, and the Santa Monica Public Library Board debates it, with the maker of the motion having the opportunity to speak last.
- (g) The Presiding Officer or Staff Liaison restates the motion.
- (h) The Santa Monica Public Library Board votes on the motion.
- (i) The Presiding Officer or Staff Liaison announces result.

**RULE 25. PRESENCE OF CITY STAFF AT SANTA MONICA PUBLIC LIBRARY BOARD MEETINGS.**

The Staff Liaison shall attend and be present during all Santa Monica Public Library Board meetings and give necessary service and advice.

**RULE 26. RECORD OF MEETINGS.**

All public meetings of the Santa Monica Public Library Board shall be recorded. The recording shall be made by the Secretary and retained in accordance with the City's record retention schedule. The use of other recording or television equipment is permitted so long as it is not disruptive of the meeting. The Chair may direct the Secretary to keep a permanent record of any meetings which in the opinion of the Board is warranted.

**Commented [PB16]:** Standing Rules state recording should be kept for 6 months which is the current record retention schedule. However, keeping it general is ok should the retention schedule change.

**Commented [PB17]:** Added sentence from Standing Rules #14

**RULE 27. INTERPRETATION AND MODIFICATION OF THESE RULES.**

These rules shall be interpreted liberally in order to provide for the optimum in the free interchange of information and public debate without an unnecessary waste of time or duplication of effort. These rules may be amended by City Council resolution.

**Commented [PB18]:** Standing Rules# 12 require vote from Board. However, this notes Council. Need to verify with Clerk's Office.

**RULE 28. FAILURE TO OBSERVE RULES OF ORDER.**

These rules of order and procedures govern the conduct of Santa Monica Public Library Board meetings. These rules are intended to expedite the transaction of the business of the Santa Monica Public Library Board in an orderly fashion and are deemed to be procedural only. Failure to strictly observe these rules shall not affect the jurisdiction

of the Santa Monica Public Library Board or invalidate any action taken at a meeting that otherwise conforms to law.

DRAFT