



TO: North County Library Authority (NCLA) Commission
FROM: Marcie Scott, Liaison
DATE: January 22, 2018
SUBJECT: Election of North County Library Authority Commission Officers

RECOMMENDATION:

- a. Nominate and elect a member for the position of President
- b. Nominate and elect a member for the position of Vice President
- c. Nominate and elect a member for the position of Secretary

BACKGROUND:

As required by the NCLA Bylaws and Norms and Procedures (Norms), the election of officers is to take place on an annual basis at the first meeting of the year, which typically occurs in January.

DISCUSSION

At this first meeting of 2018, the Commission is to hold elections for the positions of President, Vice President and Secretary from its body of members. Last year the Commission designated a Treasurer/Auditor-Controller, therefore the Commission does not need to take further action on that role.

As Commissioners consider their nominations, it may be useful to note the most recent 2017 Officer listing presented below.

Name	Representing Agency	Term Expires
Suzanne Epstein, President	Los Altos Hills	3/31/2019
Cindy Hill, Vice President	Library Commission	12/31/2020
Jean Mordo, Secretary	Los Altos	12/31/2018
Courtenay C. Corrigan	Los Altos Hills	12/31/2020
Jan Pepper	Los Altos	12/31/2020
Chris Jordan	Administrative Officer	
Sharif Etman	Treasurer/Auditor-Controller	

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Pursuant to the Joint Powers Agreement, officers shall serve a maximum of four years and the terms shall be staggered. Pursuant to the NCLA Norms the duties of the various officers are defined as follows:

2.2 Election of President

The term of office shall be one year and until a successor is elected. The Member must have served at least 1 year to be eligible to be President. A majority vote is necessary to designate the President.

The President may be removed from office, for cause, by a 4/5ths affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

2.3 Election of Vice-President

The term of office shall be one year and until a successor is elected. The role of the Vice- President shall be to act for the President whenever the President is unavailable to perform his or her duties. A majority vote is necessary to designate the Vice-President.

The Vice-President may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

2.4 Election of Secretary

The term of office shall be one year and until a successor is elected. The role of the Secretary shall be to countersign all contracts on behalf of the Authority, keep minutes of the meeting and distribute them to each member and each member agency. A majority vote is necessary to designate the Secretary.

The Secretary may assign and delegate the minute taking and distribution process to one of its appointed members, appointed officers, employees, or City assigned staff-liaison based on a majority vote of all members.

3.2 Treasurer The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Treasurer of the Agency to be the depository and have custody of all the money of the Agency from whatever source.

3.3 Auditor-Controller The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency when the demands have been approved by the Commission. The same officer or employee may be appointed as both Treasurer and Auditor-Controller and the Treasurer and Auditor-Controller shall have the duties and obligations set forth in Section 6505.5 and 6505.6.

The current NCLA norms and original JPA agreement can be viewed on the City of Los Altos web site at the following address:

<https://www.losaltosca.gov/nclibraryauthority/page/north-county-library-authority-resources>