

COUNTY OF FRESNO

COMMUNITY PARENT AND GUARDIAN REVIEW COMMITTEE

BYLAWS – 2024

APPROVED BY BOARD OF SUPERVISORS March 19, 2024

Article 1 – Purpose and Authority

Section A - The Community Parent and Guardian Review Committee (“Committee”) is established by Fresno County Board of Supervisors Resolution No. 23-377, adopted on November 28, 2023.

Section B - The purpose of the Committee is to ensure that no County of Fresno Library or other County facility allows ready access of books to minors that contain age-inappropriate content contained within designated children’s sections or areas. Parental or guardian consent will be required before accessing or checking out of books and other materials that contain Age-Inappropriate Content.

The initial meeting of the Committee shall take place as soon as possible after a quorum of at least eight members has been appointed by the Board of Supervisors and all requirements for creation of a committee are complete.

The Committee shall meet four (4) times per year or more, as necessary at a date and time and place to be fixed by the Committee to review proposed new books and other materials for placement in the children’s section as requested by the County Librarian. By a majority vote of the quorum present, the Committee shall determine if the books and other materials presented meet the community standards of acceptance for Fresno County or whether they should be subject to parental or guardian consent provisions. The Committee may also review books and other materials currently in circulation at County libraries and subject them to the same process on a case-by-case basis.

Section C - The Committee is a non-partisan, administrative committee appointed by the County. It does not take part officially in, nor does it lend its influence to, any political issues.

Article 2 – Membership and Term of Office

Section A - The Committee shall consist of 11 members, with two members chosen by each Supervisor, and one member chosen by the County Administrative Officer (CAO).

Committee members must be at least 18 years of age and reside within the appointing Supervisor’s district within Fresno County. The Committee member appointed by the CAO need not live in a specific supervisorial district, but must be a resident of Fresno County.

- Section B - The Committee is limited to 11 members, in accordance with the establishing authority.
- Section C - The term of office for Committee members is two years. Terms will be staggered, with the first appointee from each District serving a one-year term, and the second appointee assigned a two-year term. All terms will remain staggered for each subsequent District appointee. Terms will commence at noon on the first Monday after January 1st.
- Section D - All members shall serve at the discretion of the Board of Supervisors or the appointing authority, and members of the Committee may have their membership terminated by a majority vote of the Board of Supervisors or the appointing authority. A vacancy thereby created shall be filled in the same manner as the original appointment with respect to qualifications, with the new appointee completing the remainder of the term of the vacated appointee.
- Section E - A member shall be deemed to have resigned his or her membership for absences in excess of two regular meetings in a calendar year. This section is in lieu of County Ordinance Code Section 2.68.010.
- Section F - Quorum – Eight members of the Committee shall constitute a quorum for the purpose of conducting the business of the Committee.

Article 3 – Duties

- Section A - The Committee shall have the following duties:
1. Meet in person at least 4 times per year. Meetings shall be held at least quarterly at a date, time and place to be fixed by the Committee, and meetings may be held upon the call of the Chairperson or any three (3) members. The Ralph M. Brown Act (Government Code, Section 54950 et seq.) shall govern meetings of the Committee.
 2. Adopt Committee bylaws at the initial meeting of the Committee.
 3. Nominate and elect Chairperson and Vice-Chairperson.
 4. Adopt Community Standards Policy.
 5. Review books and other materials submitted for review by County Librarian and decide by vote whether the books or other materials meet community standards.
 6. Maintain a list of books and materials that have been deemed not to meet community standards and are thereby subject to parental or guardian consent provisions, which list shall be posted prominently at all County Library facilities, so that the public may access that list.

Article 4 – Officers

- Section A - Officers - the Committee shall annually elect a Committee Chairperson and Vice-Chairperson from its members. The Secretary will be the County Librarian or their designee.

- Section B - If an office of Chairperson or Vice-Chairperson is vacated, the Chairperson or Vice-Chairperson (if the office of Chairperson is vacated) will temporarily appoint a member of the Committee to fill the vacancy until a new officer is elected. Such election shall be held within 30 days of the vacancy, at a Committee meeting.
- Section C - The Committee Chairperson shall provide general supervisory guidance to the Committee and presides over its meetings. The Committee Chairperson shall assign coordinating duties to the Vice-Chairperson as necessary. The Committee Chairperson is the sole official spokesperson for the Committee unless this responsibility is delegated in writing.
- Section D - In the absence of the Committee Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of that office.
- Section E - The Secretary, or assigned staff, shall record the minutes of all Committee meetings and handle Committee correspondence. The Secretary shall keep the roll, certify the presence of a quorum, maintain a list of all active representatives, and keep records of actions as they occur at each meeting. It is the responsibility of the Secretary, or assigned staff, to ensure the posting of meeting notices complies with the Brown Act (Government Code, Section 54950, et seq.).

Article 5 – Organization Procedures

- Section A - The Committee may formulate specific procedural rules of order to govern the conduct of its meetings.
- Section B - All meetings of the Committee are open to the public as required by the Brown Act and shall be held in accessible, public places. Notice of all Committee meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice pursuant to the requirements of Government Code, Section 54956. The agendas shall be posted at the meeting location, as well as on the Library website. In addition, such agendas shall be sent to anyone requesting them in accordance with Government Code, Section 54954.1.
- Section C - No vote of the Committee shall be considered as reflecting an official position of the Committee unless passed by a majority of its quorum present at the meeting where the vote was taken.

Article 6 – Appeals of Committee Decisions

- Section A - Any person may appeal the inclusion of any book or other materials by the Librarian or Committee in the category of books or other materials subject to the parent or guardian consent requirements. All appeals shall be heard and reviewed by an appeal subcommittee consisting of two Committee members selected at random and the County Librarian, or the County Librarian’s designee. The appeal subcommittee selected to hear any appeal or appeals shall hear the appeal at a noticed hearing subject to the Brown Act on a date on or before the next regular meeting of the full Committee, or as soon as possible.
- Section B - Appeals may be submitted in writing or heard in-person during the Committee’s regular meeting as part of the regular Committee agenda, with only the appeal subcommittee

selected for the particular appeal participating. The appeal subcommittee hearing the appeal must meet in a noticed hearing subject to the Brown Act and decide the appeal, whether the appeal is submitted solely in writing, and regardless of whether the appellant is present at the appeal hearing. All decisions by an appeal subcommittee concerning the inclusion of any book or other materials in the category of books or materials subject to the parent or guardian consent requirements shall be final.