

# **GENESEE-LIVINGSTON-STEUBEN-WYOMING BOCES**

## **SCHOOL LIBRARY SYSTEM COUNCIL BYLAWS**

Adopted April, 1995 - Last Revised ~~April, 2011~~ December, 2013

### **I. Governing Structure**

The governing body of the Genesee-Livingston-Steuben-Wyoming BOCES School Library System shall be the Board of Education of the Genesee-Livingston-Steuben-Wyoming BOCES.

### **II. Purpose**

#### **A. Council**

As per §90.18, the purposes of this council shall be:

1. To develop and monitor the plan of service.
2. To assist in development and execution of the plan of service.
3. To evaluate school library system services and programs.
4. To suggest budget considerations.

#### **B. Communication Coordinators**

As per §90.18, the communication coordinators shall:

1. Inform and communicate with other libraries and administrative teams within their district the actions of the school library system.
2. Provide information to the school library system from other libraries within their district.
3. Serve on committees and otherwise provide input and feedback to the school library system.

### **III. Membership**

#### **A. Council**

1. Representation

The School Library System Council shall be composed of at least nine and no more than twelve members and may include the following as appointed by the governing board:

- a) Teacher representative.
- b) Public library representative.
- c) Public library system representative.
- d) Academic library representative.
- e) Rochester Regional Library Council representative.
- f) Instructional technology representative.
- g) Administrators – one superintendent and one building principal.
- h) Library media specialists including:
  - 1) Elected chair/secretary.
  - 2) One or more at large representatives.
- i) One SLS Coordinator (ex officio)

## 2. Term of Office

All council members shall serve three (3) year terms.

## 3. Nominations for Council Membership

When there is a regular opening on Council for a school librarian from a member district, nominations will be solicited from the Communication Coordinators group at the last meeting of the year. Nominations will be collected by the SLS director and compiled into an email ballot that will be sent to all member librarians. Voting will conclude no later than the last Friday in May. External representatives will be selected by the sitting Council members through discussion at the final meeting of each year.

## 4. Filling of mid-term vacancies

If a Council member is unable to complete the three year term, a replacement will be selected by the SLS Director and Council Chair based on a review of interested parties to fill the remainder of the term following appointment by the governing board.

# **IV. Meetings**

## **A.Schedule**

1. The School Library System Council shall meet at least four times per year.
2. The meeting dates for the following year shall be announced at the final meeting. The first meeting will be in September or October and the final one in May or June.
3. Additional meetings may be called by the system director or council officers.
4. The chair and the system director will be responsible for planning the agenda of each meeting. The agenda will be distributed to all members by the director at least one week in advance of the meeting.

## **B.Quorum**

1. A quorum shall consist of one half of the membership. Simple majority rules.
2. Each member or designee shall have one vote.

## **C.Parliamentary Authority**

1. Discussion leading toward a consensus of the members will be the prevailing procedure in council/communication coordinator meetings.
2. Parliamentary procedure will be used when a decision of the communication coordinators/ council is to be recorded or transmitted. The latest edition of Roberts Rules of Order shall govern the activity of the council.

## **V. Officers**

### **A. Officer Positions**

- a) Chair: The Chair of the Council is responsible for setting the agenda for Council meetings along with the SLS Director and then conducting the Council meetings. The Chair should work closely with the SLS Director to provide input, feedback, and recommendations from the system membership.
- b) Vice-Chair: The Vice-Chair's primary duty is to work with the SLS Director and a committee of system members to develop the agenda and programming for the Communication Coordinator meetings. The Vice-Chair will then facilitate the Communication Coordinator meetings. The Vice-Chair will conduct Council meetings in the absence of the Chair or will take minutes in the absence of the Secretary.
- c) Secretary: The Secretary will take minutes during the Council meetings and then review them with the SLS Director within two-weeks of the meeting. The Secretary will publish Council minutes to the SLS email list and the SLS Director will post them on the SLS website.

### **B. Election of Council Officers**

1. The council membership shall elect the chair, vice-chair and the secretary. This election will be held via electronic means prior to the first meeting of the year.
2. The school library system director will collect nominations and present the council with a slate of candidates in September.
3. Duties shall be assumed directly following the election.

### **C. Terms of Office**

1. Terms of each council officer shall be for one school year.
2. No council officer shall serve more than three consecutive terms in any one office.

### **D. Vacancies**

If the chair of the council vacates that position, the secretary will assume the chair of council until the next scheduled election. The chair of council may, until the next scheduled election, appoint, with affirmation by council, a secretary in the event of a vacancy in that position.

## **VI. Committees**

### **A. Membership**

1. The council chair shall create committees based on identified needs.
2. Committee membership may be from the council, communication coordinators group or system members at large.

3. The chair of each committee shall be elected by the committee members.

### **B.Purpose**

1. The charge of the committee will be specified by the Council.
2. Committees shall meet in person or electronically and report at each meeting as needed.

## **VII. Amendment to the Bylaws**

These bylaws may be amended by a two-thirds vote of the members present at the council meeting. A written copy of the proposed amendment must be sent to the council at least ten days prior to the meeting at which the vote will take place.

## **VIII. Savings Clause**

In all respects, the operation of the Genesee-Livingston-Steuben-Wyoming BOCES School Library System shall conform to Regulation 90.18 of the Commissioner of Education.