

Section 2 Governance

Attachment 2

CLINTON-ESSEX-WARREN-WASHINGTON SCHOOL LIBRARY SYSTEM COUNCIL BY-LAWS

ARTICLE I Name

Section 1 The name of the council will be the Clinton-Essex-Warren-Washington BOCES School Library System Council.

ARTICLE II Purpose

Section 1 The purpose of the council will be to develop the plan of service and to monitor implementation of an annual Plan of Service.

ARTICLE III Membership

Section 1 The council will consist of no fewer than nine voting members. Each voting member will have one vote.

Section 2 Council memberships will include representatives of members of the school library system, the public library system, Northern New York Library Network, and non-public schools.

Section 3 One administrative representative, appointed by the BOCES Superintendent, will serve as an ex-officio Council member. This member will report to the BOCES Superintendent and will offer news and Information on the School Library System at BOCES meetings.

Section 4 The School Library System Director will serve as an ex-officio Council member.

Section 5 Council members will serve three-year terms. Terms will expire on December 31st. Members representing school libraries will serve no more than two consecutive terms. Terms will be staggered. Approximately one third of the members will change each year. If a replacement is not available, then the current member may choose to continue for another term.

Section 6 A vacancy on the School Library System Council shall be filled by the governing board for the duration of the term of the individual whose seat on the council is to be filled. Members shall serve without compensation.

ARTICLE IV Liaisons

Section 1 Each district and non-public will appoint a School Library Media Specialist to serve as its liaison.

Section 2 Each liaison will serve as the School Library System Coordinator within his/her district and will be responsible for disseminating system information and materials.

ARTICLE V Officers

Section 1 Elected officers will include Chairperson, Vice-chairperson and Secretary. Officers will be elected by a majority vote of of the council.

Section 2 Officers will serve no more than three consecutive terms.

Section 3 The Council Nominating Committee will present a slate of officers for the following school year. Election of officers will take place at the last Council meeting of the school year.

ARTICLE VI Meetings

Section 1 A minimum of four Council meetings will be scheduled each year.

Section 2 Special meetings may be called, or regular meetings rescheduled by a majority vote of the Council or by action of the Chairperson or School Library System Director.

Section 3 The Council Chairperson, in consultation with the School Library System Director, will be responsible for planning the agenda of each Council meeting. The agenda must be made available to Council Members prior to the date of the meeting.

Section 4 Meetings will follow the rules of parliamentary procedure as defined in the most recent edition of Roberts' Rules of Order.

Section 5 Minutes are taken at each meeting by the secretary. The minutes are distributed to all members at the following meeting.

Section 6 A quorum should consist of 2/3 of Council voting members.

ARTICLE VII Member Responsibility

Section 1 Council members will regularly attend meetings, participate in discussion, and serve on Council committees as appropriate.

Section 2 A Council member absent from more than two consecutive Council meetings may no longer be eligible for Council membership unless acceptable reasons for absence are presented to the officers.

Section 3 Council members are expected to carefully study issues and problems before committing him/herself to a conclusion.

ARTICLE VIII Committees

Section 1 Committees may be established or dissolved by a majority vote of the Council.

Section 2 Committees may be Standing or Ad hoc.

Section 3 School Library System Director will appoint committee members.

Section 4 Each committee will prepare a mission statement and will present reports to the Council regularly.

Section 5 Standing Committees will include: Nominating, Automation, Program, and Coordinated Cooperative Collection Development.

Section 6 Committee memberships are open to all school library system and Council members.

ARTICLE IX Vacancies

Section 1 The Council Chair will appoint a Nominating Committee. Nominations to fill Council vacancies will be presented by the Nominating Committee prior to the last Council meeting of the year. Appointments will be announced at the last meeting of the year. Requests to fill vacancies will be made to the Nominating Committee by the Council. The official request will be made to nominees and their superintendents by the School Library System Director. Every attempt will be made to have council representation of elementary, middle, and secondary level schools.

ARTICLE X Use of Consultants

Section 1 The Council recognizes the need for additional knowledge and assistance and will make use of regular and special consultants. Monetary compensation for consultant must be approved by the School Library System Educational Agency.

ARTICLE XI Amendments

Section 1 Amendments to these by-laws may be made by a majority vote of the council at any regular meeting. Prior to approval, amendments must be submitted in writing to the Council at least ten days prior to the meeting.