

SOUTHERN WESTCHESTER BOCES SCHOOL LIBRARY SYSTEM

COUNCIL BY-LAWS AND PROCEDURES

Article I. Council Purposes

Section 1. The Council shall be responsible for developing and approving the Plan of Service.

Section 2. The Council shall be responsible for monitoring the implementation of the Plan of Service.

Section 3. The Council shall recommend for approval the annual budget prior to submission to the District Superintendent for his signature.

Section 4. The Council shall support the activities of the School Library System, through service on a committee, as deemed appropriate.

Article II. Membership:

Section 1. In order to provide broader representation both on the Council and its working committees, minimum Council membership is set at thirteen with the maximum number of members at twenty. The School Library System Director shall serve as an ex-officio member, but without a vote. The School Library System secretary shall serve as secretary as an ex-officio member, but without a vote. When possible membership shall include the following:

8 Library Media Specialists, with an attempt to balance membership from the following three areas:

Public Secondary School Library Media Specialists

Elementary School Library Media Specialists

Middle School Library Media Specialists

1 Private School Representative

1 Parochial School Representative

1 Public Library System Representative

1 METRO – 3 R's Representative

1 Academic Librarian

Remaining members can be from any of the following:

Assistant Superintendent

Chief School Officer

College Representative

Curriculum Administrator

Parent/PTA Representative

Principal/Assistant Principal

Public Librarian

Staff Development Administrator

Student

Teacher

Teacher Center Representative

Technology Coordinator

Section 2. A nominating committee, composed of the Council Chair and two other members appointed by the Council, will be responsible for nominating Council members for all categories except those from agencies (Westchester Library System and METRO); the latter will be nominated by their respective organizations. The Council will vote on the nominations based on the principles of expressed interest in serving on the Council and Council balance.

Section 3. The term of office of a Council member shall be three years. Terms shall be staggered so that one-third shall expire on the 30th June each year. A Council member may not serve more than two consecutive terms. 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. A person who has been appointed to serve more than one-half of an unexpired term shall have been considered to have served a full term.

Section 4. A Council member who is absent from three consecutive meetings, without an excused absence, shall have his/her seat deemed vacant.

Article III. Meetings:

Section 1. There shall be a minimum of four meetings per year. All meetings shall be open to the public.

Section 2. Special meetings may be held on call of the Chair or at the request of any five Council members or the Director.

Section 3. Business shall be conducted by the Council in accordance with accepted rules of parliamentary procedure. A majority of the standing Council members shall represent a quorum for business to be conducted.

Article IV. Officers:

Section 1. The officers of the Council shall be as follows:

- a. Chair
- b. Vice-Chair
- c. Secretary – Ex-officio

Section 2. The Chair and Vice-Chair shall be elected at the last meeting of the school year by nomination and ballot. The Chair shall be selected from those having already served one year on the Council.

Section 3. The terms of office are for one year, beginning July 1st and ending June 30th of the following year.

Section 4. The term of office for any Council position is one year with election possible for a second year term.

Article V. Duties of Officers:

Section 1. The Chair shall preside at meetings of the Council.

Section 2. The Chair, with the consent of the Council, shall establish standing committees, special committees and/or task groups as it deems necessary. The Chair shall appoint the chairperson of committees and task groups from members of the Council. The chairperson of a committee or task group shall appoint members of the committee or task group from the Council, liaisons and members-at-large.

Section 3. In the absence of the Chair, the Vice-Chair shall preside at meetings.

Section 4. The secretary shall record the minutes of all meetings for distribution to Council members.

Article VI. Amendments:

These by-laws may be amended at any Council meeting by a majority vote of the members of the Council provided that the proposed amendment shall have been included in the written notice of the meeting.

Article VII. Savings Clause:

Section 1. These by-laws are not intended to interfere or supercede any State Education Department Regulation, Commissioner's Regulations, BOCES Board of Education Policy, or Local Education Policy.

Revised 3/26/01

Revised 10/9/01

Correction 6/26/06

H:Library:Plan of Service:Bylaws