

# BYLAWS

## St. Lawrence-Lewis School Library System Council

### **School Library System Mission Statement**

The St. Lawrence-Lewis School Library System shall actively promote equality of service and access to information, regardless of format, to all members of the school community.

### **School Library System Council Charge**

The School Library System Council shall:

- Advocate for school library system services within the school community and beyond
- Guide the development of policy for school library system services
- Approve and oversee budgeting for school library system programs
- Monitor and evaluate current services for viability
- Ensure state regulations concerning school library systems are followed
- Envision future services through long range planning
- Develop and oversee the 5-Year School Library System Plan of Service

### **School Library System Liaison (Communications Coordinator) Charge**

Each public school district shall appoint one school librarian as a Communications Coordinator (hereinafter referred to as Liaison) to the School Library System. Non-public schools shall provide a representative.

The School Library System Liaison shall:

- Attend all scheduled meetings
- Serve on at least one School Library System committee
- Facilitate communication between the districts and the School Library System
- Assist with the timely completion of School Library System required tasks

### **Article I**      Name and Authority

Section 1      The name of this organization will be the St. Lawrence-Lewis School Library System Council, hereinafter referred to as the Council.

Section 2      The Council is governed by Section 282 of the New York State Education Law, the Rules of the Board of Regents, the Regulations of the Commissioner of Education (90.18), and these bylaws.

**Article II**     Purpose

The purpose of this Council is defined by the Commissioner's Regulations 90.18.

**Article III**     Membership

Section 1     Number: The Council membership shall consist of at least thirteen voting members. At least half of the voting members must be school librarians.

Section 2     Representation: Members, according to the Commissioner's regulations, will represent and be chosen from providers and users of library services in the school library system. Membership shall include:

- a.     School librarians from member districts. School librarian members should represent, as much as possible, the different facets of the libraries in our system, including but not limited to district, size (small, medium and large districts), and school level (elementary, middle, high school, and/or K-12).
  - Small districts are those with 1-500 students,
  - Medium districts are those with 501 – 1000 students, and
  - Large districts are those with 1001 or more students.
- b.     One (1) representative from The North Country Public Library System (NCLS), as appointed by the Director of that organization.
- c.     One (1) representative from the Northern New York Library Network (NNYLN), as appointed by the Director of that organization.
- d.     One (1) representative of non-public member schools.
- e.     One (1) school administrator from a member district.
- f.     At least one (1) teacher from a member district.
- g.     At least one (1) community member from a member district, such as a parent or school library volunteer.
- h.     The BOCES District Superintendent or his/her designee is a permanent non-voting ex-officio member of the Council.
- i.     The School Library System Director is a permanent non-voting ex-officio member of the Council.

- j. The School Library System Information Services Librarian is a permanent non-voting ex-officio member of the Council.

Section 3

Alternate Librarian:

- a. The Council, in conjunction with the School Library System Director, will designate a certified school librarian representative from a member district as Alternate.
- b. The Alternate shall be appointed for a one-year term, and may serve no more than three consecutive terms.
- c. Council members who are finishing a second consecutive term are eligible to serve as Alternate.
- d. The Alternate shall be a non-voting member of Council.
- e. The Alternate shall attend all regular meetings of the Council.
- f. In the event of any vacancy in a school librarian position, the Alternate shall immediately fill the vacancy for the remainder of the term and a new Alternate shall be designated by Council.

Section 4

Terms:

- a. Council members shall serve three (3) year terms, from July 1 – June 30, and the term distribution shall equal one third per year.
- b. Terms shall be staggered, as much as possible, so that one-third of the Council members shall be appointed each year.
- c. Council members may not serve more than two (2) consecutive terms, with the exception of NCLS and NNYLN representatives. Filling an unexpired term does not constitute a term. A Council member may again be elected (librarians) or appointed (non-librarians) after an interim of at least one year.
- d. All members shall serve without compensation.

Section 5

Nominations of school librarian members:

- a. The Council Chair will appoint a Nomination Committee by February 1.

- b. The Nomination Committee will identify eligible candidates according to the following criteria. Eligible candidates must meet the following criteria:
  - Possess valid NYS certification relating to school libraries as defined by the New York State Education Department.
  - Be currently working in a permanent full- or part-time position in a SLS member district.
  - Those finishing a second consecutive term must have had at least one full year during which they have served neither as a member of Council or as the Alternate.
- c. The Nomination Committee shall prepare a ballot of eligible candidates, which includes consideration of the guidelines for librarian representation as noted in Section 2. The nominating committee shall present the ballot to Council at a meeting prior to the final regular meeting of the year. Candidates will be notified in advance of their eligibility, and may decline, in writing, to have their name presented on the ballot.
- d. All Council members and school librarians shall vote before the final regular meeting of the year. Voting may be done electronically.
- e. The candidate(s) receiving the most votes will fill the open position(s) on Council.
- f. The Nomination Committee shall present the results of the vote to the Council at the final regular meeting of the year. Council will appoint new members, with terms effective July 1, at this meeting.
- g. In the event of a tie, the Council will vote at its final regular meeting to determine the successful candidate.

## Section 6

### Vacancies:

- a. Council members shall attend regularly scheduled meetings. Any Council member, with the exception of the NCLS and NNYLN representatives, who fails to attend three consecutive Council meetings without excuse accepted as satisfactory by the Council shall, at the next regular meeting following the third consecutive absence, be declared to have resigned.

- b. In the event of a vacancy resulting from resignation or inability to serve, a successor shall be appointed by the Council to fill the remainder of the term.
- c. The Alternate shall fill a school librarian vacancy as described in Section 3.
- d. In the event of a vacancy in any other Council position, candidates to fill the remainder of the term shall be recommended by members of the Council and Liaisons in conjunction with the School Library System Director.

**Article IV**    Officers

Section 1    The officers of the Council will be the Chair, Vice-Chair, and Recording Secretary, who shall serve one-year terms. Officers shall be elected by Council at the first regular meeting of the year.

Section 2    The Chair shall:

- Set agendas and conduct meetings in cooperation with the SLS Director.
- Appoint the Nomination Committee prior to Feb. 1<sup>st</sup> of each year.
- Appoint members to the Leadership Committee, appoint committee chairs, and establish ad hoc committees as necessary to carry out the work of the Council.

Section 3    The Vice-Chair shall:

- Preside in the absence of the Chair.
- Succeed to the office of the Chair in the event of a vacancy and complete the unexpired term.

Section 4    The Recording Secretary shall:

- Record and prepare the minutes in cooperation with the School Library System Secretary.

Section 5    The Chair, Vice-Chair, and Recording Secretary may serve multiple terms.

## Article V Committees

Section 1 Standing Committees: Committee membership shall be established at the first Council meeting of the school year. Each committee will elect a chair, who will communicate issues and concerns to the Council Chair and the School Library System Director.

1. Resource-Sharing Committee:

- Purpose: To oversee the progress and development of the Interlibrary Loan (ILL) program, the overall management of the Coordinated Cooperative Collection Development (CCCD) programs, the revision of the School Library System Collection Development Guidelines, and other resource-related issues that affect system members.
- Membership shall be open to all Council members, Liaisons, and school librarians from member libraries.

2. Coordinated Services Committee:

- Purpose: To assist the School Library System in establishing and updating guidelines and procedures for services that are originated and coordinated through the system for member libraries, including library automation and cataloging. Technical aspects of CCCD, ILL, and online resource management may fall within this committee's purview.
- Membership shall be open to all Council members, Liaisons, and school librarians from member libraries.

3. Leadership Committee:

- Purpose: To work with the School Library System Director to coordinate and promote leadership development within member libraries, educate members on issues relating to professional values, and facilitate effective communication among member libraries. This committee will work with the School Library System Director to manage the Mentor Program and plan other professional development activities initiated and sponsored by the School Library System with input and direction from system members.
- Members will be invited to participate in this committee by the School Library System Director and Council Chair each year, and shall be appointed by the Council Chair.

Section 2 The Council Chair may establish ad hoc committees as necessary to carry out the work of the Council.

**Article VI**    Meetings

- Section 1    The Council shall meet at least four times per year. Liaison meetings will be held at least four times per year.
- Section 2    A simple majority of the voting members of Council shall constitute a quorum.
- Section 3    In the absence of a quorum, or at other times as determined necessary by the Council Chair in conjunction with the School Library System Director, an electronic vote may take place. Voting will be considered closed three (3) school days after the electronic vote is sent out.
- Section 4    Special meetings may be called by the Chair with three school days' advance notice.
- Section 5    Each Council member shall have one vote and shall cast it at a meeting or during specified electronic voting periods.

**Article VII**    Parliamentary Authority

The rules contained in the newest revision of Robert's Rules of Order shall govern the proceedings of the Council in all cases where they are applicable and not inconsistent with these bylaws.

**Article VIII**    Amending the Bylaws

These bylaws may be amended by a two-thirds vote of the voting members present at a regular Council meeting, provided that a copy of the change is given to members at least two school days in advance of the meeting.

**Article IX**

These bylaws do not supersede Education Law or regulations of the Commissioner of Education.