

Wayne-Finger Lakes BOCES School Library System Council By-laws

Article 1 Name

The name of this organization shall be the Wayne-Finger Lakes BOCES School Library System Council.

Article 2 Role of the Council

to propose, approve and implement The Plan of Service.
to monitor the progress of the School Library System.
to work with the Administrator to suggest and implement the goals of the group
to suggest budget considerations.

Article 3 Membership

Section 1 Members of the Council

The Council will be composed of up to 16 members.

Public School Membership

There will be 9 school library media specialists representing elementary, middle, and secondary levels. These members will be selected by the nominating committee from the general school library membership. These members will represent the entire System, not just individual school districts. Each member shall have one vote.

Administrative Membership

There shall be one school district administrator, to be selected by the Chief School Officers of the component school districts according to procedures best suited to their organization. This member shall have one vote.

Non-Public School Membership

There shall be one non-public school member. This member shall have one vote.

Public Library System Membership

There shall be one member from the Pioneer Library System. This member shall have one vote.

Post-Secondary Institution Membership

There shall be one member from one of the regional post-secondary institutions: Finger Lakes Community College, Hobart and William Smith College, or Keuka College based on interest in participation and acceptance by the Council. This member shall have one vote.

Reference and Research Library Resource System Membership

There shall be one member from the Rochester Regional Library Council. This member shall have one vote.

Regional Instructional Council

There shall be one member from the Wayne-Finger Lakes BOCES Regional Instructional Council, to be selected by their membership according to procedures best suited to their organization. This member shall have one vote.

Technology Coordinators Group

There shall be one member from the Wayne-Finger Lakes BOCES Technology Coordinator's Group, to be selected by their membership according to procedures best suited to their organization. This member shall have one vote.

School Library System Administrator

The School Library System Administrator shall be an ex-officio member of the Council.

Section 2 Terms of Service

Members on the Council shall serve a term of three-years with one-third of the representatives being selected each year.

Council members may serve more than one term.

If a vacancy occurs, a replacement shall be selected to fill the unexpired term following the procedures in Article 3, Section 1.

Section 3 Meetings of the Council

The School Library System Council shall meet a minimum of four times a year, as specified in the Commissioner's Regulations. Minutes will be distributed to all Council members, SED Liaisons, BOCES Board and school district Communication Coordinators.

Section 4 Attendance

There shall be no more than three consecutive unexcused absences. An alternate representative may be sent, if necessary.

Article 4 Officers

Section 1

The council shall elect a Chair and Vice-Chair. These officers shall be elected for a one-year term and may be elected to no more than three successive terms per position.

Section 2 Chair

- The Chair shall develop an agenda and conduct all meetings of the Council in conjunction with the School Library System Director.
- The Chair shall appoint Council members to standing committees.
- In the event the office of Vice-Chair should become vacant, the Chair shall appoint a Vice-Chair to complete the unexpired term.
- The Chair shall work in close cooperation and communicate regularly with the School Library System Director and Communication Coordinators.

- The Chair shall appoint a nominating committee to propose a slate of officers, to be voted upon at the last meeting of the year. The chair and vice-chair will assume office at the first fall meeting.

Section 3 Vice-Chair

- The Vice-Chair shall act in the absence of the Chair.
- The Vice-Chair shall assist the Chair in the performance of the duties of the Office of Chair.
- If the office of Chair becomes vacant during a term of office, the Vice-Chair shall succeed to the Office of Chair and complete the unexpired term.
- The Vice Chair shall succeed the Chair in office.

Article 5 Committees

- Standing committees of the Council shall be: Resource Sharing, Communications, Curriculum, Professional Development, and Technology.
- All Council members will have the opportunity to serve on a standing committee.
- Each committee shall be represented by at least one Council member. This member is expected to attend committee meetings.
- Each standing committee shall report to the Council.
- Additional committees may be created by the Council, in cooperation with the School Library System Director.
- Each committee shall appoint a Chair from its own membership.
- The School Library System Director will advise and provide information to each committee as well as serve as an ex-officio member.
- Each committee will keep minutes of its meetings and submit them to the School Library System Director.
- Council nominating committee
 - The Council Nominating Committee will consist of no fewer than 2 people
 - The Council Nominating Committee will solicit candidates as described in Article 3, Section 1.
 - This committee will appoint candidates for Council membership as terms expire or in the event of the resignation of a Council member
 - The slate of candidates will be presented at the last combined Council/Communication Coordinator meeting of the year.
 - Nominations will be accepted from the floor.

Article 6 Communication Coordinator

Role of Communication Coordinator

The function of the Communication Coordinators, individually and as a group, is to provide two-way communication within their districts and between the member libraries and the school library system.

Section 1 Representation

- Each participating district superintendent will appoint one certified School Library Media Specialist as its Communication Coordinator
- Each non-public school is entitled to select one Communication Coordinator, according to procedures best suited to its organization,

Section 2 Meetings of the Communication Coordinators

- The Communication Coordinators of the WFL BOCES School Library System shall meet a minimum of four times a year.
- Each Communication Coordinator shall receive notification of regular meetings along with the agenda at least one week prior to the announced date of the meeting, except as noted below.
- Special meetings of the Communication Coordinators may be called by the Council's presiding officers and/or the School Library System Director, whenever necessary.

Section 3 Duties and responsibilities of Communication Coordinator

- Each Communication Coordinator shall attend all scheduled meetings. A Communication Coordinator should send an alternate representative if he/she is unable to attend.
- Each Communication Coordinator shall serve on a standing committee of the Council.
- Each Communication Coordinator shall communicate the School Library System's programs and activities to the School Library Media Specialists, principals, and superintendent in their district
- Each Communication Coordinator shall inform the school district's School Library Media Specialists of School Library System policies, procedures, activities and services.
- Each Communication Coordinator shall distribute materials to the school district's library staff
- Each Communication Coordinator shall report annually to their administrator concerning activities of the School Library System
- Each Communication Coordinator shall keep the Council informed as to the concerns and needs of their school district
- Each Communication Coordinator shall implement procedures to be followed in the school district regarding data collection, annual reports, interlibrary loan requests, and cooperative collection development, member plans and School Library System annual evaluation.

Article 7 Amendment of By-Laws

Section 1

All proposals for amending the by-laws must be submitted to the School library System Council for its consideration

Section 2

Written notice of changes must be sent to all Council members at least one week before the scheduled meeting.

Section 3

At the following regular meeting of the Council, the proposed amendment shall be voted upon.

Section 4

The proposed amendment shall become part of the By-laws immediately upon receiving a two-thirds vote of the Council membership and upon approval of the BOCES Board of Education.

THESE BY-LAWS ARE NOT INTENDED TO INTERFERE OR SUPERSEDE ANY STATE EDUCATION LAW, COMMISSIONER'S REGULATIONS, BOCES BOARD OF EDUCATION POLICY, OR LOCAL EDUCATION AGENCY POLICY.

Adopted 1/11/2006

Amended 3/19/2009